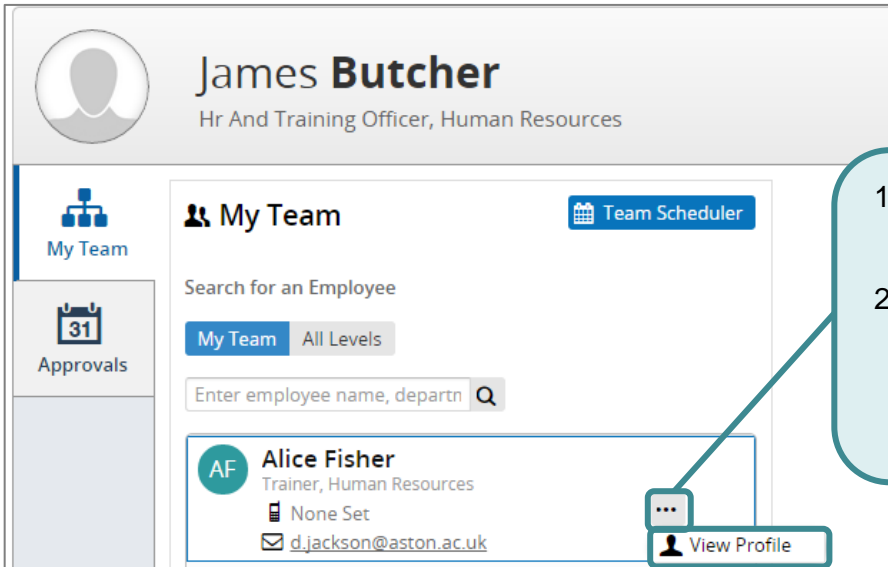
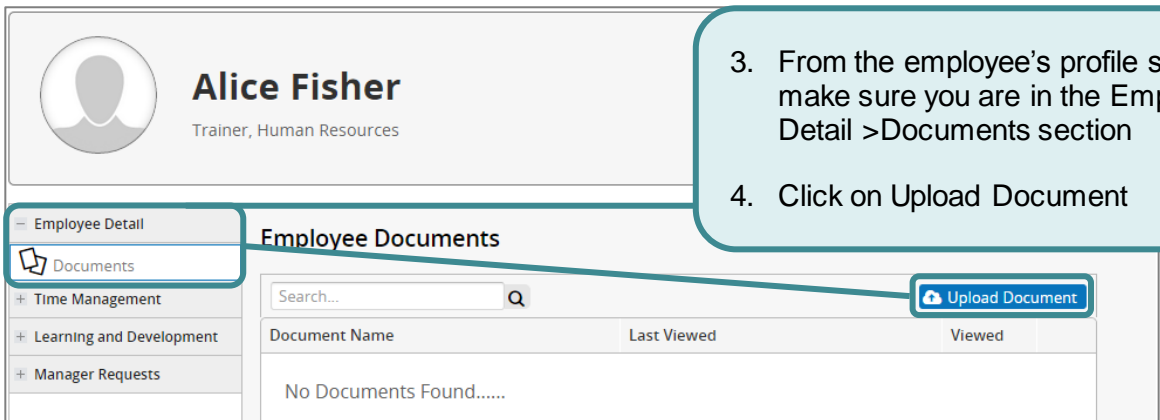


How to upload PDR Documents to Aston Staff Portal

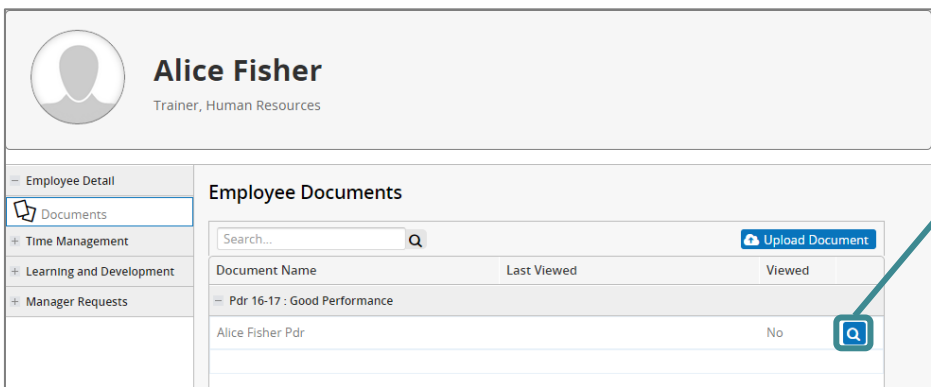
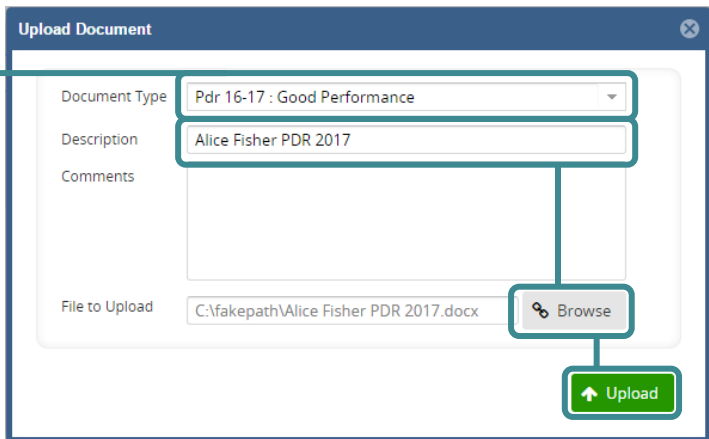


1. Log in to Aston Staff Portal.
2. On the Manager Dashboard, select the ... symbol by the side of your employee and click View Profile.



3. From the employee's profile screen, make sure you are in the Employee Detail > Documents section
4. Click on Upload Document

5. Select the **correct document type** to match the score of your employees' PDR
 6. Enter a document description and any relevant comments.
 7. Select your file and Upload
- NB:** Once a document is uploaded you will not be able to change or delete it. If a document needs to be deleted, contact hrrsystems@aston.ac.uk.



Once your document is uploaded to Portal, click on the magnifier to view it.