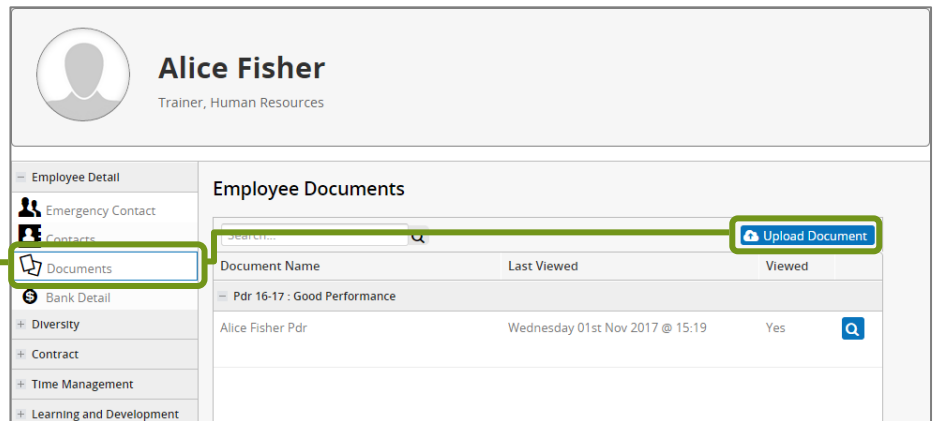


How to upload Documents to Aston Staff Portal – Employee Guide

1. Log in to Aston Staff Portal.
2. In the Quick Jump bar, type in 'Profile' and then go to your Employee Profile.

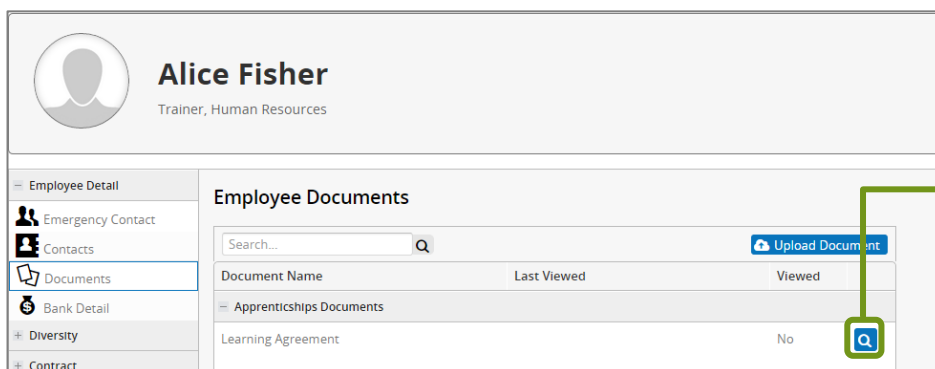
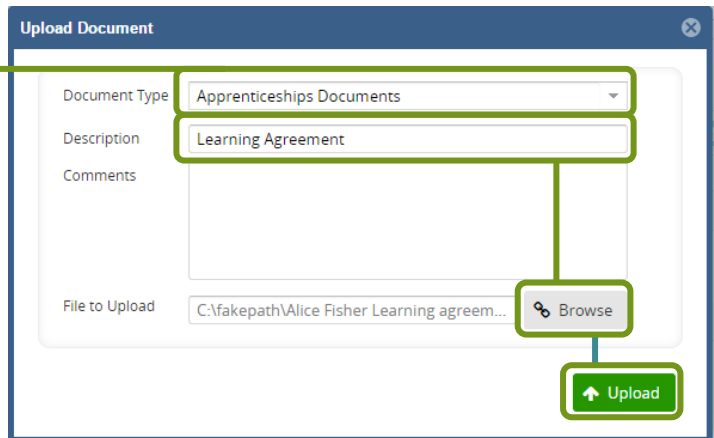


3. Go to the Employee Detail > Documents section
4. Click on Upload Document



5. Select the correct document type.
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 hrsystems@aston.ac.uk.



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