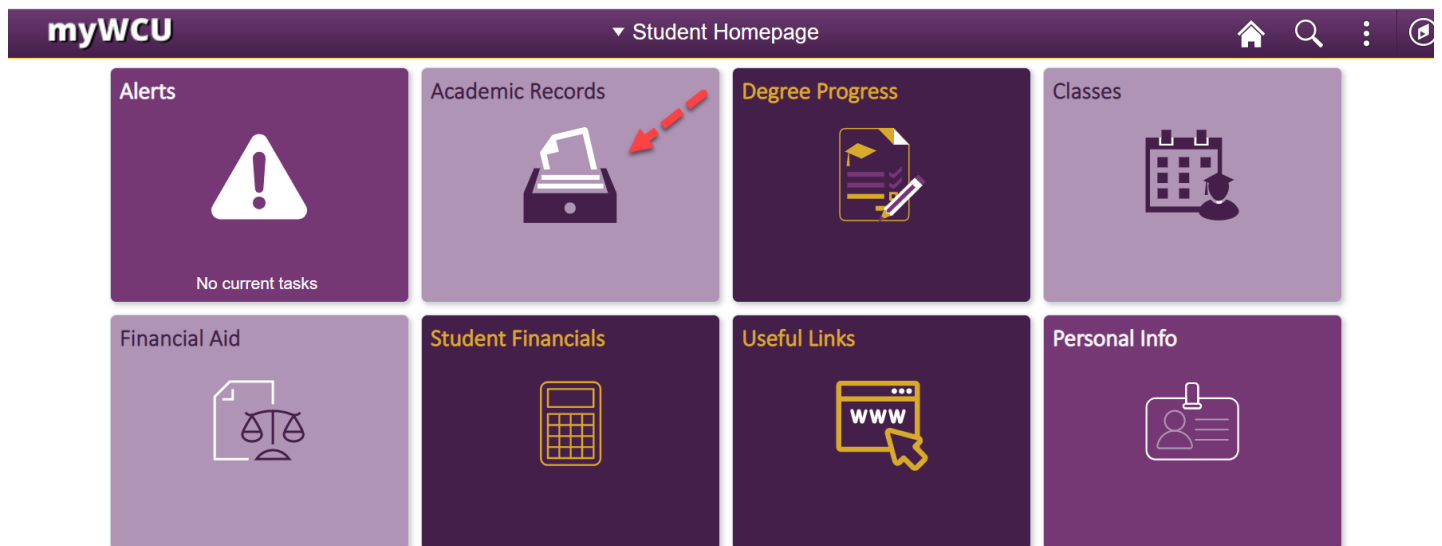# Upload Clearances

These instructions provide the student with an overview on uploading their clearances for the Educator Prep Program.

Navigator navigation: NavBar>Navigator>Self Service>Academic Planning>Update Clearances

Tile navigation: Student Homepage>Academics Records>Upload Clearances for Educator

- To begin the process of uploading clearance documents, it is best to have them ready for upload in a PDF format and clearly named as a particular type of clearance. (ie: Doe, J – PA State Criminal Oct 4 2020)

- From the Student Homepage, click on the Academic Records Tile.

- From Academic Records landing page, under Useful Links, click on "Upload Clearances for Educator Preparation/Ed Specialists"

- The form will appear with your personal information loaded in the correct fields. The College of Education and Social Work will appear for the College. To upload a document, choose from the drop-down list the type of clearance that will be uploaded.

- In the example below, PA State Criminal Record was chosen, so a description for this type of clearance appears in the box. Click "Attach", the file browser will appear so that the appropriate clearance file can be chosen. (Naming the files clearly will help in this process)