How to Upload Job Postings & Opportunities

1. Click on **New**  under Folder Contents
2. Add a **Title** (required) and **Description** (optional)
3. In the 'Entry Type' field select **Standard File Upload** and then select Next
4. Choose a file to upload from your computer and then select **Upload the File(s)**
5. The entry will appear in the 'Uploaded File(s)' section, click **Next**
6. Name the file and click **Finish**
7. Use the main navigation bar to go back to **Job Postings & Opportunities**