

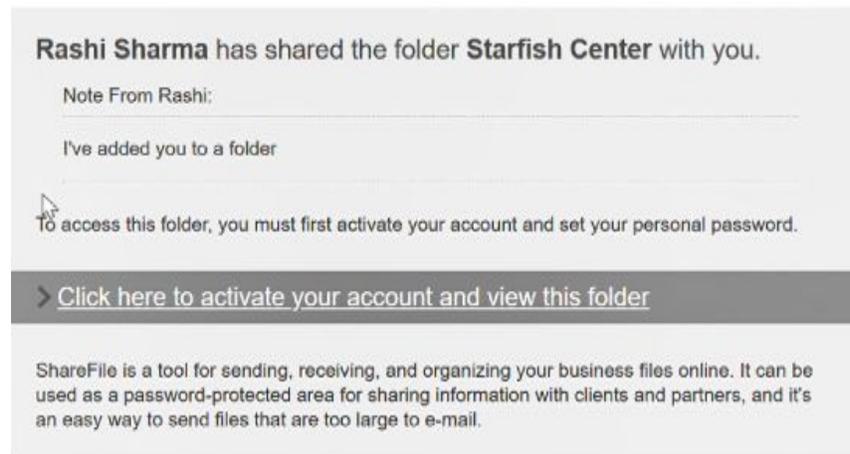
# How to Upload to ShareFile

## Step 1

To activate your account, open the email that was sent to you by NAEYC.

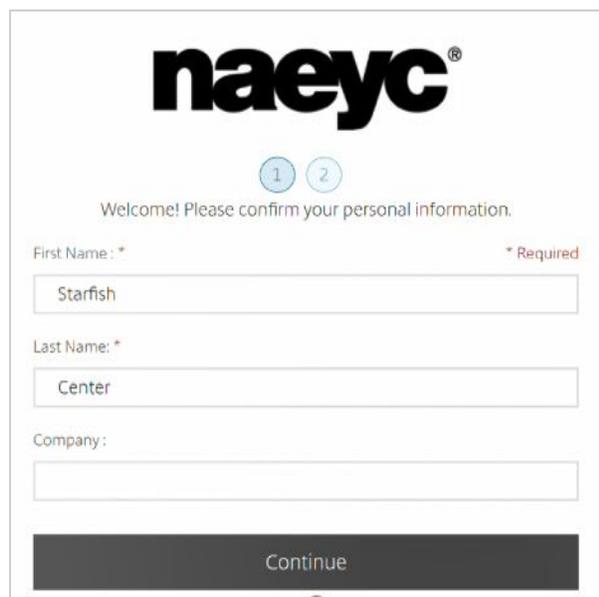
## Step 2

Select where it says, “Click here to activate your account and view this folder.”



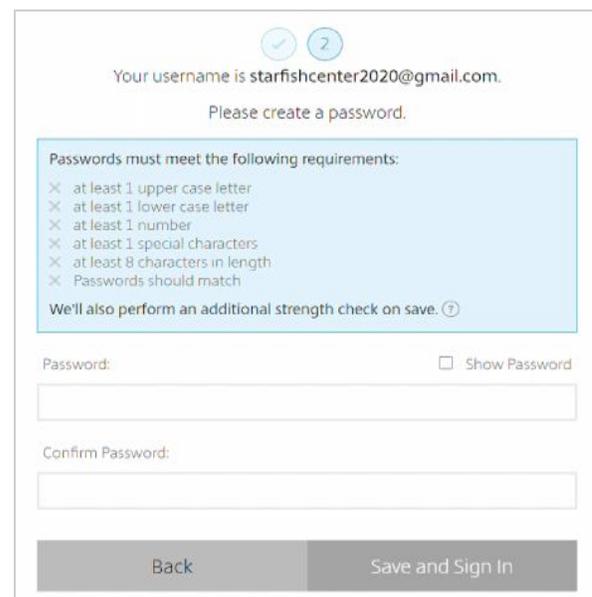
## Step 3

Confirm your first and last name. Then select Continue.



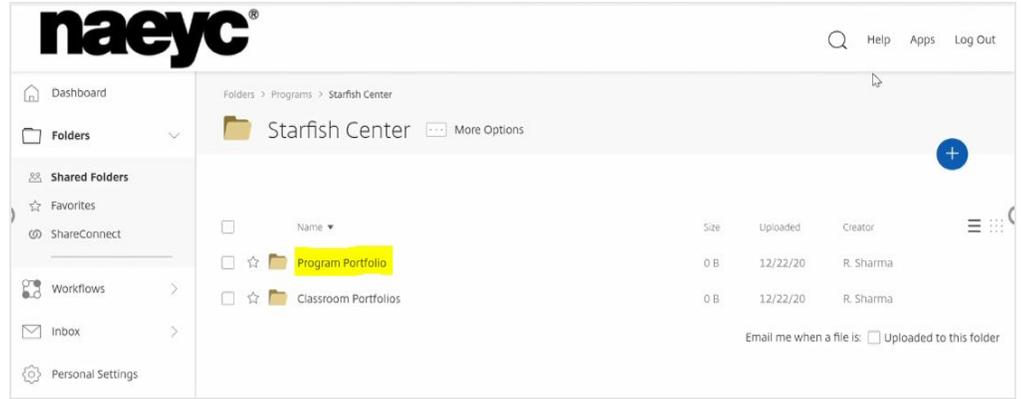
## Step 4

Create a password following the requirements. Select Save and sign in.



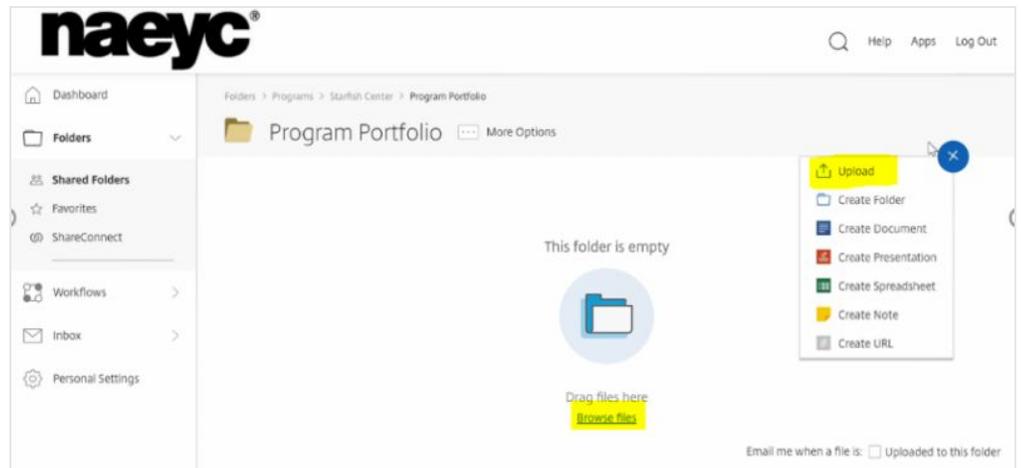
### Step 5

You are now in Shared Folders. Select the Program Portfolio folder.



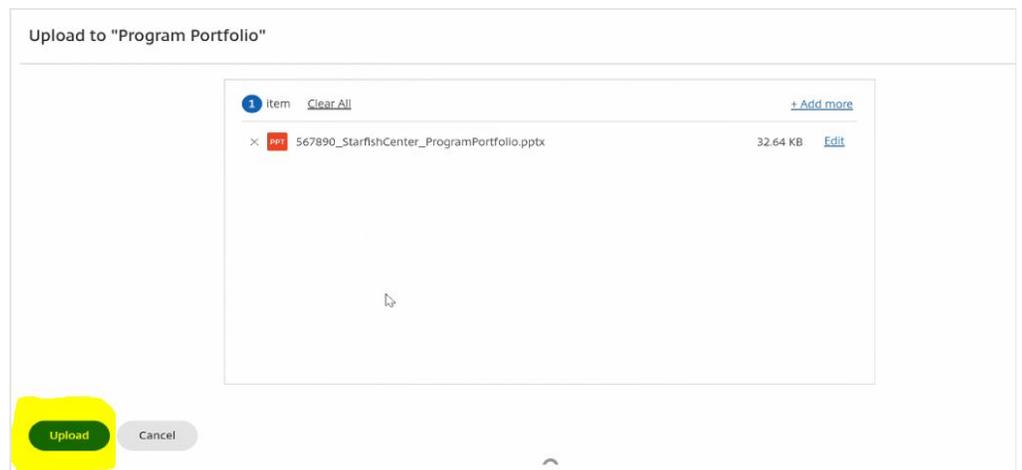
### Step 6

Select either “Browse files” or the blue circle and “Upload” to choose your Program Portfolio from your computer files.



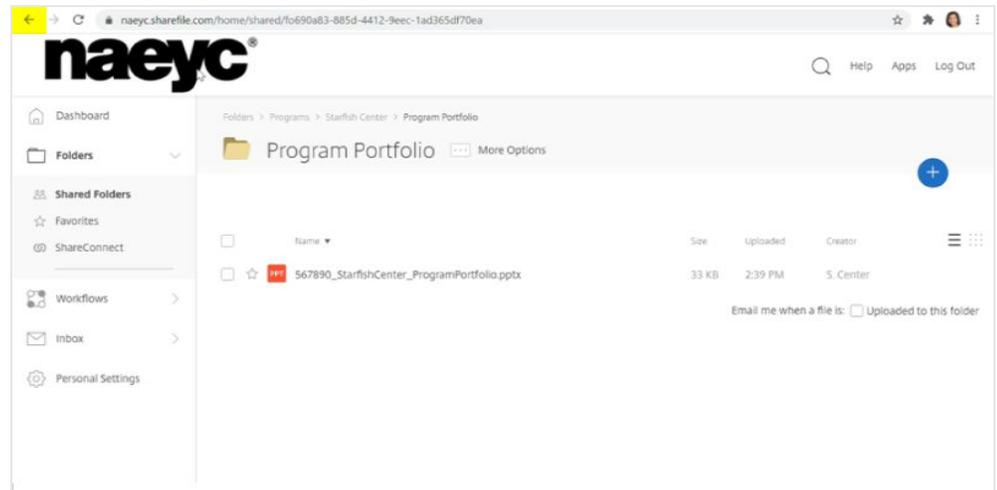
### Step 7

Once your Program Portfolio file is chosen, select Upload.



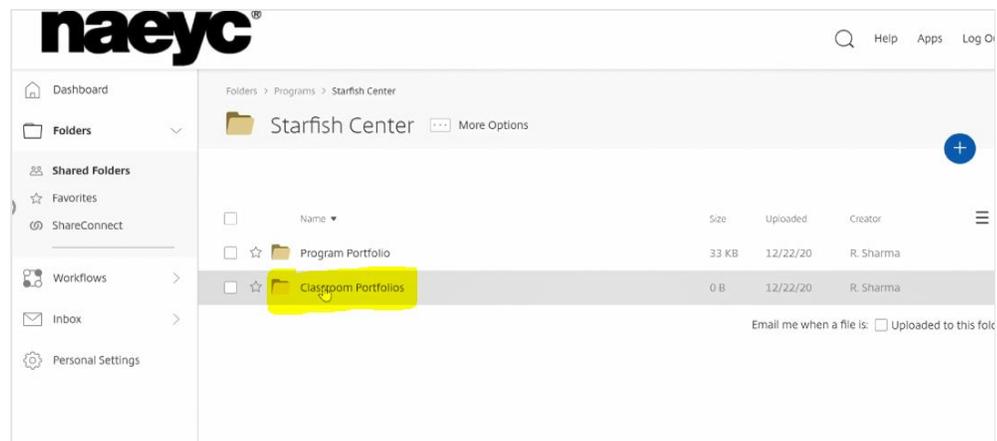
## Step 8

Select the back button (left arrow at top left of screen) to return to your Shared Folder homepage.



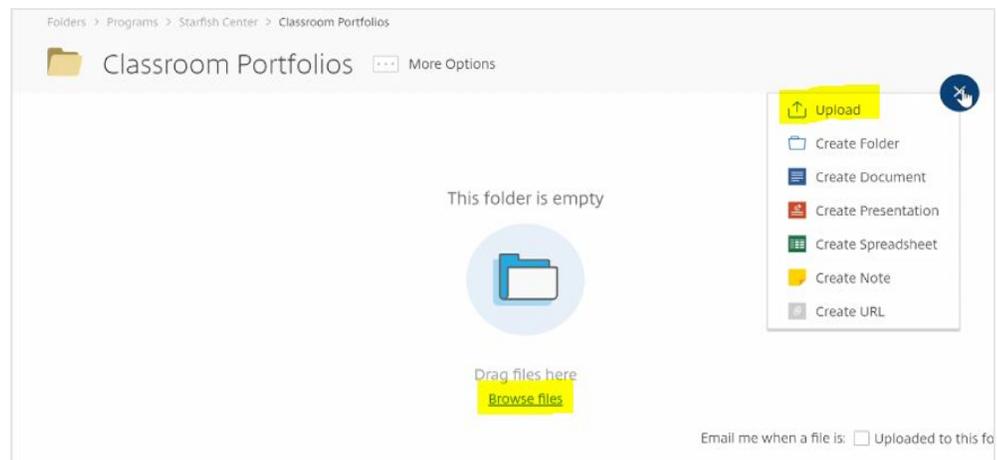
## Step 9

Select the Classroom Portfolios folder.



## Step 10

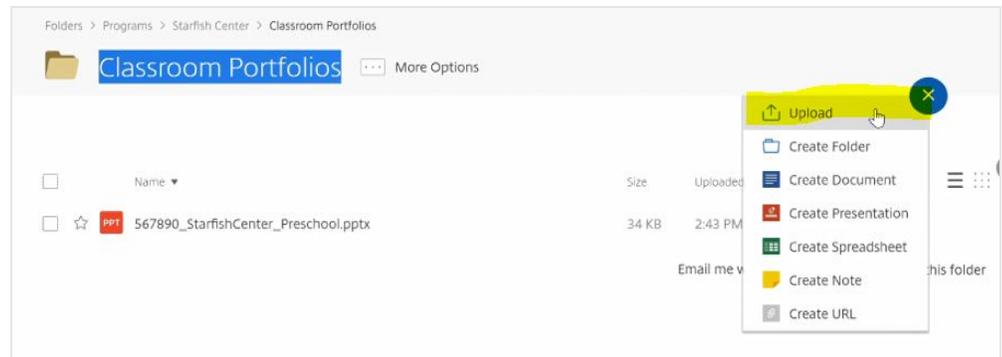
Select either “Browse files” or the blue circle and “Upload” to choose your Classroom Portfolio from your computer files. Press upload. Remember to label by age group.



## Step 11

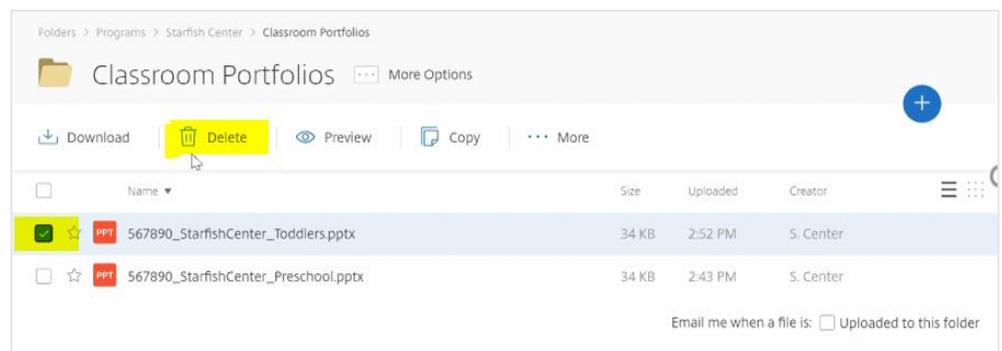
Once your Classroom Portfolio is uploaded, repeat the process for another age group's Classroom Portfolio by selecting the blue circle and "Upload."

Repeat as needed.



## How to Delete from ShareFile

Select the square next to the uploaded file. Then, select "Delete."



To sign in or reset your password, visit [naeyc.sharefile.com](https://naeyc.sharefile.com)

Don't forget! Use your **Portfolio Completion Checklist** to confirm that you have reviewed and completed your uploads.