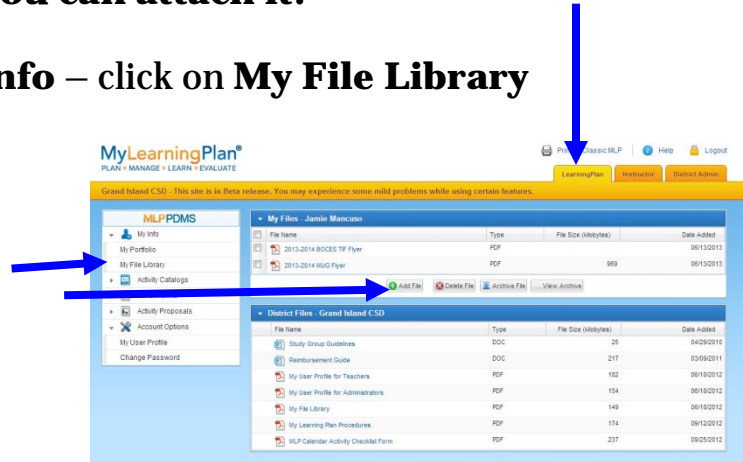# *My Learning Plan Guide: My File Library*

Files must be uploaded <u>BEFORE</u> you can attach it!
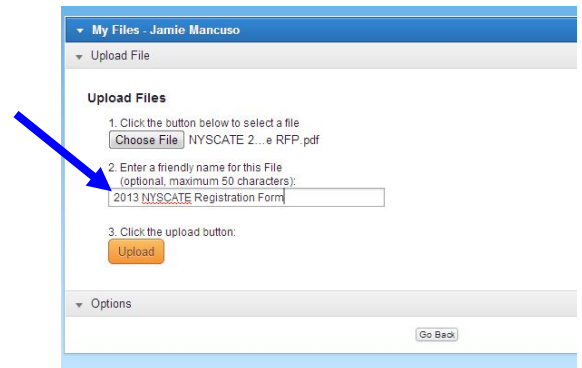
From the **Learning Plan Tab** – **My Info** – click on **My File Library**

To Upload:
1. Click on **Add Personal File**

2. Follow the **on-screen steps**

*Be sure to provide a friendly name for the file as shown so that you can easily identify it when attempting to attach. All files in library will be visible so it may be hard to differentiate without a friendly file name.

It is recommended that you archive old files each year to keep your file library manageable!

To Archive:
1. Click on the box next to the file(s) you wish to delete or archive.

2. Click Archive

3. Confirm if prompted.