



How to Upload Documentation After Submitting the Registration Form

1. Go to <https://elbert.accessiblelearning.com/UMKC/>.
2. Sign in
 - a. **Username:** SSO
 - b. **Password:** same as your UMKC email address password
3. Click on **Overview**.
4. Click on **Files**.
5. Enter the document name (this can be a title you choose).
6. Navigate to the location the document is stored on your computer.
7. Click on **Upload File**.