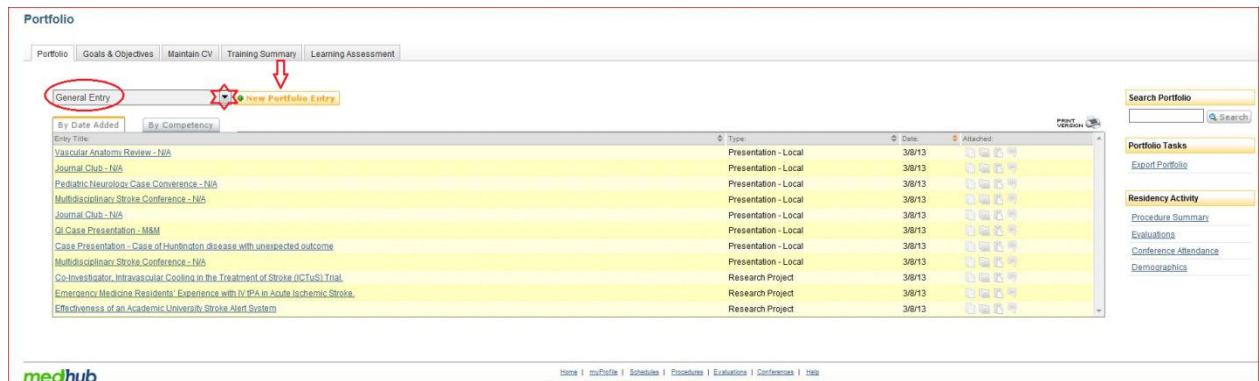


Instructions for uploading Journal Club/Scholarly Activity portfolio entries:

1. From your MedHub Homepage select the **'Portfolio'** tab in the upper right hand corner. (on the black ribbon)



2. From the **general entry** pull down arrow, select **'Presentation-UCD'** and click on **'New Portfolio Entry'**.



3. Populate fields (ex: **Journal Club** or **Scholarly Activity**), and upload files from the far the right side of the screen.



***Make sure 'Availability' box is checked!**

Select 'Submit'