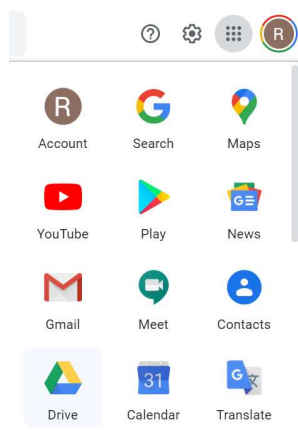


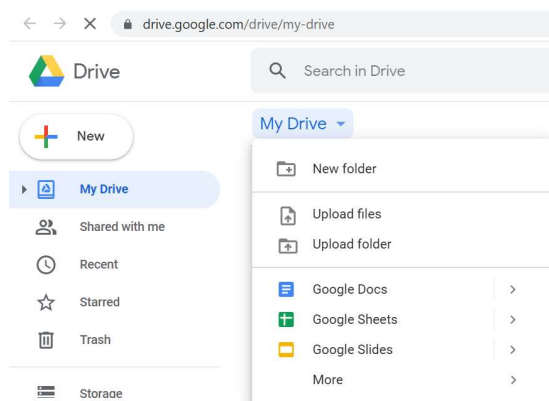
User Manual for uploading supporting documents for National Awards to Teachers 2020

If you want to upload all the supporting documents at a single place use the following easy steps to upload the documents on Google Drive and provide the link of the same after clicking on Upload Supporting Documents Button on the portal.

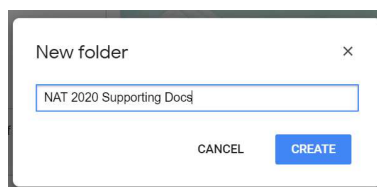
1. Login to your gmail account.
2. Click "Drive" icon (popularly known as Google drive).



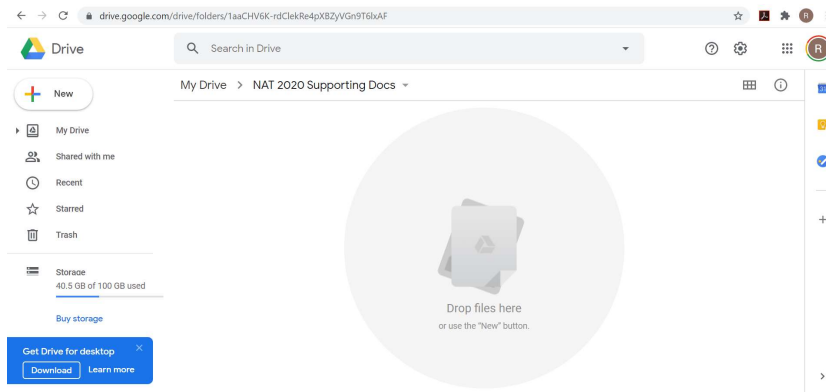
3. Click on "My Drive" and then click on "New Folder".



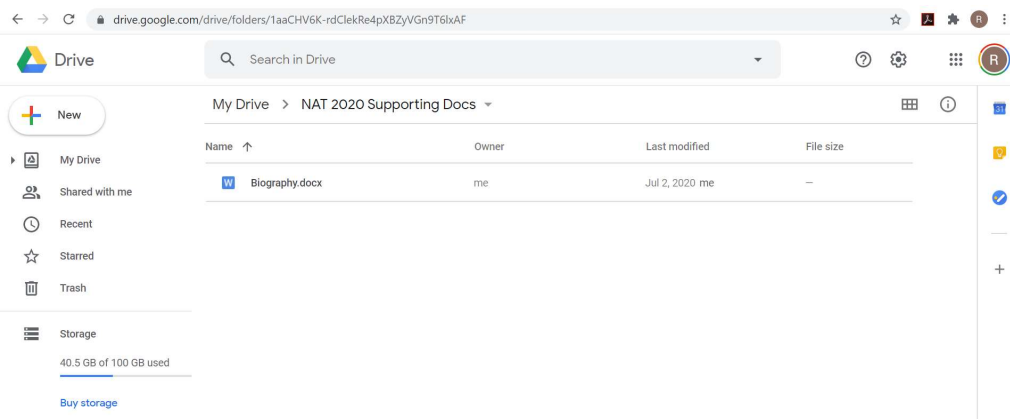
4. Give a name of the "New Folder" and click "Create".



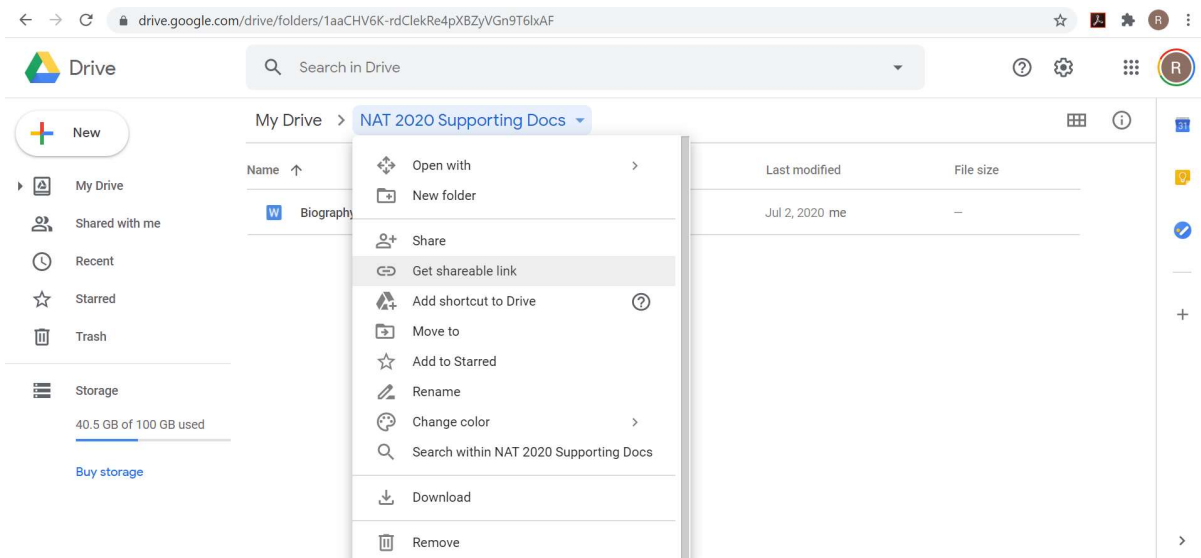
5. Drop/copy the documents and files which you want to upload into this folder.



e.g. Document named "Biography" has been copied/dropped in this folder.

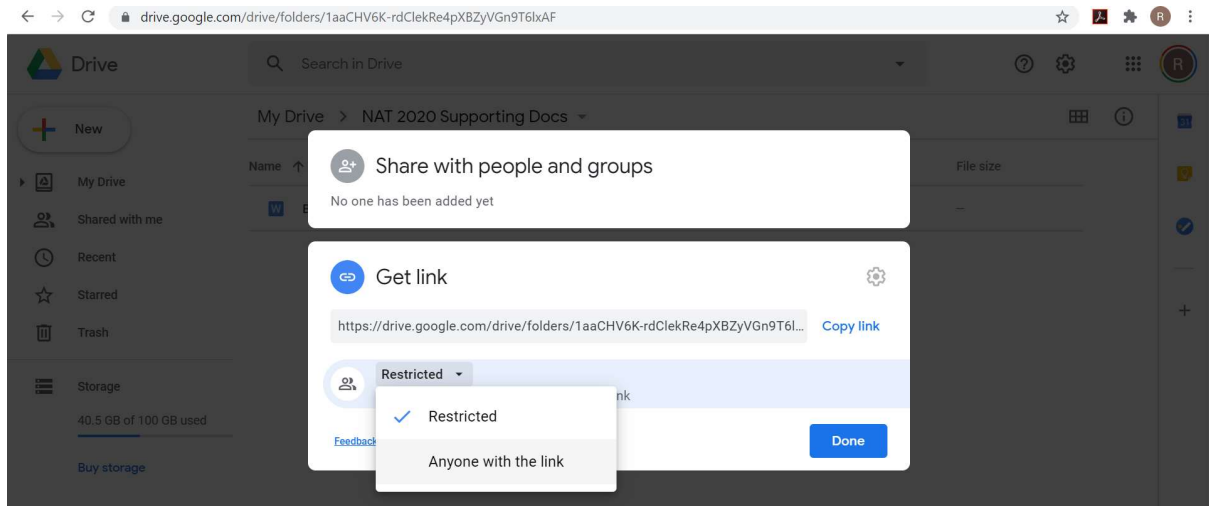


6. Click on newly created folder e.g. "NAT 2020 Supporting Docs".

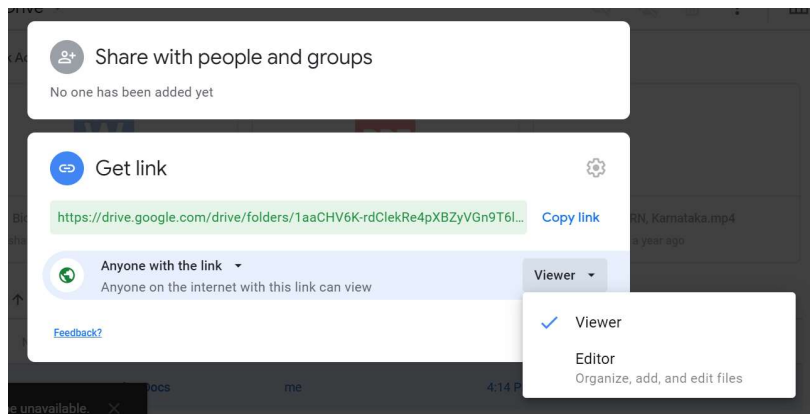


7. Click on "Get shareable link"

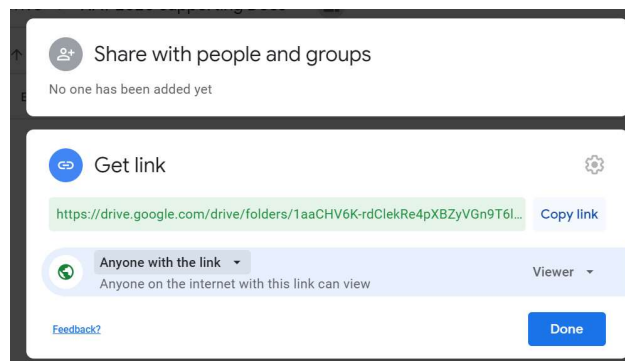
8. Change the permission from "Restricted" to "Anyone with the link" by clicking on the same.



9. Further, Click on "Viewer" link not the "Editor" link.



10. Click on "Copy link" and then click on "Done" button.



11. Now you can paste the link in the text box for link/url under Google Drive Link Text Box on portal.

Google Drive Link*

Google Drive Link

Remarks (1000 Char Max) *

Remarks / टिप्पणियों (1000 Char Max)

Update