

Upload

UPLOAD A PAPER, PRESENTATION, AND PAPER/PRESENTATION CLEARANCE FORM

Your unclassified paper, presentation and paper clearance forms must be uploaded to the JANNAF Secure Portal. Emailed documents will not be accepted. Please call JHU WSE ERG at (410) 992-7300 if you need assistance uploading your paper, presentation, and clearance. If you have a classified paper and/or presentation, please follow the specific submittal instructions sent to you.

1. Go to <https://www.jannaf.org>; enter your user name and password for your JANNAF secure portal account. Click the login button.

The screenshot shows the JANNAF website homepage. At the top, there is a navigation menu with links for Home, About, Committees, Meetings & Workshops, Journal, and Products. Below the menu is a large image of a rocket launch. To the right of the image is a login form with fields for Username and Password, and buttons for Log in and Create new account. A blue callout box with an arrow points to the Log in button, containing the text "Hit 'Login'". Another blue callout box with an arrow points to the Password field, containing the text "Enter your Portal Email & Password". Below the login form is a "RESOURCES" section with a link for "Portal Account Tutorial" circled in red. A blue callout box with an arrow points to this link, containing the text "Click here for Portal Account Assistance".

2. Once you have logged in, under the *NAVIGATION* Menu on the JANNAF Homepage, locate the category "*Meetings & Workshops*" option; under this option find and click on "*Author Uploads for Meetings*".

The screenshot shows the JANNAF website navigation menu. The menu is titled "NAVIGATION" and contains several options: My Account, Add content, JDOC, RPTF, LPFD, About, Committees, Meetings & Workshops, Journal, and Products. The "Meetings & Workshops" option is circled in red, and a blue callout box with an arrow points to it, containing the text "Click on 'Author Uploads for Meetings'". Below "Meetings & Workshops" is a sub-menu with options: My Account, Add content, JDOC, RPTF, LPFD, About, Committees, Meetings & Workshops, Journal, and Products. The "Author Uploads for Meetings" option is circled in red, and a blue callout box with an arrow points to it, containing the text "Click on 'Author Uploads for Meetings'".

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3. Clicking on “*Author Uploads for Meetings*”, will take you to the “*Upcoming Meetings*” page. You will see your personal information and upcoming meeting(s). There are two tabs, “*Current Meetings*” and “*File Upload*”. Both tabs allow file uploads. On the “*Current Meetings*” tab, your abstract(s) and the session(s) to which they have been assigned are indicated. Below the session number and title, you will see three blue links:

[Click here to upload your paper](#)

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Upcoming Meeting

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Your Personal Information:
Name: Ms. Jane Doe
Preferred Name: Jane
Organization: Naval Air Warfare Center Weapons Division

If your personal information is incorrect please contact us.
Email: info@erg.jhu.edu / Phone: (410) 992-7300

December 2017 CS/APS/EPSS/PSHS/PIB

Location: Newport News Marriott at City Center
Schedule: 2017-12-04 - 2017-12-08
Your Abstract: Help

Abstract: 7777 - Rocket Science Fun

Session: (20) Modeling and Simulation

The most recently uploaded file will be used.

Click here to upload your paper
Paper Uploaded: No

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Presentation Uploaded: No

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Your Upload Page

Where to Upload your deliverables

Abstract: 7777 - Rocket Science Fun

Session: (20) Modeling and Simulation

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IMPORTANT TIPS:

- (1) If you have more than one paper in the program, be sure the files you upload go into the folders for the correct paper. (2) When uploading multiple files for one deliverable (such as a PPT file and a video); both files must first be saved to a folder on your computer and compressed or “Zipped” before uploading to avoid accidentally overwriting a file. Only one file can be uploaded to each folder on the upload site. Each file uploaded to a specific folder will overwrite any previously uploaded file.
4. For each deliverable you upload (paper, presentation, or clearance form), the process is the same.
 - A. Select and click on the correct link for the file you’re uploading.
 - B. Once on the “File Upload” tab, select the “Browse” button.
 - C. Select the file you wish to upload (**Make sure your files are NOT password protected**).
 - D. Click the “Submit” button to submit your file.
 - E. Next, view the status of your document to verify that your upload was successful. For example, if you uploaded your paper, the status should be “Uploaded.” If the status is “Not Uploaded”, please try to upload the file again.

The screenshot shows the 'File Upload' tab selected. A red box highlights the 'File Upload' button. A blue callout box points to the 'Browse...' button with the text 'Click here to upload your deliverable'. Another blue callout box points to the 'submit' button with the text 'Click here to Submit your deliverable'. A red box lists preferred file types: Microsoft Word (doc, docx), PDF, and ZIP (*for multiple files).

**This screenshot is an example of what you will see when uploading deliverables.*

5. **To replace a previously uploaded document**, navigate to the File Upload tab and select “Click here to replace your (Presentation, Paper, Clearance)” link and repeat steps mentioned in 4. Remember: subsequent uploads will overwrite previous files.

The screenshot shows the 'Your uploads' section with a table of uploaded files. A blue callout box points to the 'File Upload' tab and the table with the text 'Your will be able to see you upload status below. You can also click the links below to replace you paper, presentation, and clearance form.' A yellow circle highlights the 'File Upload' tab and the table.

File	Status	Uploaded File	Upload Link
Presentation	Uploaded	5558_Sh-Cohen_prz.pdf	Click here to replace your Presentation
Paper	Uploaded	5558_Sh-Cohen_ppr.png	Click here to replace your paper
Clearance	Uploaded	5558_Sh-Cohen_clr.pdf	Click here to replace your clearance