

# 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. On the right side, there 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, there 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 the following items: My Account, Add content, JDOC, RPTF, LPFD, About, Committees, Meetings & Workshops, Journal, and Products. Under the "Meetings & Workshops" item, there is a link for "Author Uploads for Meetings" circled in red. A blue callout box with an arrow points to this link, containing the text "Click on 'Author Uploads for Meetings'".

## UPLOAD A PAPER, PRESENTATION, AND PAPER/PRESENTATION CLEARANCE FORM CONTINUED...

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](#)

[Click here to upload your presentation](#)

[Click here to upload your paper clearance](#)

**JANNAF**  
INTERAGENCY PROPULSION COMMITTEE

**JOINT ARMY NAVY NASA AIR FORCE**  
INTERAGENCY PROPULSION COMMITTEE

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Home » Meetings & Workshops » Upcoming Meeting

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**RESOURCES**

- Portal Account Tutorial
- CPIN Access

**Tech & Admin Contractor:**

JHU ERG  
10630 Little Patuxent Parkway  
Suite 202  
Columbia, MD 21044-3286  
info@erg.jhu.edu  
410-992-7300

**Upcoming Meeting**

**Current Meetings** [File Upload](#)

**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](mailto: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

[Click here to upload your presentation](#)  
Presentation Uploaded: No

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Clearance Uploaded: No

Your Upload Page

Where to Upload your deliverables

**Abstract: 7777 - Rocket Science Fun**

**Session: (20) Modeling and Simulation**

**The most recently uploaded file will be used.**

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Clearance Uploaded: No

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Click here to upload your presentation

Click here to upload your clearance form

## UPLOAD A PAPER, PRESENTATION, AND PAPER/PRESENTATION CLEARANCE FORM CONTINUED...

### 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.

Home » Meetings & Workshops » Author Uploads for Meetings » Paper Upload

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Current Meeting: **File Upload** Administration Configuration

Please upload a your paper for "Rocket Science Fun"

**Paper upload preferred file types:**

- Microsoft Word (doc, docx)
- PDF
- ZIP (\*for multiple files)

Your uploaded file:

Upload a File

No file selected.

Click here to upload your deliverable

Click here to Submit your deliverable

*\*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.

Home » Meetings & Workshops » Author Uploads for Meetings » Your uploads

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Home » Meetings & Workshops » Author Uploads for Meetings » Your uploads

Current Meeting: **File Upload**

**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.**

**December 2017 CS/APS/EPSS/PSHS/PIB**

This is a Test Paper

File	Status	Uploaded File	Upload Link
Presentation	Uploaded	5558_Sh-Cohen_prz.pdf	<a href="#">Click here to replace your Presentation</a>
Paper	Uploaded	5558_Sh-Cohen_ppr.png	<a href="#">Click here to replace your paper</a>
Clearance	Uploaded	5558_Sh-Cohen_clr.pdf	<a href="#">Click here to replace your clearance</a>