

Upload a Paper, Presentation, and Publication Clearance Form

Your unclassified paper, presentation and publication clearance form 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 bar with links for Home, About, Committees, Meetings & Workshops, Journal, and Products. Below the navigation bar 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 a Log in button. A blue callout box with an arrow points to the Log in button, saying "Hit 'Login'". Another blue callout box with an arrow points to the Username and Password fields, saying "Enter your Portal Email & Password". Below the login form is a "RESOURCES" section with a link for "Portal Account Tutorial", which is circled in red. A blue callout box with an arrow points to this link, saying "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 includes links for My Account, Add content, JDOC, RPTF, LPFD, About, Committees, Meetings & Workshops, Journal, and Products. The "Meetings & Workshops" link is circled in red, and a blue callout box with an arrow points to it, saying "Click on 'Author Uploads for Meetings'". Below the "Meetings & Workshops" link is a sub-menu with links for Author Uploads for Meetings, Journal, and Products. The "Author Uploads for Meetings" link is also circled in red, and a blue callout box with an arrow points to it, saying "Click on 'Author Uploads for Meetings'".

Upload a Paper, Presentation, and Publication 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](#)

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INTERAGENCY PROPULSION COMMITTEE

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Home About Committees Meetings & Workshops Journal Products

Home » Meetings & Workshops » Upcoming Meeting

NAVIGATION

- My Account
- Add content
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- LPPD
- About
- Committees
- Meetings & Workshops
 - Author Uploads for Meetings
- Journal
- Products
- Content List
- Webform Lists
- Logout

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 / 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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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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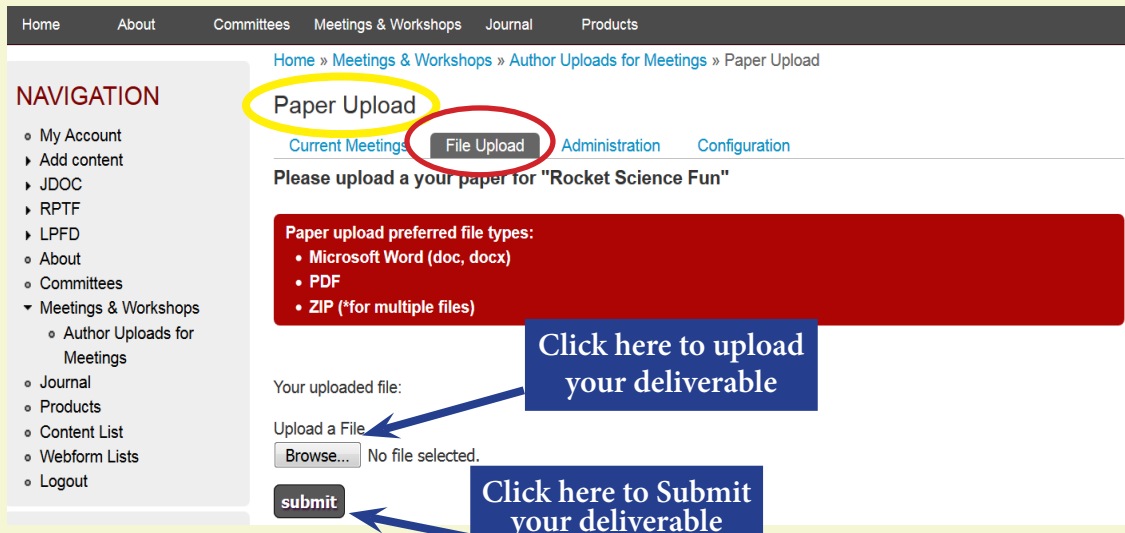
Click here to upload your presentation

Click here to upload your clearance form

Upload a Paper, Presentation, and Publication 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 PDF file and a graphic); 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.



*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 above. **Remember:** subsequent uploads will overwrite previous files.

