



College of Education

TEMPLE UNIVERSITY®

Instruction on Uploading Clearances to the Edportal Site

1. Scan each clearance individually and give the document a name (For example: Ray Moss Child Abuse clearance.)
2. Log onto the <http://edportal.temple.edu> and enter your user id and password. This is the user id and password you use to log onto your TU e-mail account.
3. Select your advisors name. If you do not see your advisors name listed select any advisor.
4. After you complete the first set of questions click on save changes.
5. Click on edportal written in red at the top of the page and, select clearances.
6. Select the reason you are getting the clearances, and answer the next question.
7. Click on save changes.
8. The page to upload the clearances should appear.
9. Go to the Browse key and find the file containing your FBI clearance click on the file and it will upload to the browse box. Once the file is uploaded and you see the file in the box, hit submit. Please **wait for the red link to appear before uploading the next clearance**. If you do not see the red link the clearance did not upload correctly.

The PA State Police clearance must be saved as a PDF before you upload the clearance into edportal.

Please note: You must do this one at a time. Do not try to upload another clearance while one is still uploading it will not work. Submit one at a time. Continue this process for the other three clearances. You should have a total of 4 clearances at the end.

If you are using a Temple computer to upload your clearances please remember to delete your file when you are finished. Click on the recycle bin and delete your file again.