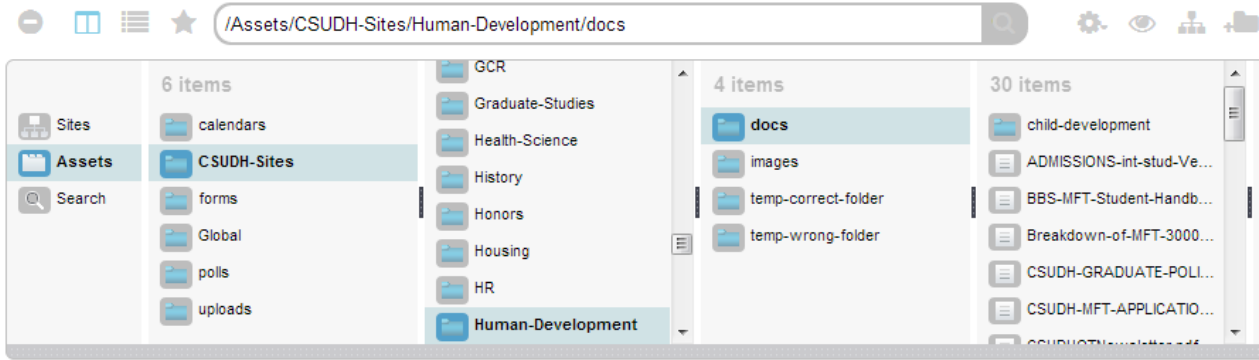

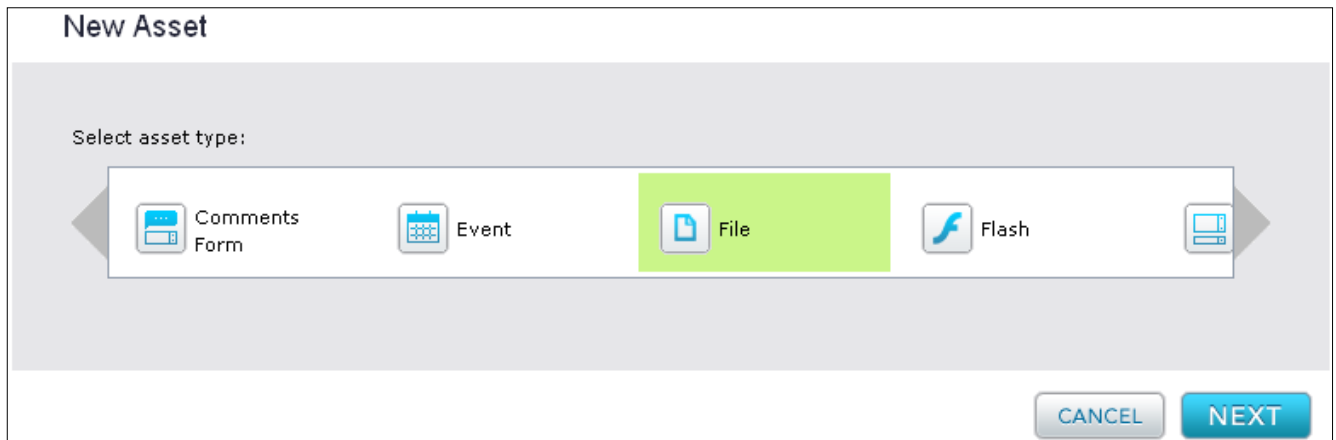


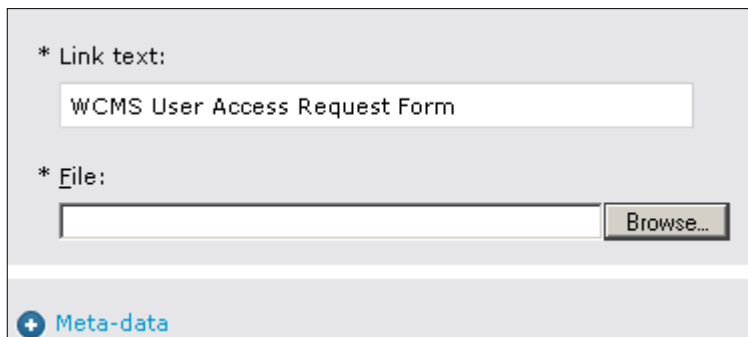
1. Under Finder, click on Assets, CSUDH-Sites, your department site folder, and docs.




2. Once the docs folder was highlighted, click on the “Click to create new assets” button () to open the New Asset window.
3. Highlight File and click Next.

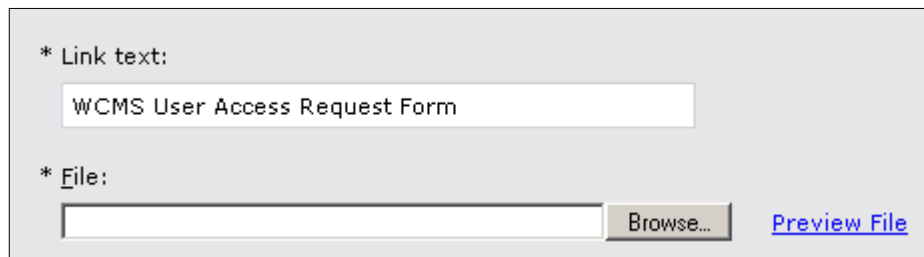


4. In the section below Finder, enter the Link Text and click on the Browse... button to locate the document file on your local drive.



5. Click the Save button () to upload the file and save the document information.

6. Once the file is saved, the file can be previewed by clicking the Preview File link. This will open the document in a new tab/browser window.



The screenshot shows a form with two main sections. The first section is labeled '* Link text:' and contains a text input field with the text 'WCMS User Access Request Form'. The second section is labeled '* File:' and contains a file input field, a 'Browse...' button, and a blue hyperlink labeled 'Preview File'.

7. To close this process, click the Close button.

To submit for approval, move the mouse pointer to the Submit button and click on Approve.