

# How to upload a syllabus

- 1) **Name your file:**  
Year Semester – HLTH ### - Instructor's  
Last Name, First Name

*Example:*

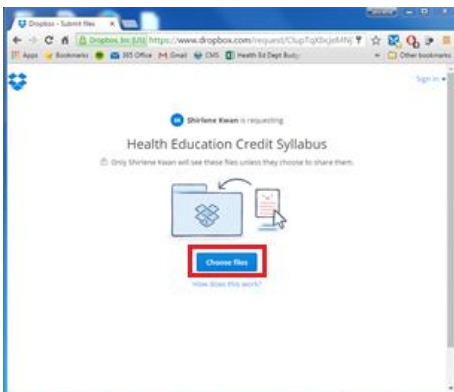
2016 Fall – HLTH 10 – Kwan, Shirlene

- 2) **Go to provided link:**  
<http://thinfi.com/Ocat>

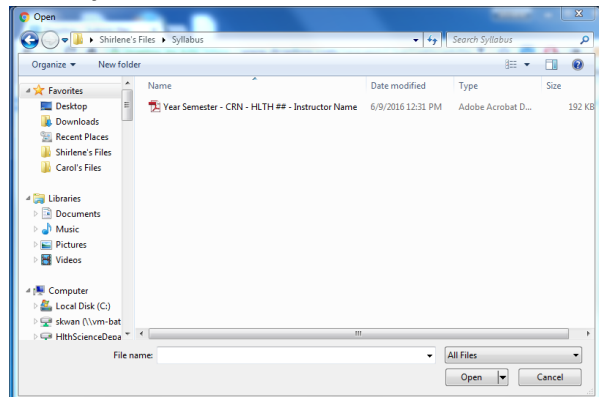
- 3) **Enter password:** healthed  
and press enter



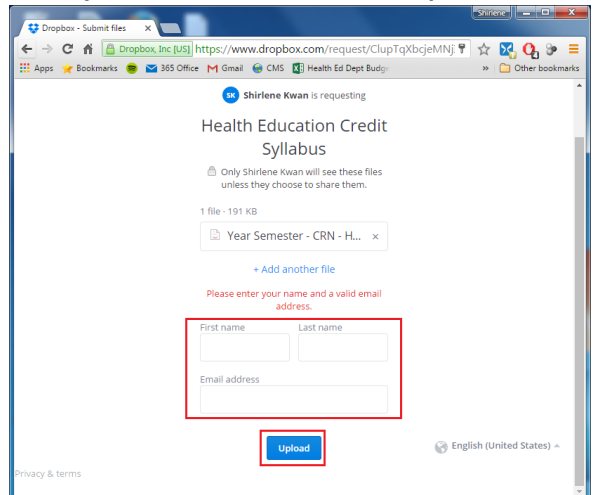
- 4) **Click "Choose files"**



- 5) **Select your file**



- 6) **Enter your information and click Upload**



- 7) **Congratulations! Your syllabus has been uploaded!**  
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