

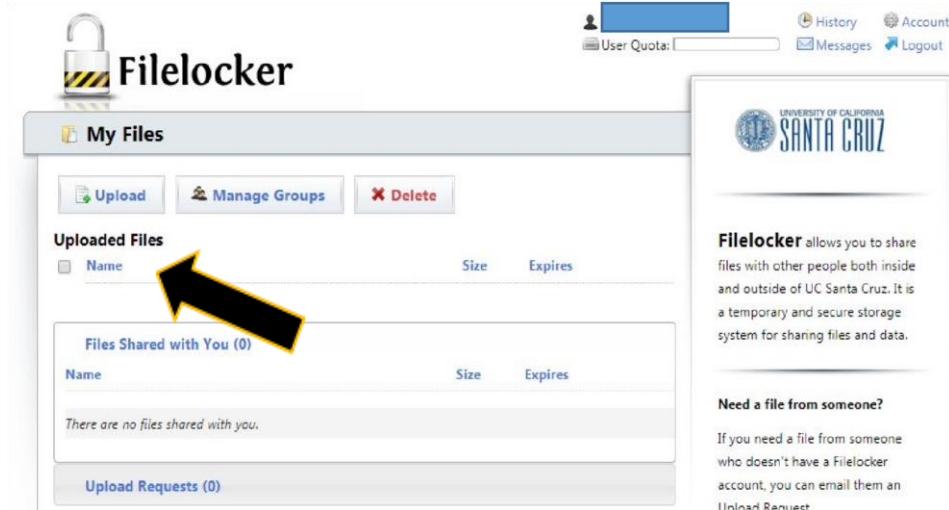
Uploading and Sharing Files with the Residence Deputy

1. Uploading

Go to filelocker.ucsc.edu. Log in using your UCSC Cruz ID and Gold Password.

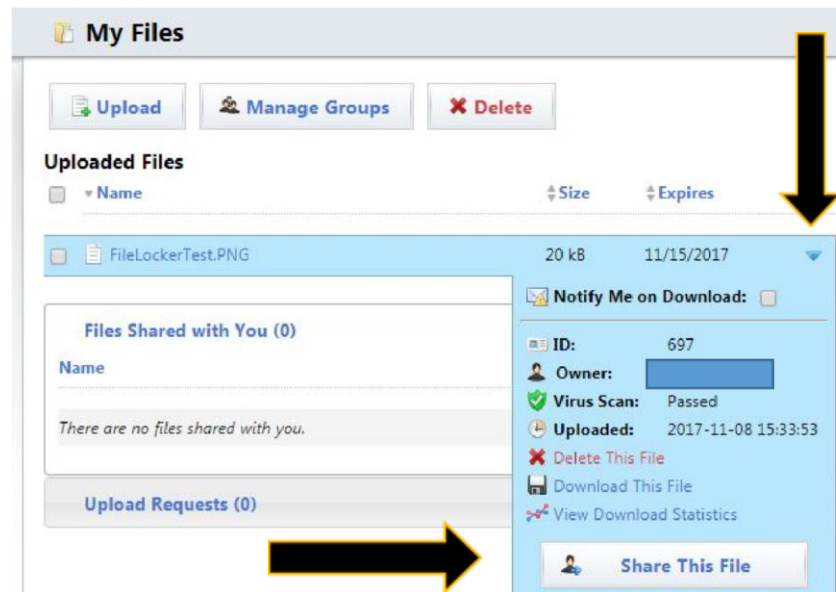
Click the **upload** button.

(To upload multiple documents at once, you may compress them into a .zip file)



2. Sharing

Once the document has successfully uploaded, click on the **down arrow in blue** at the right. A drop-down menu will appear. Click on the button **Share This File** button.



3. Sharing files with the Residence Deputy

- Type **“RES”** in the search bar.
- **“Residence Deputy”** will pop up for you to **select**
- Click the **“Notify via email”** box
- Click **“Share”**



The Residence Deputy will receive your submission and download it to your file. You will be notified if additional information is required.