
Steps to Upload Submissions

Steps – Uploading Files - Verification

1. After clicking the link, you will see the following on your browser

You are about to upload files to:
NCR CHFA

Email Please enter your email address for validation:

Image Verification Please enter the letters as you see in the image:

Upload

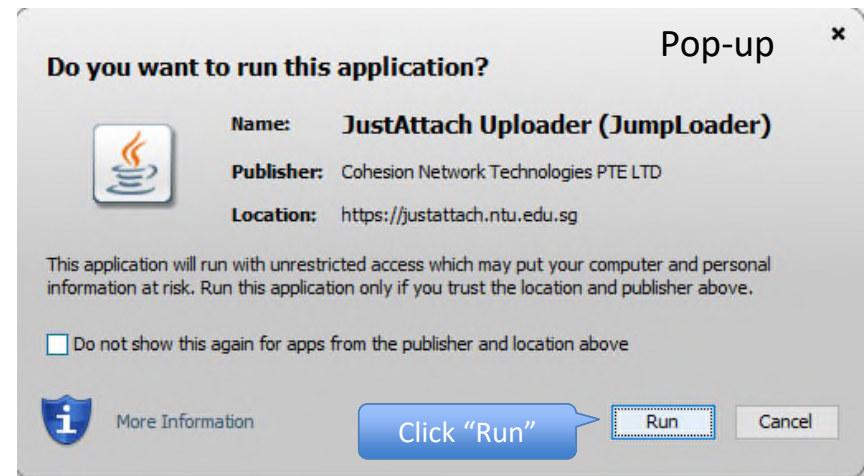
Speed Test

Download Software
Java Runtime Environment (ver 1.8.0_25)

Use an email account from your institution which you can receive the confirmation code

Key in the image verification and click upload

2. If you are prompted to install Java, please click run.



Steps – Uploading Files – Input confirmation code

3. The next page will load on the browser; prompting for confirmation code

The screenshot shows a web page from Nanyang Technological University titled "File Upload - Validate Email Address". The page contains the following text: "A confirmation message has been sent to", "Please check your email now.", "Please do not navigate away from this page or close your web browser.", "The message contains a 10-character **Confirmation Code**.", "Please copy and paste the code into the box below and click **Confirm** to complete the validation." Below this text is a text input field labeled "Confirmation Code" and three buttons: "Confirm", "Clear", and "Cancel". The footer of the page reads "Powered by JustAttach © 2007-2014 Cohesion Network Technologies".

5. Input the confirmation code sent to your email & click "Confirm"

4. Check your email and open the email from "NTU JustAttach"

The screenshot shows an email from "NTU JustAttach" with the subject "JustAttach - File Upload : Validate Email Address". The email content includes: "Email Validation from JustAttach", "(Times are expressed in server timezone GMT+0800.)", "You have requested to upload files to NCR CHFA.", "Your email address needs to be validated before you can upload files.", A table with the following data: Requested On: 2019-11-14 15:57, IP Address: 10.25.103.24, Confirmation Code: XXXXXXXXXXXX (highlighted with a red box). The email concludes with: "Please copy the **Confirmation Code** and paste into the **Validate Email Address** page to complete the validation."

Steps – Uploading Files

6. 'Uploading page' will load, depending on your Java version, there could be 2 different interfaces

The screenshot shows the Nanyang Technological University logo in the top left. Below it is a header bar with the text "Upload Files". Underneath, there is a message input field with a "Clear" button. Below the message field, there is a section titled "Add your files below and click the button to start uploading." which contains a file manager interface. The file manager has a toolbar with "Paste Files", "Browse Files", "Remove Files", and "Retry failed" buttons. The main area of the file manager displays "Double-Click to Browse Files" and "No files" at the bottom right. A "Start Upload" button is located at the bottom left of the file manager. Below the file manager, there is an "Exit" button with the text "When you have finished uploading your files, click Exit to quit."

The screenshot shows the Nanyang Technological University logo in the top left and "Nanyang Technological University" in the top right. Below it is a header bar with the text "Upload Files". Underneath, there is a message input field with a "Clear" button. Below the message field, there is a section titled "Add your files below and click the button to start uploading." which contains a "Select files to upload:" section. This section has five "Choose File" buttons, each followed by "no file selected" and a "Clear" button. Below these are "Upload Files", "Clear All", and "Abort" buttons. At the bottom, there is an "Exit" button with the text "When you have finished uploading your files, click Exit to quit." Below the interface, there is a footer bar with the text "Powered by JustAttach © 2007-2014 Cohesion Network Technologies".

Steps – Uploading Files

6. Uploading page will load, depending on your Java version, there could be 2 different interfaces

6A. Upload message is optional**

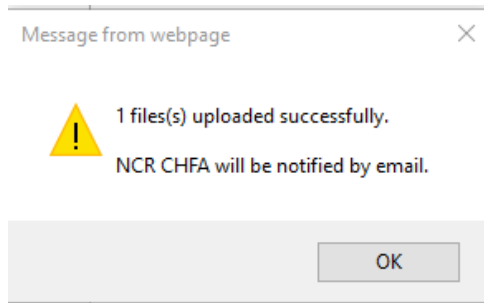
6B. Choose your files; limit of 1GB / file

6C: Click to start upload

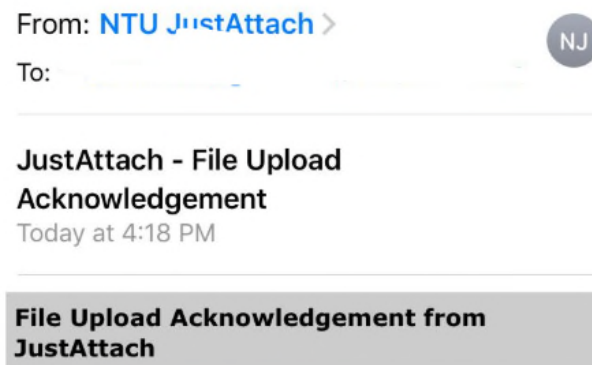
**** Recommended Message content:
E.g. List of files; voiding a previous uploaded file; resubmission instructions etc.**

Steps – Uploading Files - Success

7. A Pop-up window will inform your files are uploaded successfully



8. You will receive an email, listing the files you have uploaded



(Times are expressed in GMT+0800.)

You have uploaded the following 1 file(s) to NCR CHFA:

Uploaded By	[redacted]
Uploaded On	2019-11-14 16:18
IP Address	155.69.53.36
File(s)	About.jpg 402 KB

Message:

9. CHFA Programme will acknowledge the submission within 3 working days