UPLOADING TO THE STUDENT AFFAIRS DROP BOX

Submitting documentation electronically!
Step 1: Go to my.cop.ufl.edu

PharmD Registrar Update /Attention 4PDs!

Published on March 9, 2011 by Sarah Carnewell

While we expect our commencement ceremony to last until approximately 5:00 pm, our good friends at the bookstore have agreed to extend their hours for regalia return from 5:00 pm to 6:30 pm on May 2!

Of course, any time until 5:00 pm on May 3rd will be fine, as well!

Please join me in thanking them!
Step 2: Use Gatorlink Credentials
Step 3: Go to Drop Box Tab

PharmD Registrar Update /Attention 4PDs!

Published on March 9, 2011 by Sarah Carswell

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Please join me in thanking them!
Step 4: Click on Upload a File
Step 5: Select Browse

Upload a File!

File to upload: Browse...

Upload to: Continuing Education (CE)

Upload File  Cancel

COP Quicklinks  UF Quicklinks  Security

COP DIRECTORY  ISIS  HDC EMAIL FORWARDING POLICY
COPMAIL  UFPP
WWW.COP.UFL.EDU  UF DIRECTORY  UF/ISCF SPICE
Beta P&P MANUAL  UF WEBMAIL  UF PRIVACY OFFICE

University of Florida, College of Pharmacy
101 S. Newell Dr., Room 4310 HPNP Building
Gainesville, FL 32610

[Image of a computer screen showing a website with a file upload window open. The window is titled 'Upload a File!' and is set to upload a file to 'Continuing Education (CE)'.
Step 6: Select document to upload
Step 7: Upload to PharmD Student Affairs

[Image: A screenshot of a webpage showing a file upload interface in myCOP, College of Pharmacy, UF. The interface includes options to upload files to Continuing Education (CE), Human Resources (HR), and Working Professional Pharm D (WPPD).]
Always Upload To:
PharmD Student Affairs
Step 8: Select Requirement for Document Uploading

Upload a File

- File to upload: C:\\Users\\galgon\\DropBox
- Upload to: UF Health Affairs
- Requirement: Select One Biological Fluids
- Campus: UF
- File Name: You have no files uploaded for this section

Upload File
Step 9: Select Campus
Step 10: Click on Upload File
**File Upload Complete**

- **myCOP College of Pharmacy**

**Drop Box**

Below are the departments that accept files using the drop box system.

**TO UPLOAD A FILE:** Click 'Upload a File', select the department you wish to upload a file to and click 'Upload File'. If you accidentally uploaded the wrong file or to the wrong department, you may delete the file and re-upload.

Once you have uploaded a file, the corresponding department will be notified that a file is pending review. **Once the file has been reviewed and accepted**, the files will be removed from the drop box and applied to your records. You can always keep track of your uploaded files, that have been accepted, by going to your Account Profile.

- **Upload a File**
  - Continuing Education (CE)
  - Human Resources (HR)
  - Pharm.D. Student Affairs

<table>
<thead>
<tr>
<th>Requirement</th>
<th>File Name</th>
<th>Campus</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flu Shot</td>
<td>MY_FLU_SHOT.docx</td>
<td>JAX</td>
<td>Apr 14, 2011/12:41 pm</td>
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</table>

<table>
<thead>
<tr>
<th>Quicklinks</th>
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<tbody>
<tr>
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<td>COP DIRECTORY COPMAIL</td>
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<tr>
<td><a href="http://WWW.COP.UFL.EDU">WWW.COP.UFL.EDU</a> BETA P&amp;P MANUAL</td>
</tr>
<tr>
<td>Done</td>
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REPEAT STEPS TO UPLOAD EACH REQUIREMENT