



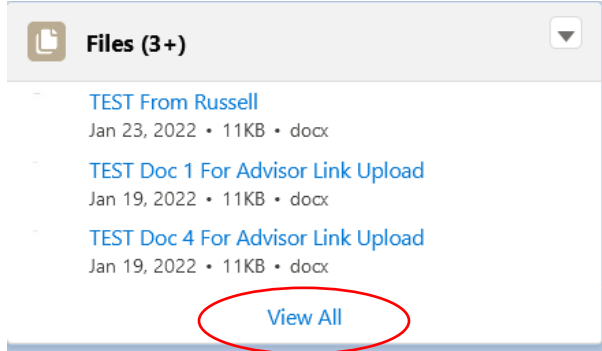
Document Share for Advisor

Advisor to the student:

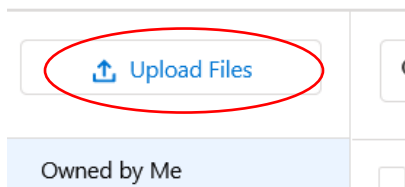
- The Advisor will log into their Advisor Link: <https://gatech.lightning.force.com>
- Locate the student’s Case File you are sharing the document with.



- On the right side of the page layout, you will see Activity and Chatter. Scroll down to locate **Files**. Select **View All** to manage the students files.



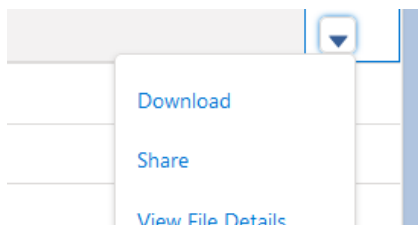
- To add new files select **Add Files** in the top right corner of the active tab.
- Select **Upload Files**.



- Then **locate the file to be uploaded** and click on **Open**.

Your file is now visible to you. To make the file visible to the student you will need to follow these steps:

- Click on the **down arrow** to the right of the file you have just uploaded. Select **Share**.



- Click on **Who Can Access** and toggle the slider beside **Case**.

