

Utilizing Student Upload Folders

The PsyD program uses OneDrive to assign folders to students for the purpose of uploading and storing program documents in a safe place that PsyD admin can also retrieve the required program documents.

Example for use: when completing your 10 hours of individual therapy, you would upload the completed document to your file (appropriately labeled) and notify the program coordinator of the upload (with the file name). The program admin can then retrieve the document and add a copy into your official student records. Should you need access to this submission later, you will now have a dedicated place for it.

This tool is not only a resource for both students and administration but also serves as a submission space for program requirements. Starting in August 2023, students participating in clinical training will be required to download their clinical forms (contract, hours, PTCA, supervisor feedback) upon completion and submit the documents to their upload folder. It is important that you only upload these once they have been completed and signed off as needed.

Formatting

For clinical files, please use the following format for document labeling:

Document Name – Term Year – First Initial Last Name

Ex: PTCA – Fall 2023 – J Doe

For all other files, please use the following format for document labeling:

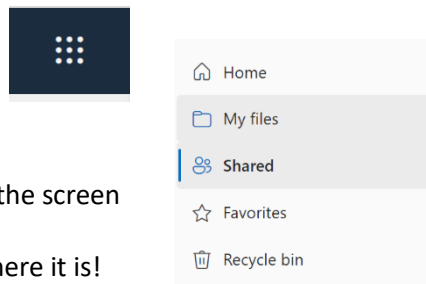
Document Name – First Initial Last Name

Ex: Handbook Agreement – J Doe

Accessing Upload Folders

Follow the steps below to access your folder:

1. Go to <https://eagle.northwestu.edu/>
2. Click Microsoft 365 at the top of the page & sign in to your NU account
3. Click the “waffle” in the top left
4. Select OneDrive
5. Click “Shared” on the left side of the screen
6. Select **Shared with you** and there it is!



If you have any trouble accessing and utilizing your student upload folder, please reach out to the PsyD program Coordinator. It may be useful to bookmark the page after the first time navigating the folder!