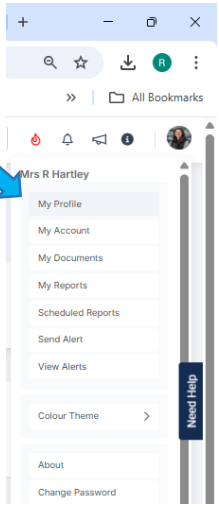
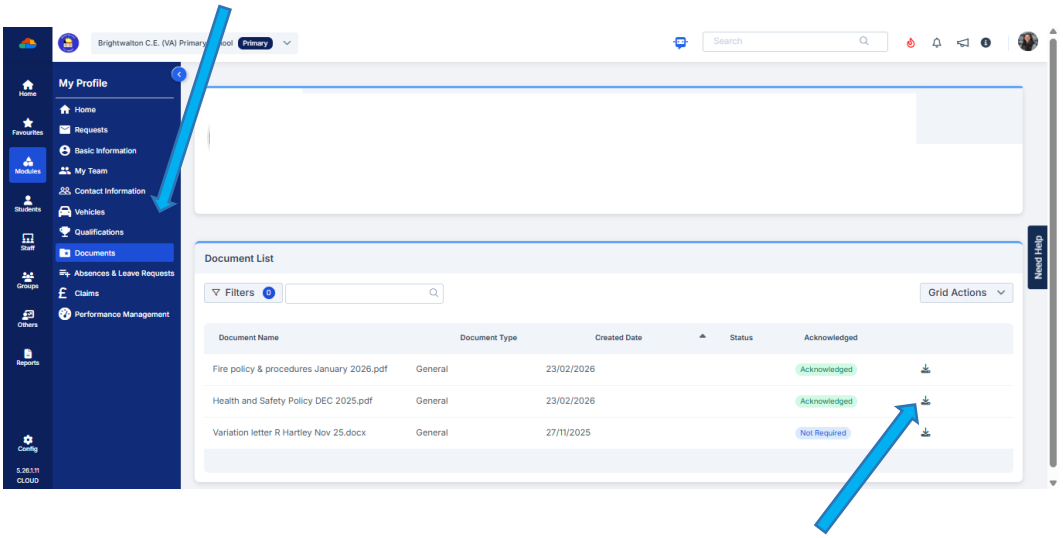
Shared Documents

1. Click on your **photo** in the top right side of your screen, then select **My Profile**



2. Choose **Documents** from the menu on the left



3. Select each document in turn. If they say Required, this indicates that you are required to acknowledge receipt. When you click on the **download icon** a box will open, check the box to acknowledge receipt, it will then download & open automatically for you to read.

The documents will remain here for you to return to at any time. They are also on the website in the staff area.