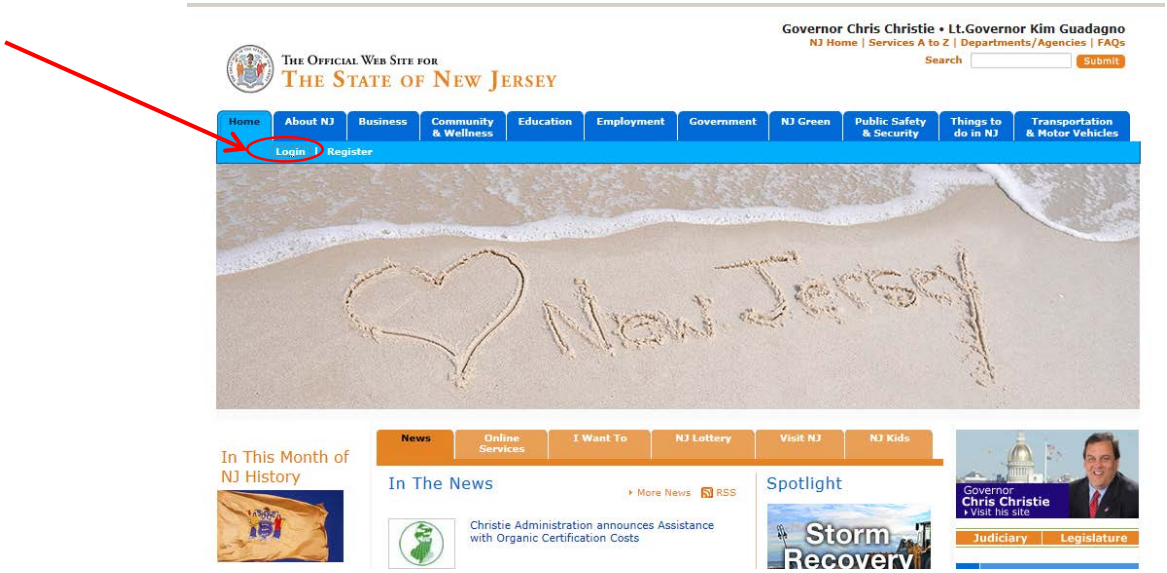
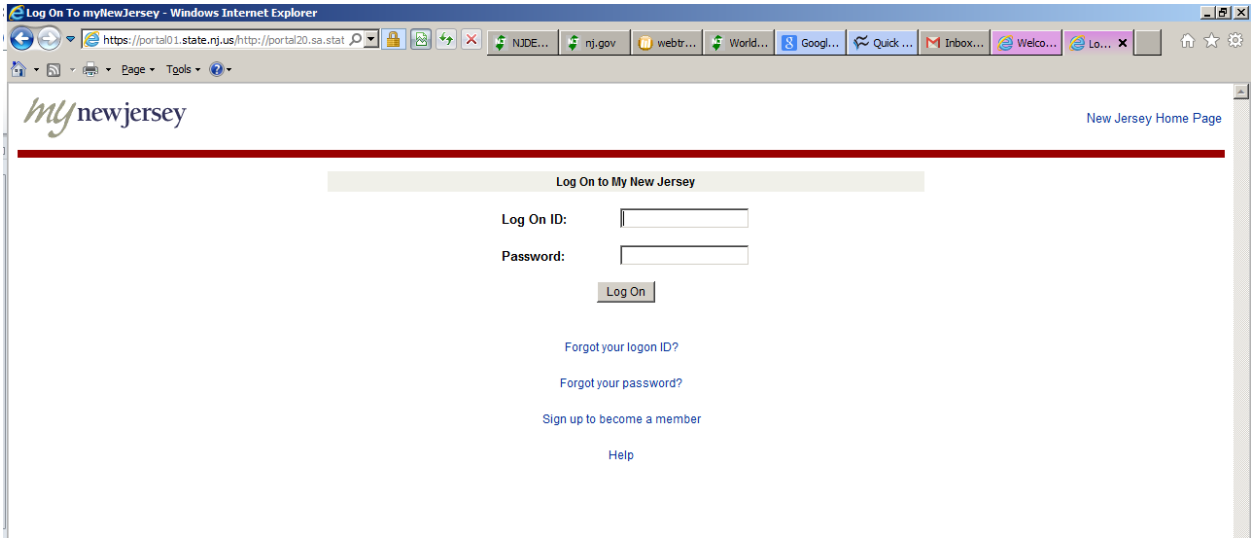
Getting Access, Uploading and Downloading to a MyNJ Document Library

1. DEP staff will **assign rights** to individuals to each document library. Users will get **notification** of access to a MyNJ library **via email** which contains an **authorization code**.
2. The email instructs users to log in to their MyNJ account if they have one or create a new MyNJ account. (At www.nj.gov, click on login)



3. MyNJ **Login** screen



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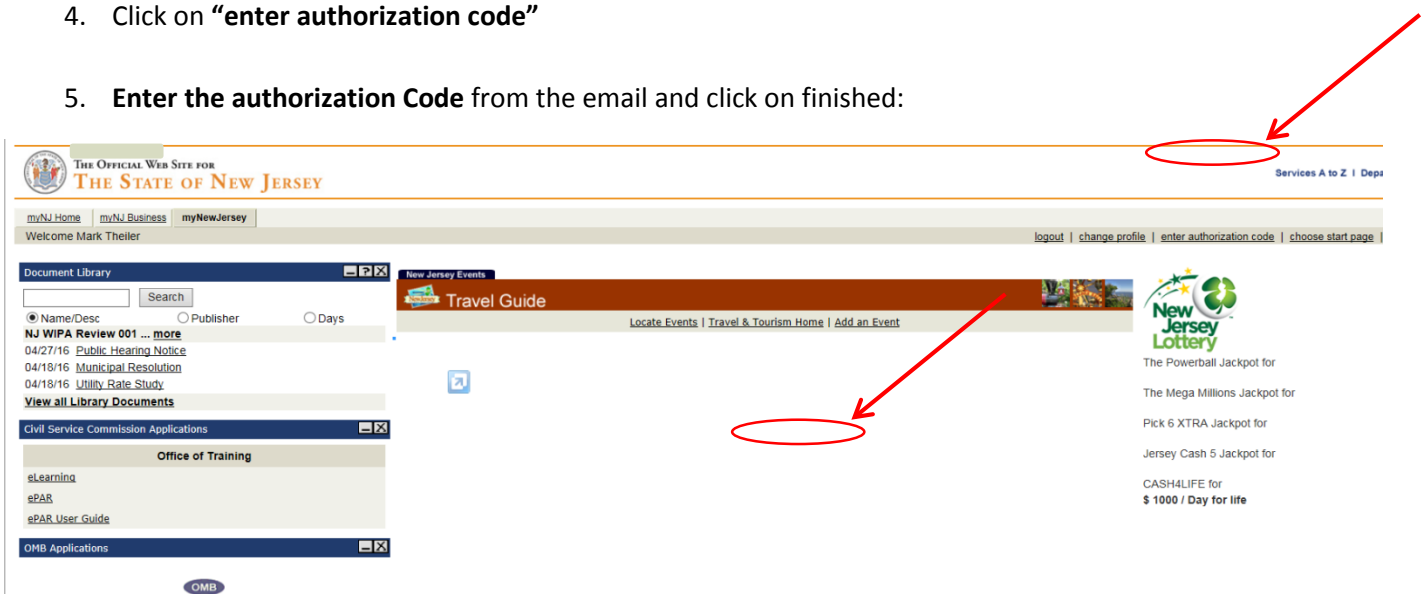
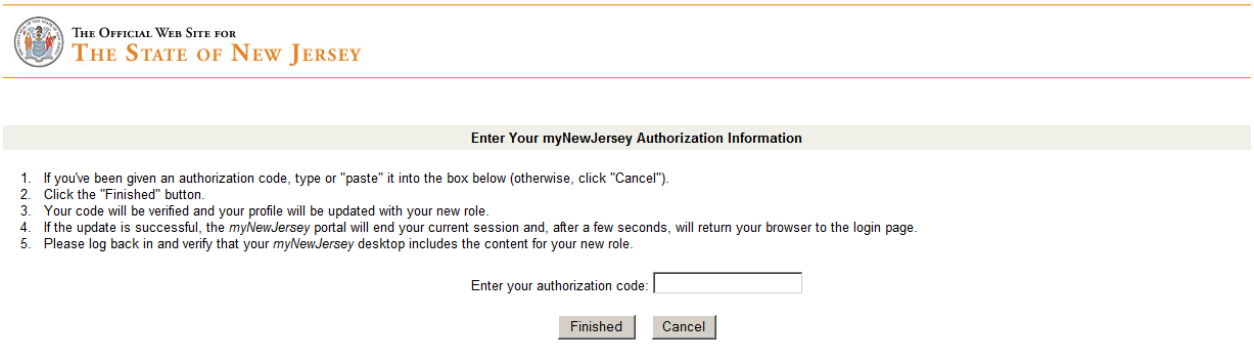
4. Click on **"enter authorization code"**

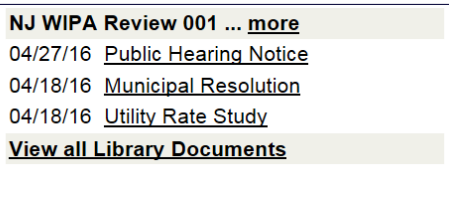
5. **Enter the authorization Code** from the email and click on finished:

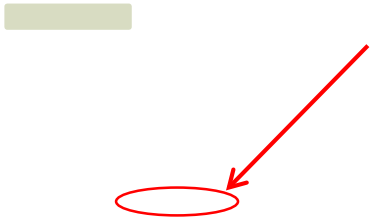


6. The system will then log you out and prompt you to **log back in**.

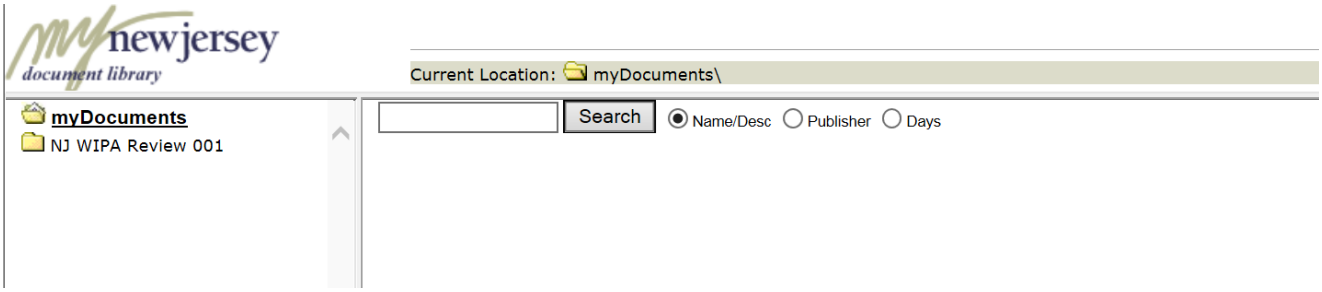


7. After logging back in, the user should see a new "blue bar" in their MyNJ screen called "**Document Library**"

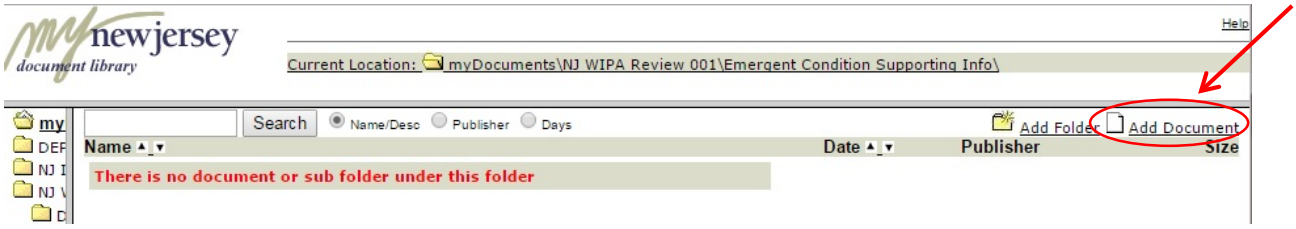




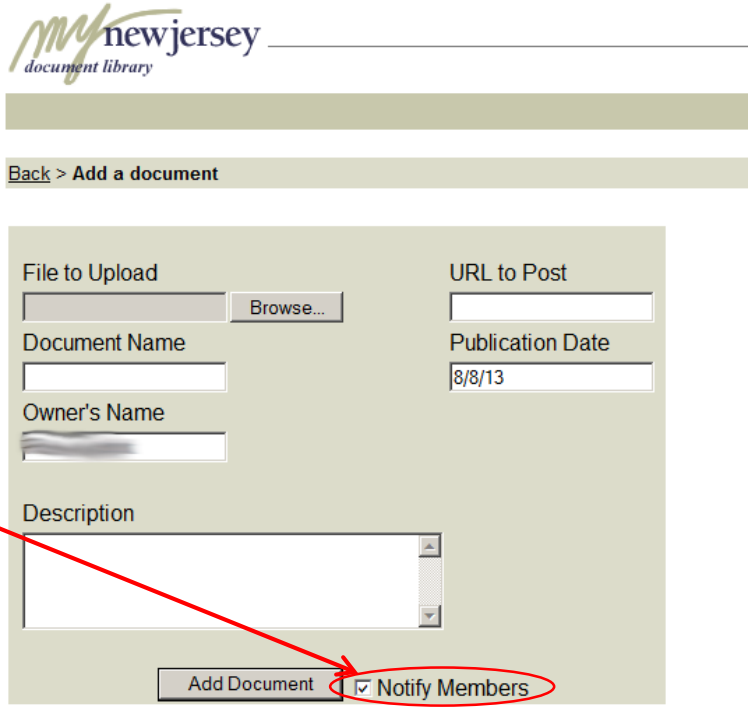
8. If the user clicks on the "**more**" link after their Document Library title, it will bring them to a **full document library** screen.



9. From this screen you can **open folders** and subfolders from the left hand side navigation
10. Once in a folder, you can download documents by just clicking on the document title link.
11. If you have rights to **upload documents**, you can do so by clicking on the "**Add Document"** link in far top right corner:



12. The "Add a Document" screen will pop up

Notes on adding documents:

- You can click on Browse to search for files on your local PC or network. You can also post URL to a document or web site in the URL to Post section.
- Document Name is mandatory
- Description is mandatory.
- (If you click on Notify Members, all users that are subscribed to this Document Library will receive an email that new document is available.) Please **unclick "Notify Members" for each document**. But, make sure "Notify Members" is selected when uploading final document.
- Click on **Add Document** when complete.
- You can only add one document at a time, unless you zip document into one file.