## How to Submit FY23 Extension: Endowed Positions in Social Work Application via Dropbox

Please note that you do not need a Dropbox account, or need to be signed into one, to respond to HED's file request.

- 1. Click the following Dropbox link: https://www.dropbox.com/request/CDQxDNxbNy2pROixEfFZ.
- 2. Click Add files and select Files from computer, Folders from computer, or from Dropbox.
- 3. If you have more files to upload, click +Add more files.
- 4. Once all of the files are uploaded, you may be prompted to enter your name and email address so that the file requester knows who uploaded the files.
- 5. Click Upload.

A green check mark will appear to show that you have successfully uploaded your files. Dropbox will automatically notify the Department of a new submission.