How to upload materials for advisor review in AdviseStream

1. Log into nyu.advisestream.com using your NetID.

2. Once logged in, navigate to your Library (under connect > Library).
3. In the top toolbar, click *Add New* to upload a new file to your library.

4. Click *browse* to upload a file from your computer.
5. Give the file a title (required) and a description (optional).

6. Click Add.
7. **Important:** Click the gray lock button next to the file name to share this file with your advisor. If you do not share this file with your advisor, they will not be able to see it.

8. The button will change to yellow when the file is shared.