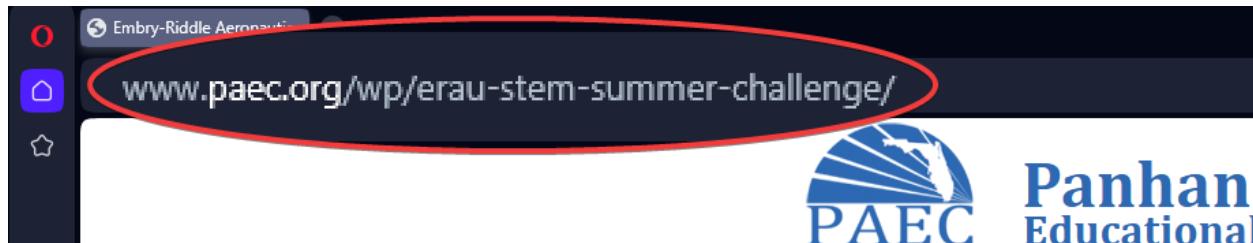


How-to Guide: Uploading ERUA Summer Challenge Forms.

Step1. Navigate to the PAEC Stem Summer Challenge Registration webpage by opening a web browser and navigating to <https://www.paec.org/wp/erau-stem-summer-challenge/> in the URL bar.



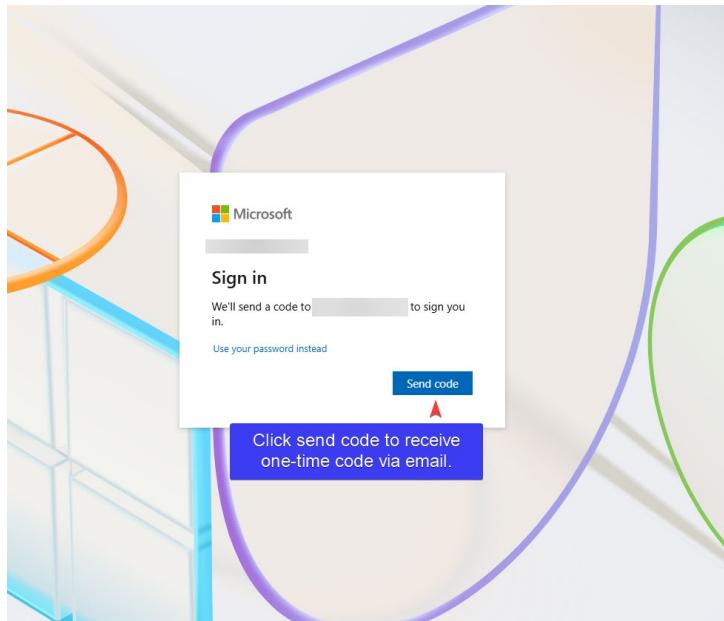
Step 2. Scroll down to the registration steps section and then use the drop-down to select your district and begin the upload process.

A screenshot of the PAEC website. At the top, the PAEC logo and the text "Panhandle Area Educational Consortium" are on the left, and social media icons (Facebook, Twitter, Instagram, YouTube, Email) are on the right. Below this is a banner stating "Serving the Students of Northwest Florida since 1967". The main navigation menu includes links for Home, Instructional, Business, Risk Management, PAEC Professional Learning, Parents, ePDC, PAEC Virtual Instruction, Florida Buy, and Teach NWFL. Below the menu, the address "753 West Boulevard, Chipley, FL 32428" and phone number "850-638-6131" are listed, along with links for About Us and Contact Us. A blue header bar says "Embry-Riddle Aeronautical University" and "STEM Summer Challenge Registration". A dropdown menu is open, showing a list of districts: "Select an option", Calhoun, FAMU DRS, Gadsden (which is highlighted with a red arrow labeled "1"), Gulf, Holmes, Jackson, Jefferson, Liberty, Madison, Taylor, Wakulla, Walton, and Washington. To the right of the dropdown, a blue box contains the text "Click on a district to navigate to the upload location." with a red arrow labeled "2" pointing to the text. The page also contains sections for "Registration Instructions" and "Step 1. Download Forms", with links to various form documents.

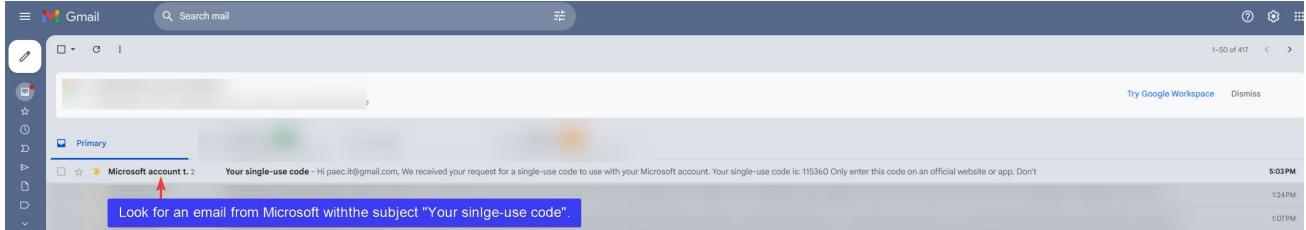
Step 3. Complete the login process to access the secure upload location by first entering your email address. Click next to request a single-use passcode.



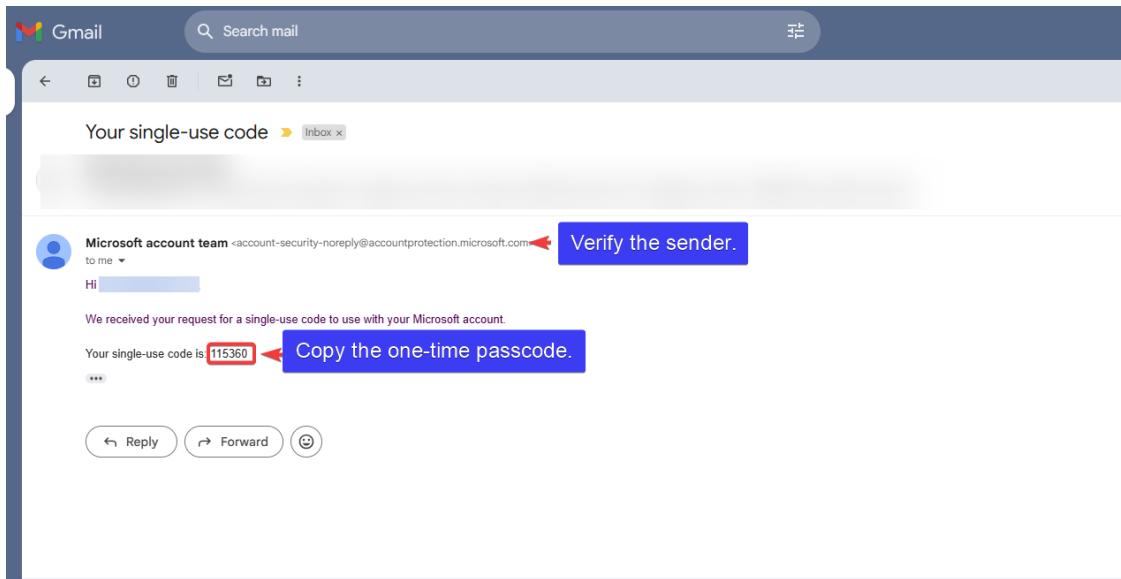
Step 4. Verify your email, then click on the Send code button. Once code is requested, an email will be sent with the single-use passcode.



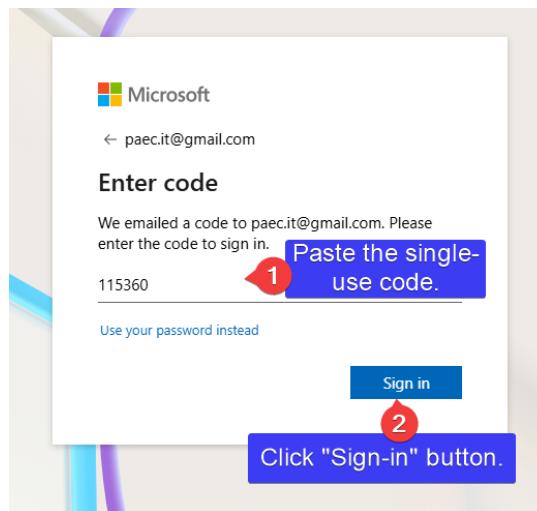
Step 5. Open your email and locate the single-use passcode. The email sender will be from the **Microsoft account team**.



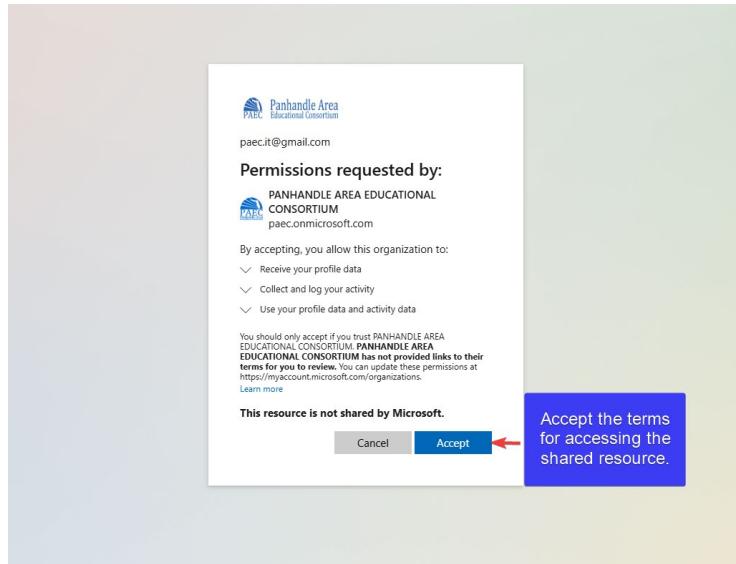
Step 6. Open the email and locate code. Copy code to then complete the login process to access the upload location



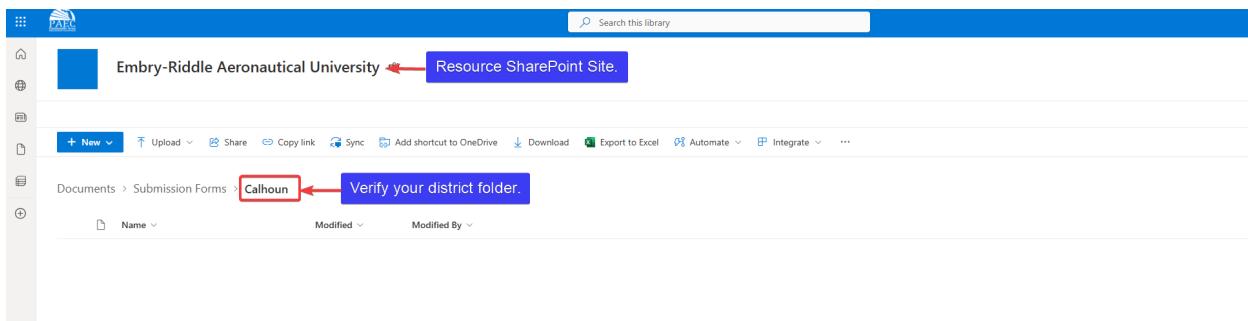
Step 7. Navigate back to the login window to paste the single-use passcode.



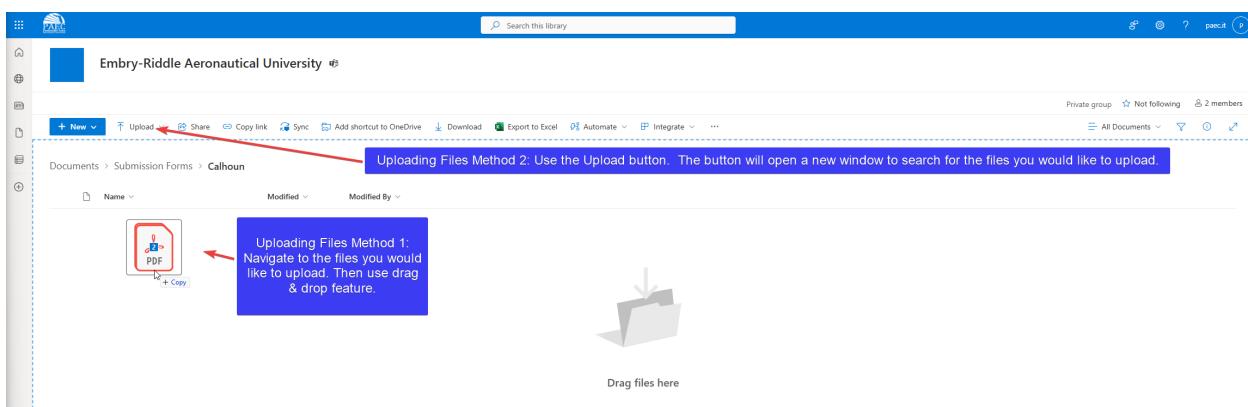
Note. The Acceptable Use Terms may or may not appear depending on if this is the first time a user has accessed any of the ERAU Summer Challenge SharePoint resources.



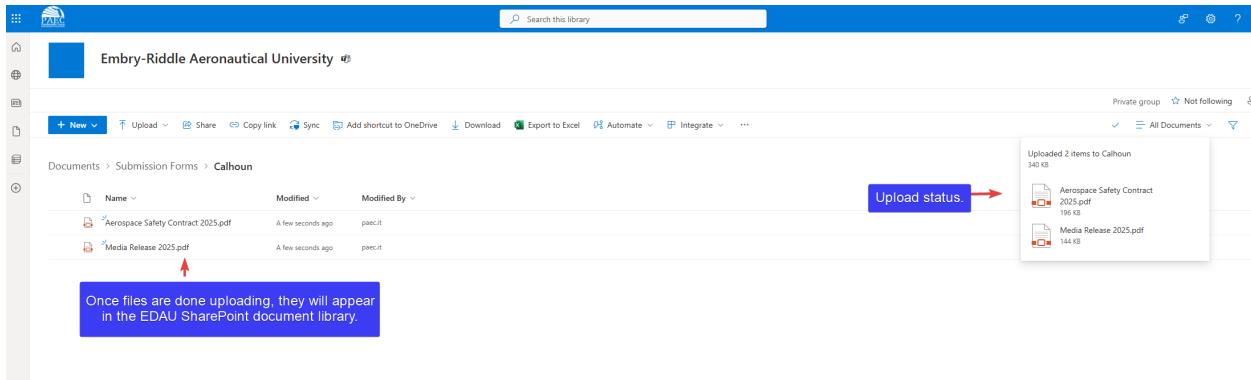
Step 8. Once signed in, you will be directed to the corresponding district upload location.



Step 9. Upload forms by either dragging and dropping files into the shared location or by using the upload button.

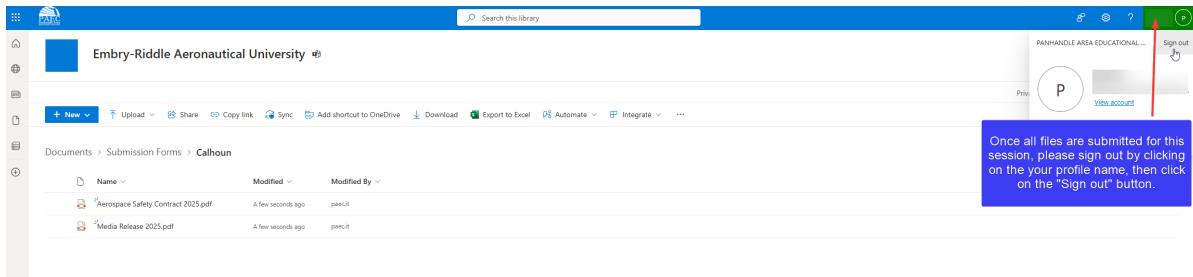


Step 10. Verify files are uploaded.



The screenshot shows the SharePoint 'Calhoun' document library. At the top, there is a search bar and a ribbon with various options like 'New', 'Upload', 'Share', 'Sync', 'Download', 'Export to Excel', 'Automate', and 'Integrate'. Below the ribbon, the library navigation shows 'Documents > Submission Forms > Calhoun'. The main content area displays a list of files with columns for 'Name', 'Modified', and 'Modified By'. Two files are listed: 'Aerospace Safety Contract 2025.pdf' and 'Media Release 2025.pdf', both uploaded 'A few seconds ago' by 'paeclit'. To the right of the list, a 'Upload status' button is highlighted with a red arrow, and a tooltip box shows 'Uploaded 2 items to Calhoun' with file details: 'Aerospace Safety Contract 2025.pdf' (340 KB) and 'Media Release 2025.pdf' (144 KB). A blue box at the bottom left of the list area contains the text: 'Once files are done uploading, they will appear in the EDAU SharePoint document library.'

Step 11. Sign out of the current session.



The screenshot shows the same SharePoint 'Calhoun' document library as the previous step. The user's profile picture and name 'PANHANDLE AREA EDUCATIONAL ...' are visible in the top right corner, along with a 'Sign out' button. A red arrow points to the 'Sign out' button. A blue box at the bottom right of the page contains the text: 'Once all files are submitted for this session, please sign out by clicking on the your profile name, then click on the "Sign out" button.'

Step 12. Signed out of the current session confirmation.

