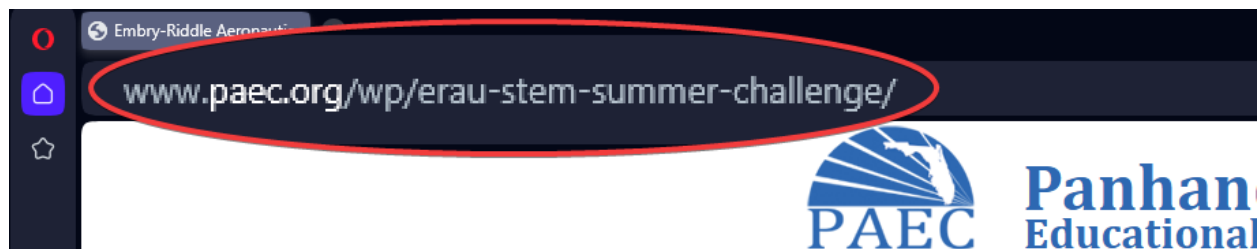
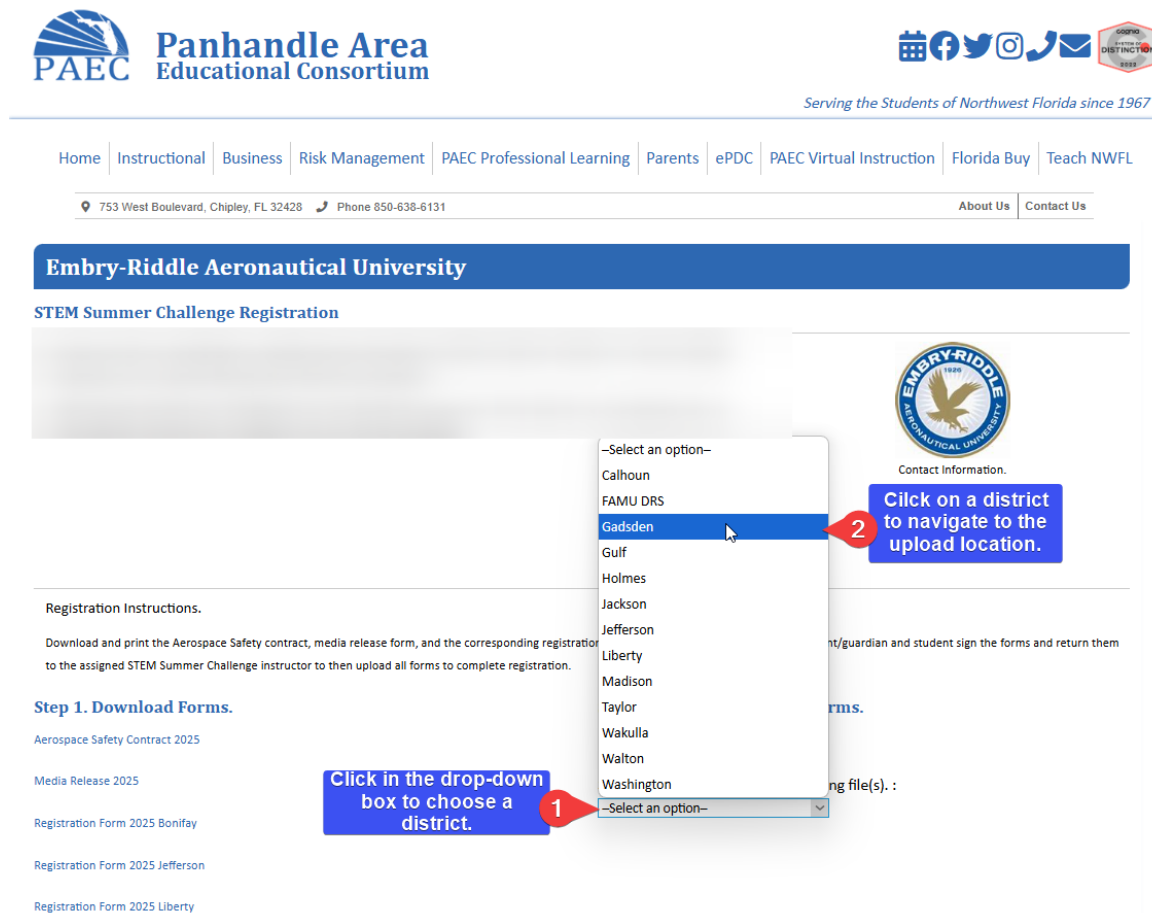


How-to Guide: Uploading ERUA Summer Challenge Forms.

Step 1. 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.



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.



Panhandle Area Educational Consortium

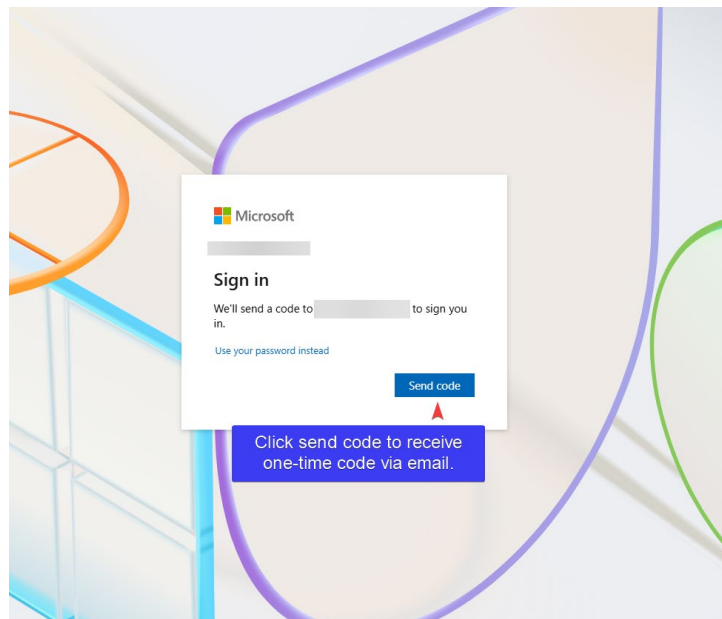
Sign in

1 Enter district email address.

2 Next

Sign-in options

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.



Microsoft

Sign in

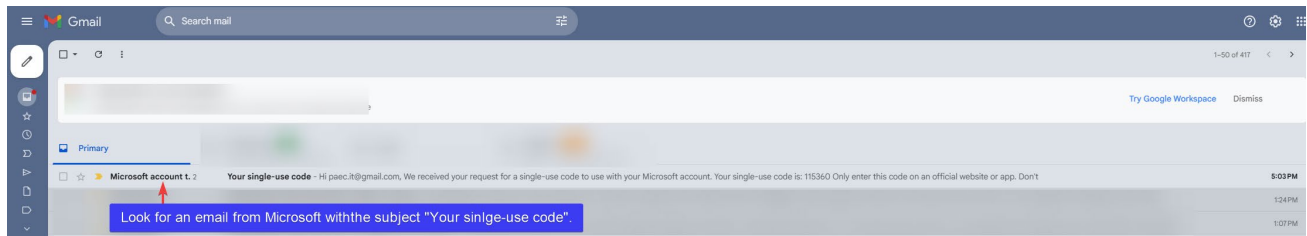
We'll send a code to to sign you in.

Use your password instead

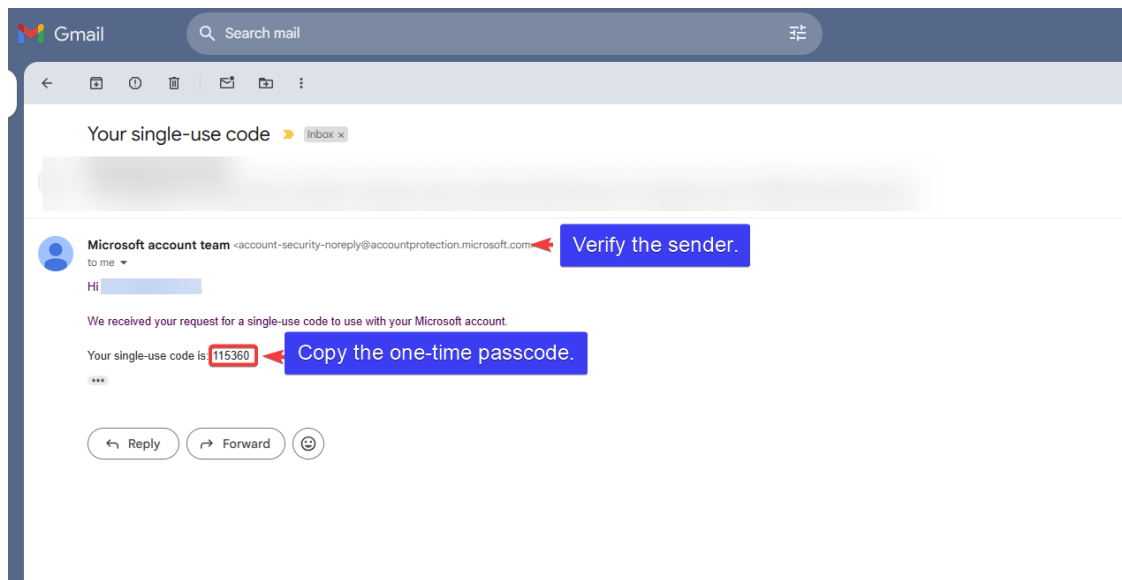
Send code

Click send code to receive one-time code via email.

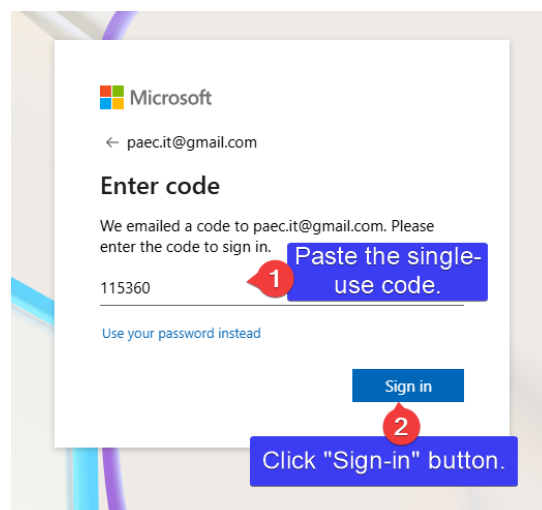
Step 5. Open your email and locate the single-use passcode. The email sender will be from the **Microsoft account team**.



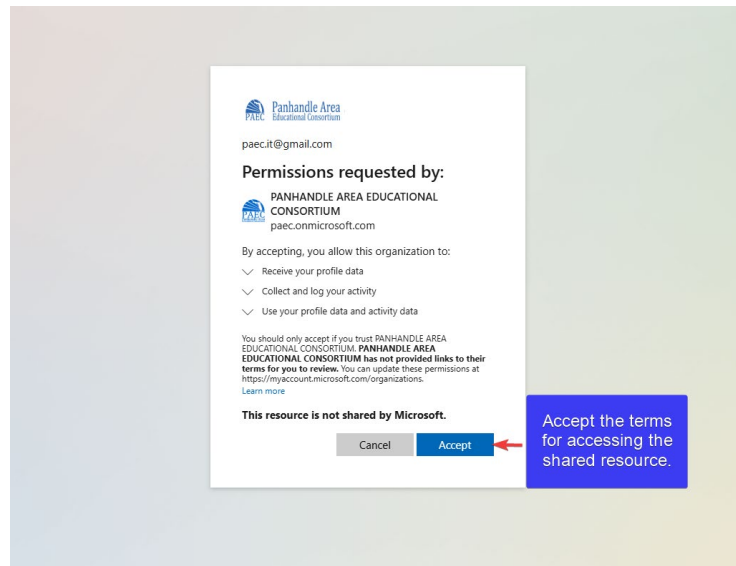
Step 6. Open the email and locate code. Copy code to then complete the login process to access the upload location



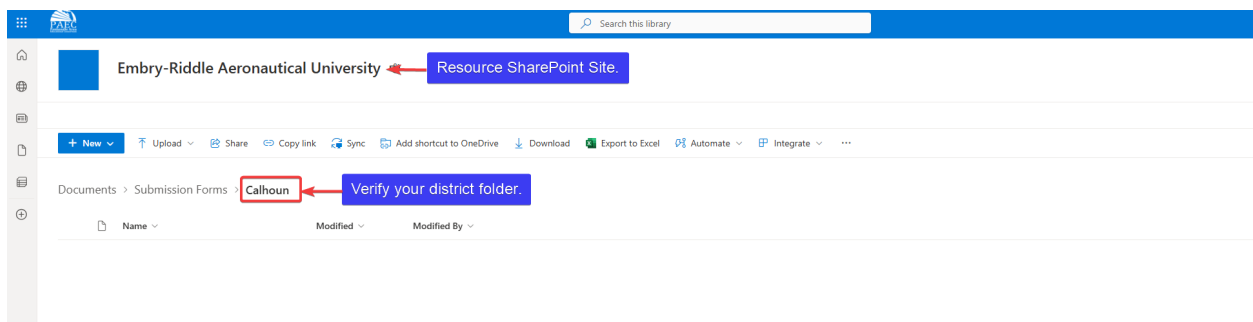
Step 7. Navigate back to the login window to paste the single-use passcode.



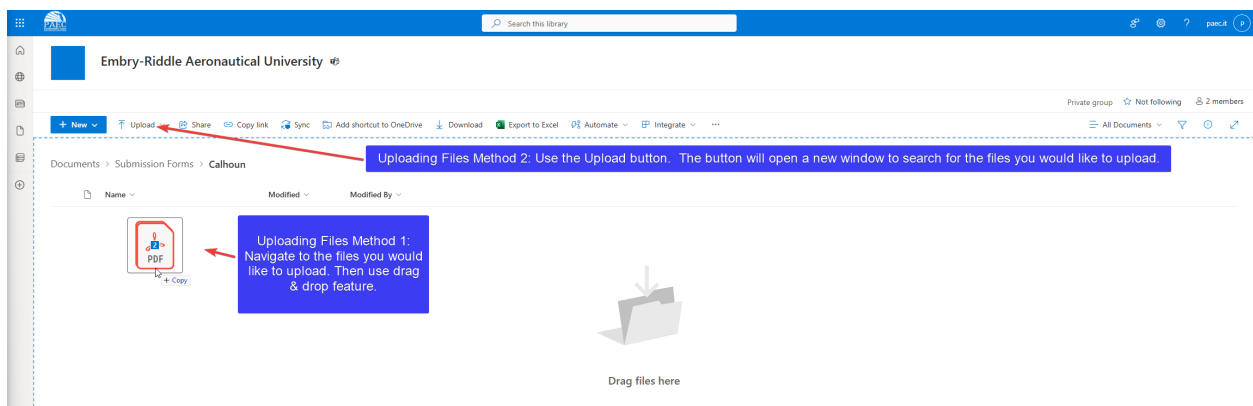
Note. The Acceptable Use Terms may or may not appear depending on if this is the first time a user has accessed any of the ERAU Summer Challenge SharePoint resources.



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.

Embry-Riddle Aeronautical University

Documents > Submission Forms > Calhoun

Name	Modified	Modified By
Aerospace Safety Contract 2025.pdf	A few seconds ago	paec.it
Media Release 2025.pdf	A few seconds ago	paec.it

Upload status.

Uploaded 2 items to Calhoun
340 KB

- Aerospace Safety Contract 2025.pdf
196 KB
- Media Release 2025.pdf
144 KB

Once files are done uploading, they will appear in the EDAU SharePoint document library.

Step 11. Sign out of the current session.

Embry-Riddle Aeronautical University

Documents > Submission Forms > Calhoun

Name	Modified	Modified By
Aerospace Safety Contract 2025.pdf	A few seconds ago	paec.it
Media Release 2025.pdf	A few seconds ago	paec.it

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.

You signed out of your account

It's a good idea to close all browser windows.

Signing out the session is complete.