# OME STAFF: Adding Documents to the Academic Portrait

Christine Clevenger - 2025-07-29 - OwlMed and Canvas

## OME STAFF: Adding Documents to the Academic Portrait

1. Have you locked down the Academic Portrait? (OME STAFF: Locking/Unlocking Academic Portrait)
2. Admin Toolbar > People > Student Portraits > Academic Portrait Listing
3. Select Student Name
4. Select Portfolio
5. Select the appropriate category (ie: Grade Reports, Score Reports)
6. Find the correct document listing.
7. Select "Upload".
8. Check to ensure the correct document has been added to the correct student.
9. Once all uploads have been verified for accuracy, you may unlock the Academic Portrait and notify students of the document release.