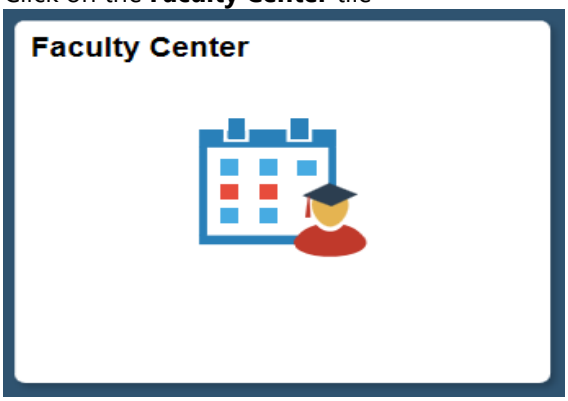
Uploading Faculty Syllabus

Steps	Descriptions
1.	Access the UHCL E-Services page at www.uhcl.edu/eservices. Enter your UHCL network ID and password or your 7 digit ID and password.
2.	Click on the **Faculty Center** tile 
3.	The Faculty Center displays your Teaching Schedule for the current semester automatically. Click on the **Syllabus Upload link** on the right of your class.
4.	Click on the Upload and Save Syllabus Document button. ***Note: Disable pop-up blockers in your browser to download your Syllabus or Syllabus Template.*** **Step 1:** Download Syllabus Template Here **Step 2:** **Open downloaded template and fill in the required information.** **Step 3:** **Save the template as a PDF document to your computer's desktop.** Saving PDF documents instruction **Step 4:** **Upload the file to your Faculty Center by pressing the button below.** Upload and Save Syllabus Document

5.	A prompt will appear in the middle of the screen to pload your syllabus. Click the **Browse** button to select the syllabus on your computer, then click the **Upload** button. Your document will appear as the Attached file.
6.	View your uploaded Syllabus by clicking the View Syllabus Document button. **Step 5:** **View your uploaded Syllabus by pressing the button below.** View/Download Syllabus Document ***Want to make changes to your Syllabus? Edit the Syllabus file on your computer in Microsoft Word, then follow Step 3 to save and upload your changes. Your previous Syllabus on file will be overwritten.***
7.	Click on or to return to the Home Page.