How to Upload Files onto ShareFile

ELB LEARNING COMMUNITY

ShareFile™

Welcome to the ELB Learning Community!

Want to upload files to share with fellow members of the ELB Learning Community? We've got you! Read the following document to learn how to upload and download your files safely.

This platform is for the convenience of ELB Learning Community members to share files. We chose to use this ShareFlile system to ensure all the documents shared by our members are compliant with our security regulations. This software does perform basic virus checking but please note we are not further testing uploaded files. ***Please use it with caution.***

Uploading Files

To be able to share your file on the Community, you will need to upload it onto the ELB Learning ShareFile platform. These uploads will then be moderated by the Community Manager and placed in a downloadable file which will be shared in your topic.

To upload your file or folder, click here:

UPLOAD

Once you have uploaded a file, our Community Manager will review it and move it to the appropriate topic-specific downloadable folder within 24 hours.

Note: We ask that you to fill in your name and email so we can confirm the validity of your upload and that you are an existing member of the community.

Accessing Download Files

Simply search for the topic name to locate the related file. To find files referenced in a community post for download, click here:

DOWNLOAD

If you have any questions following this document, feel free to contact us at community@elblearning.com