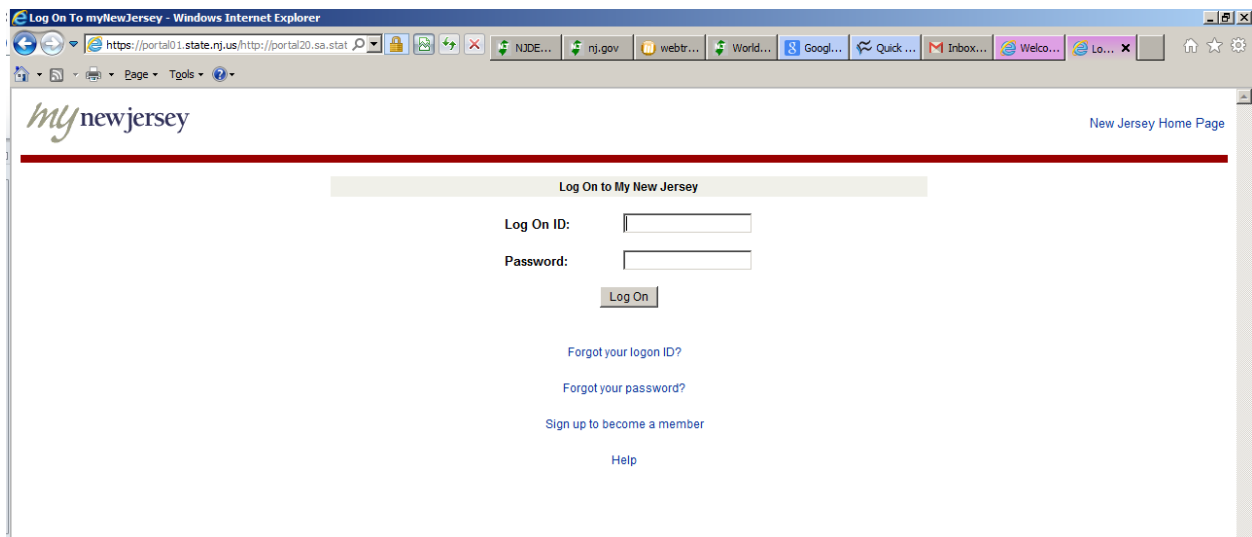


Getting Access, Uploading and Downloading to a MyNJ Document Library

1. DEP staff will **assign rights** to individuals to each document library. Users will get **notification** of access to a MyNJ library **via email** which contains an **authorization code**.
2. The email instructs users to log in to their MyNJ account if they have one or create a new MyNJ account. (At www.nj.gov, click on login)

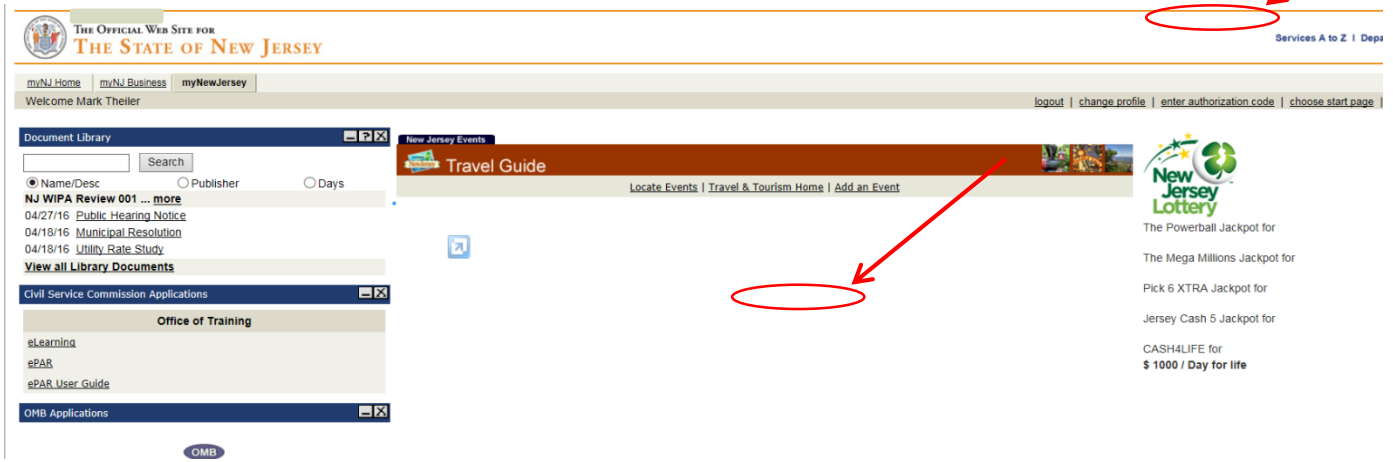


3. MyNJ Login screen



Getting Access, Uploading and Downloading to a MyNJ Document Library

- Click on “enter authorization code”
- Enter the authorization Code from the email and click on finished:



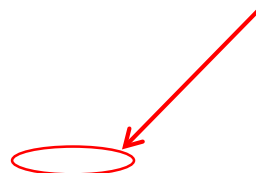
- The system will then log you out and prompt you to **log back in**.

A screenshot of the 'Enter Your myNewJersey Authorization Information' form. The form has a title bar and a list of instructions: 1. If you've been given an authorization code, type or "paste" it into the box below (otherwise, click "Cancel"). 2. Click the "Finished" button. 3. Your code will be verified and your profile will be updated with your new role. 4. If the update is successful, the myNewJersey portal will end your current session and, after a few seconds, will return your browser to the login page. 5. Please log back in and verify that your myNewJersey desktop includes the content for your new role. Below the instructions, there is a text input field labeled 'Enter your authorization code:'. At the bottom, there are two buttons: 'Finished' and 'Cancel'.

- After logging back in, the bar” in their MyNJ screen

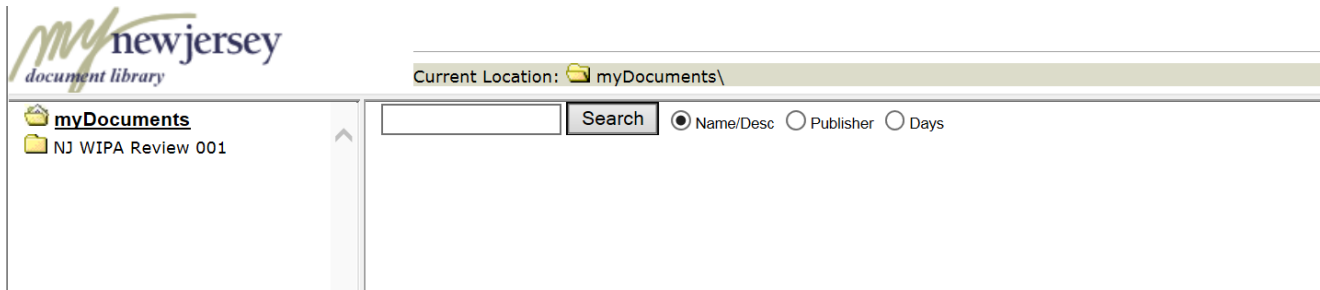
NJ WIPA Review 001 ... more
04/27/16 [Public Hearing Notice](#)
04/18/16 [Municipal Resolution](#)
04/18/16 [Utility Rate Study](#)
[View all Library Documents](#)

user should see a new “blue called “Document Library”

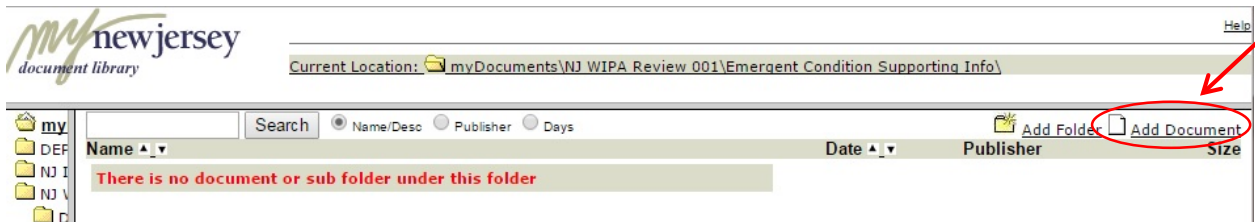


Getting Access, Uploading and Downloading to a MyNJ Document Library

8. If the user clicks on the “**more**” link after their Document Library title, it will bring them to a **full document library** screen.



9. From this screen you can **open folders** and subfolders from the left hand side navigation
10. Once in a folder, you can download documents by just clicking on the document title link.
11. If you have rights to **upload documents**, you can do so by clicking on the “**Add Document**” link in far top right corner:



12. The “Add a Document” screen will pop up

Notes on adding documents:

- You can click on Browse to search for files on your local PC or network. You can also post URL to a document or web site in the URL to Post section.
- Document Name is mandatory
- Description is mandatory.
- (If you click on Notify Members, all users that are subscribed to this Document Library will receive an email that new document is available.) Please **unclick “Notify Members” for each document**. But, make sure “Notify Members” is selected when uploading final document.
- Click on **Add Document** when complete.
- You can only add one document at a time, unless you zip document into one file.

A screenshot of the 'Add a document' form. The form has a header with the 'my newjersey document library' logo and a 'Back > Add a document' link. The form contains several input fields: 'File to Upload' with a 'Browse...' button, 'Document Name', 'Owner's Name', 'Description', 'URL to Post', and 'Publication Date'. At the bottom, there is an 'Add Document' button and a checkbox labeled 'Notify Members' which is checked. A red arrow points to the 'Notify Members' checkbox.