Instructions for uploading Journal Club/Scholarly Activity portfolio entries:

1. From your MedHub Homepage select the ‘Portfolio’ tab in the upper right hand corner. (on the black ribbon)

2. From the general entry pull down arrow, select ‘Presentation-UCD’ and click on ‘New Portfolio Entry’.

3. Populate fields (ex: Journal Club or Scholarly Activity), and upload files from the far the right side of the screen.

*Make sure ‘Availability’ box is checked!

Select ‘Submit’