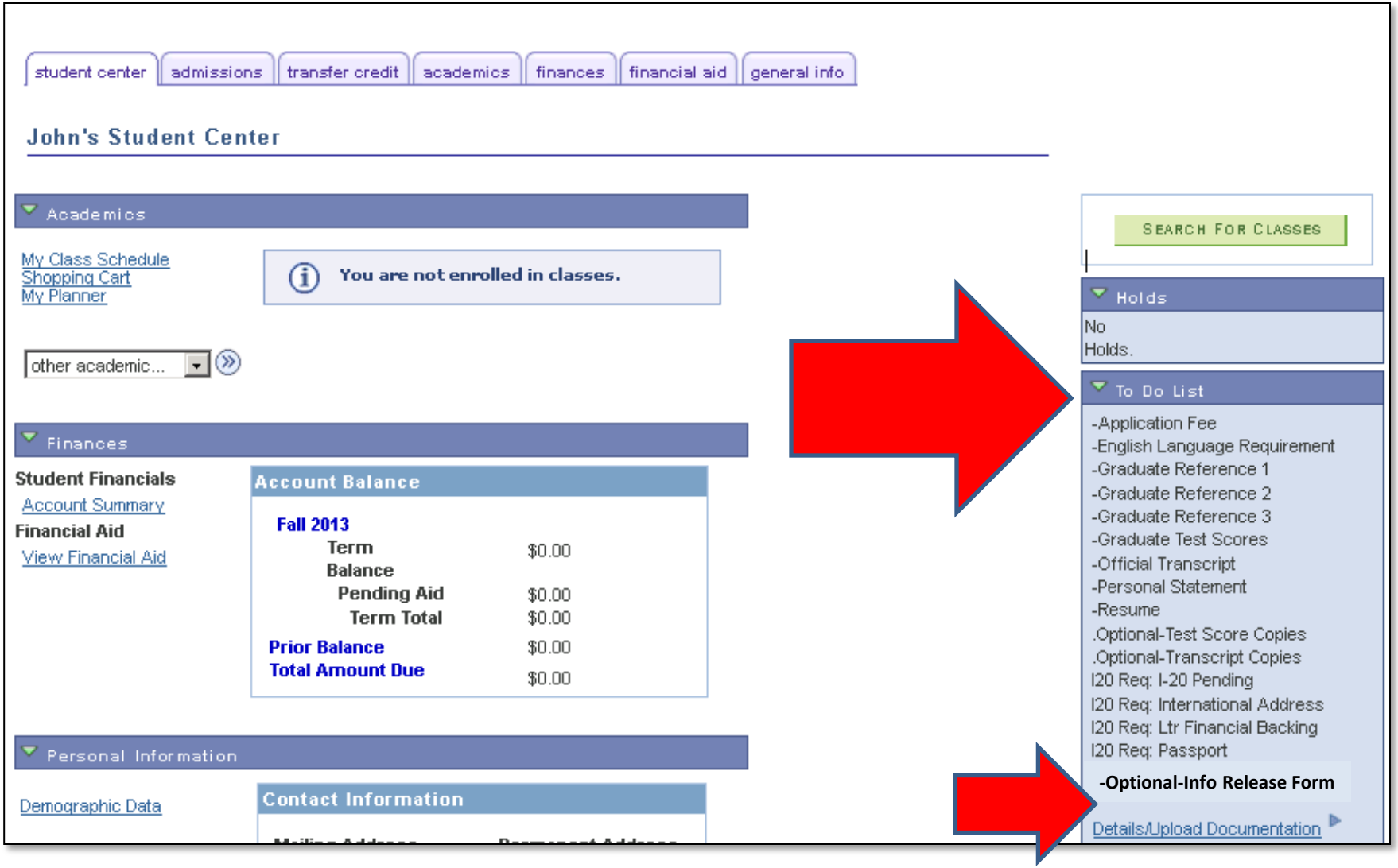
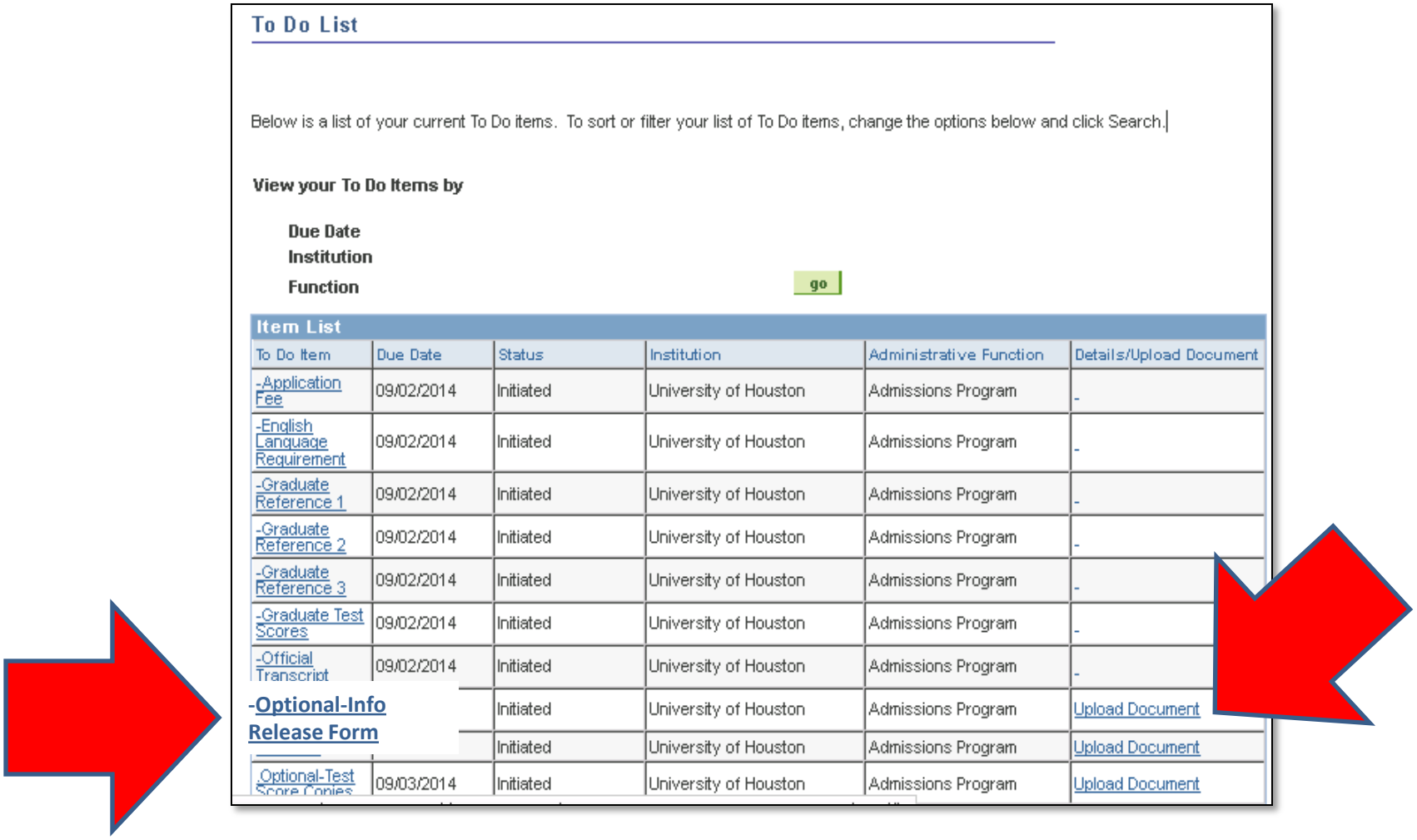
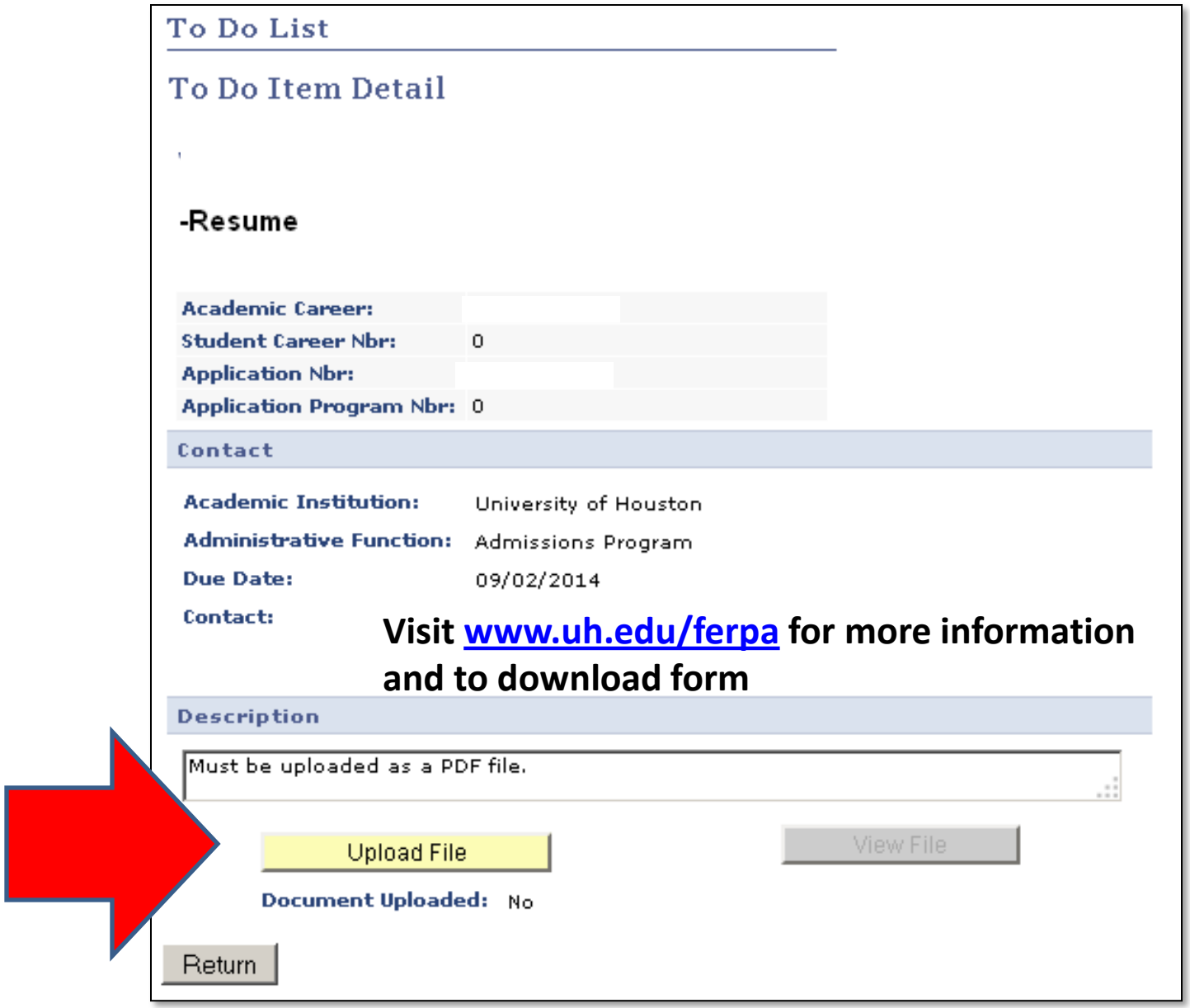


1. **Navigate to your myUH Student Center**
2. **Click on the "details" link at the bottom of your Optional-Info Release Form To-Do List Item.**



1. **Click on the “Optional-Info Release Form” or “Upload Document” links in your To-Do List.**



1. Click on the “Upload File” button in your To-Do List Item Detail
2. Once you have successfully uploaded your completed PDF form, click on the “Return” button to complete the transaction.