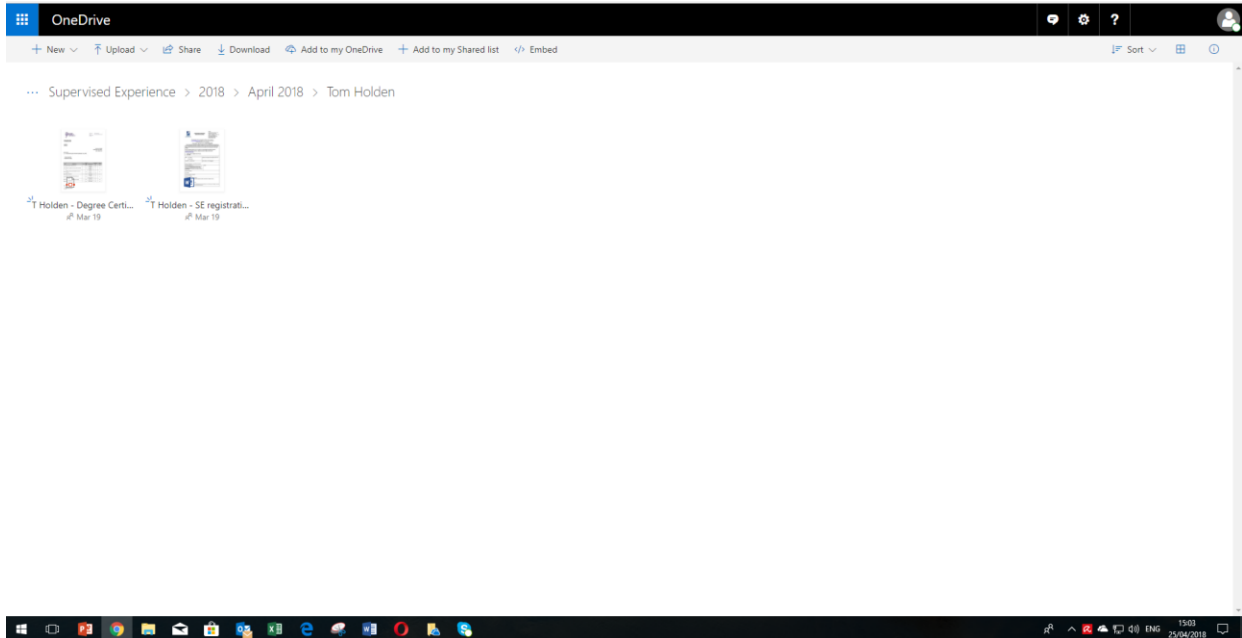



## Guidance for Supervised Experience (SE) candidates using OneDrive

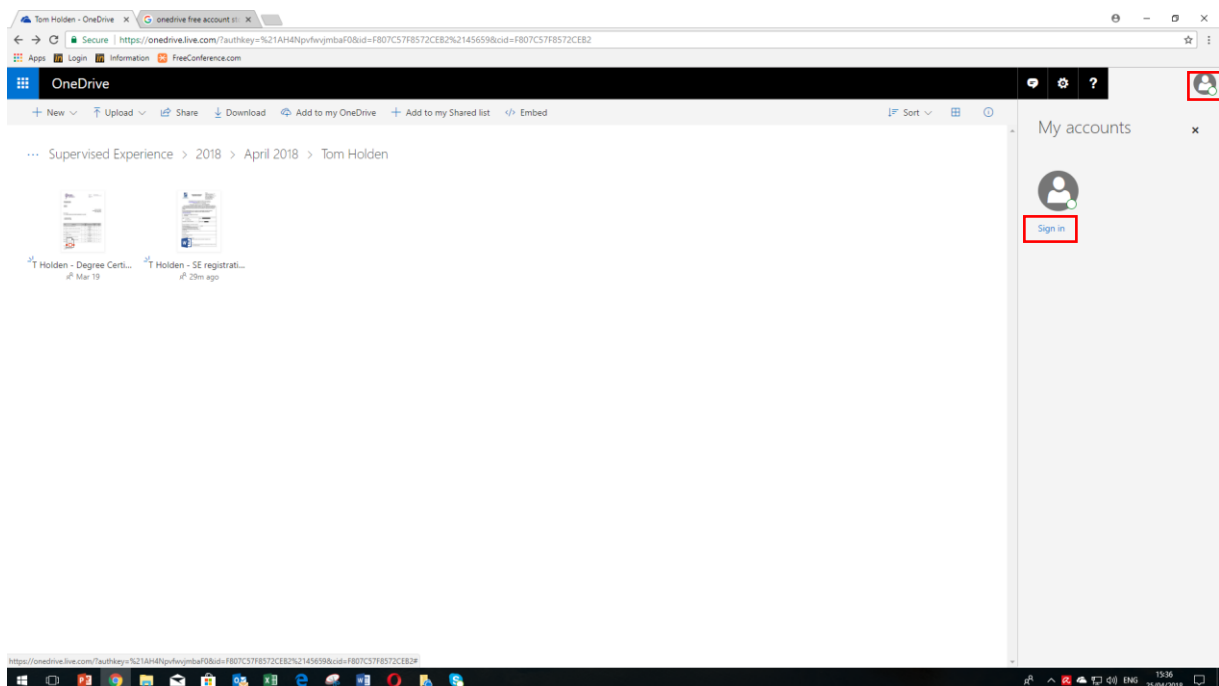
1. After enrolling on the Supervised Experience (SE) programme and attending the Entry Workshop, you will receive a link, via e-mail, to your SE OneDrive folder. Click this link, or copy it into your web browser.

Your Supervised Experience folder will appear in your web browser and you should be able to see any application documents that you have already submitted to BASES:

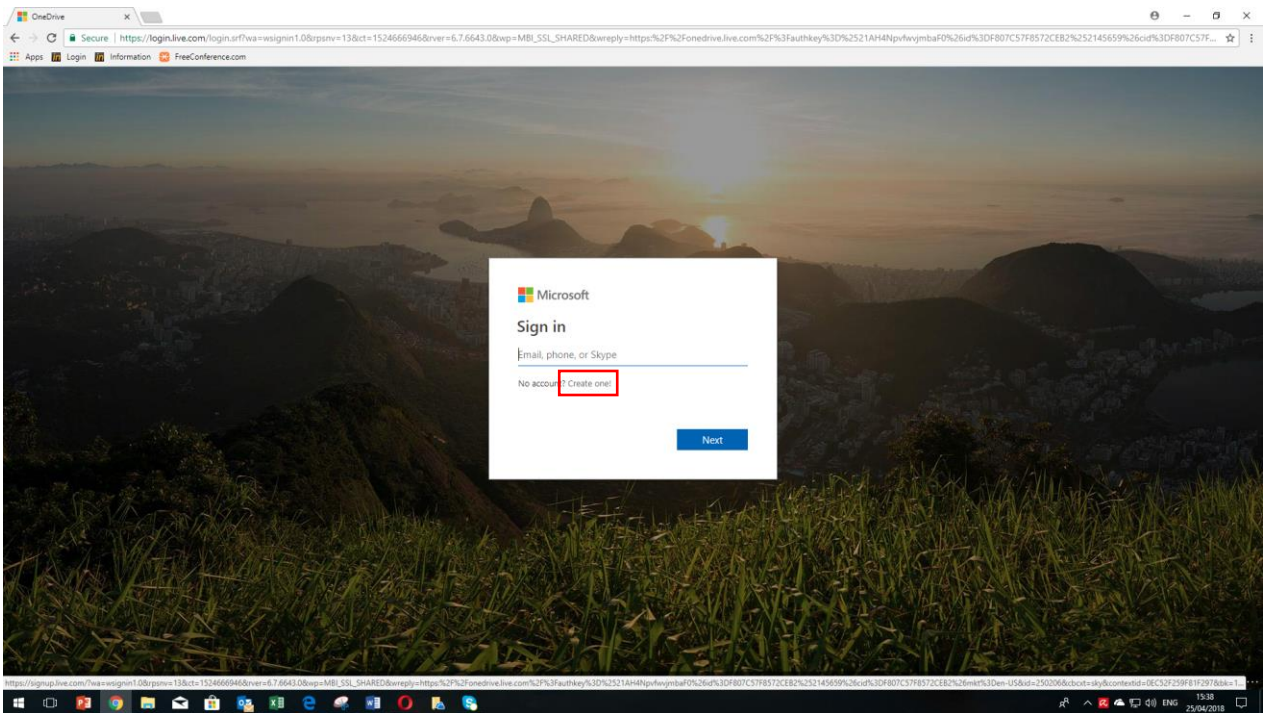


## Signing in to OneDrive or creating a OneDrive account

2. To upload files and folders to your OneDrive folder you need to have a OneDrive account. You can either Sign In to your existing OneDrive account (if you already have one) or create a new account. To sign in to an existing account, click on the  icon in the top-right corner and then click **Sign In**:



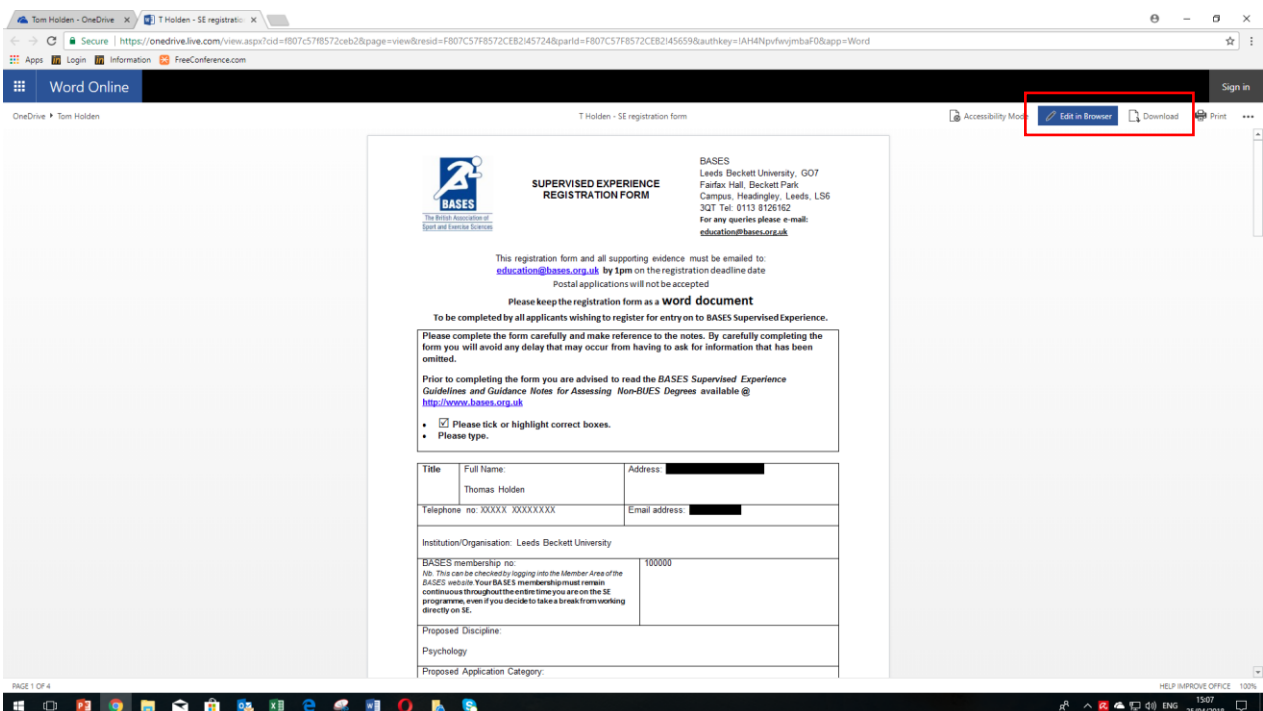
If you don't already have a OneDrive account, you will need to create one. Follow the same steps as described for signing in, but when you get to the **Sign In** page (below), click on the **Create one!** link:



Follow the on-screen instructions to create your OneDrive account. Once created we suggest you bookmark the OneDrive login page so you can easily return to your OneDrive folder when you need to.

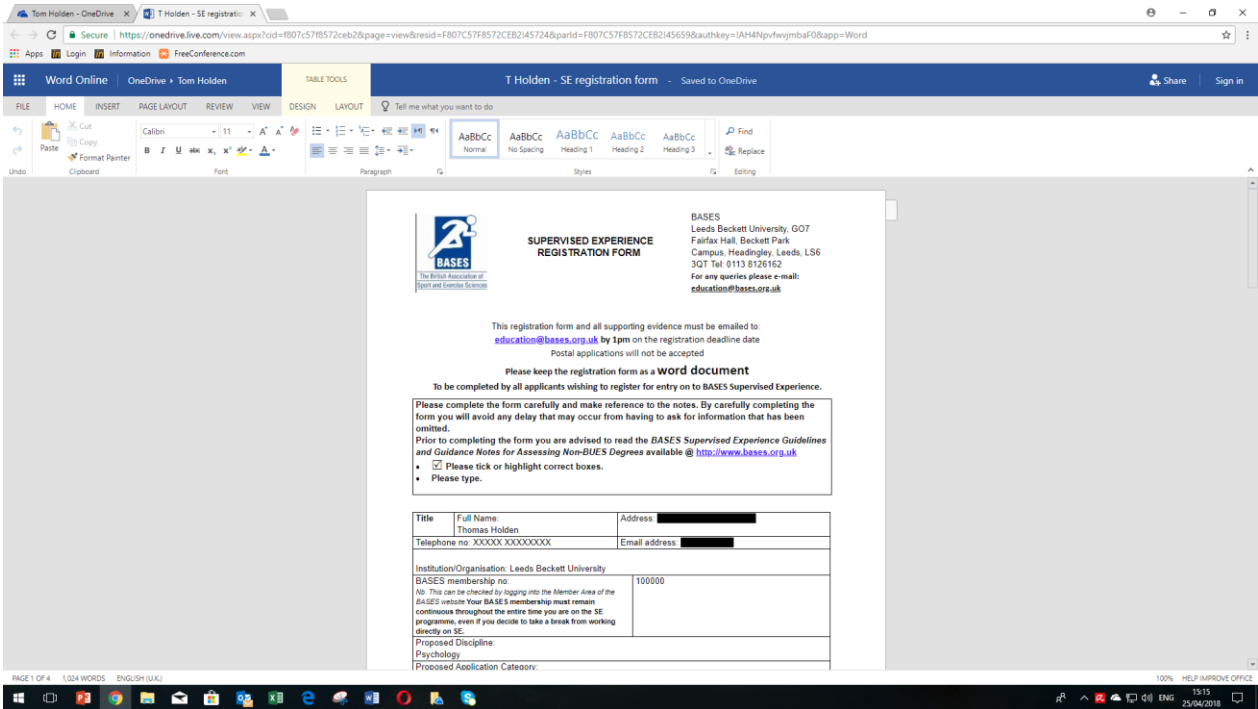
## 2. Opening and editing documents in OneDrive

If you want to open/view any of the documents in the folder, click on the document icon in OneDrive. This will open the document as a Microsoft Online document in a new tab in your web browser, like this:

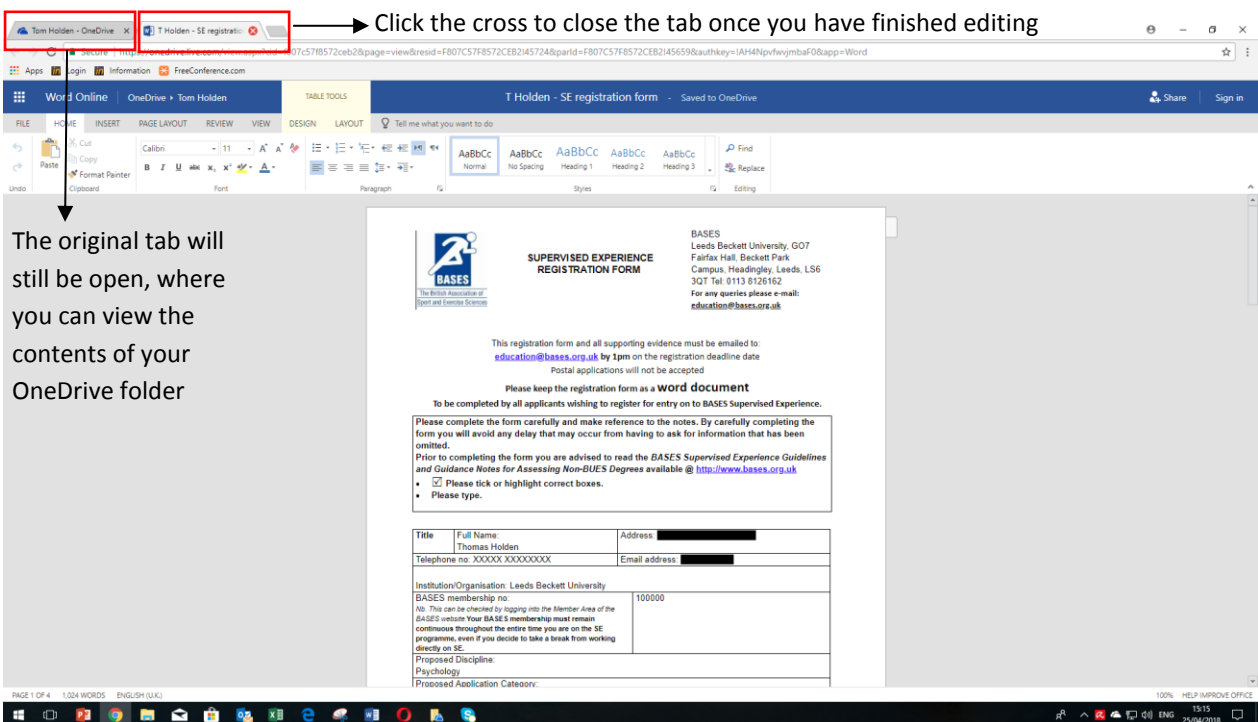


3. To edit the document, either click **Edit in Browser** to make changes in your web browser; or click **Download** to download the document onto your computer (see above).

**NOTE:** If you download the document to your computer, any changes you make will not automatically be saved on OneDrive. You will need to save the updated document on your computer and then upload it to OneDrive (replacing the old version if applicable). **We would advise using the Edit in Browser function (see below), as any changes made here will automatically be saved in OneDrive.**

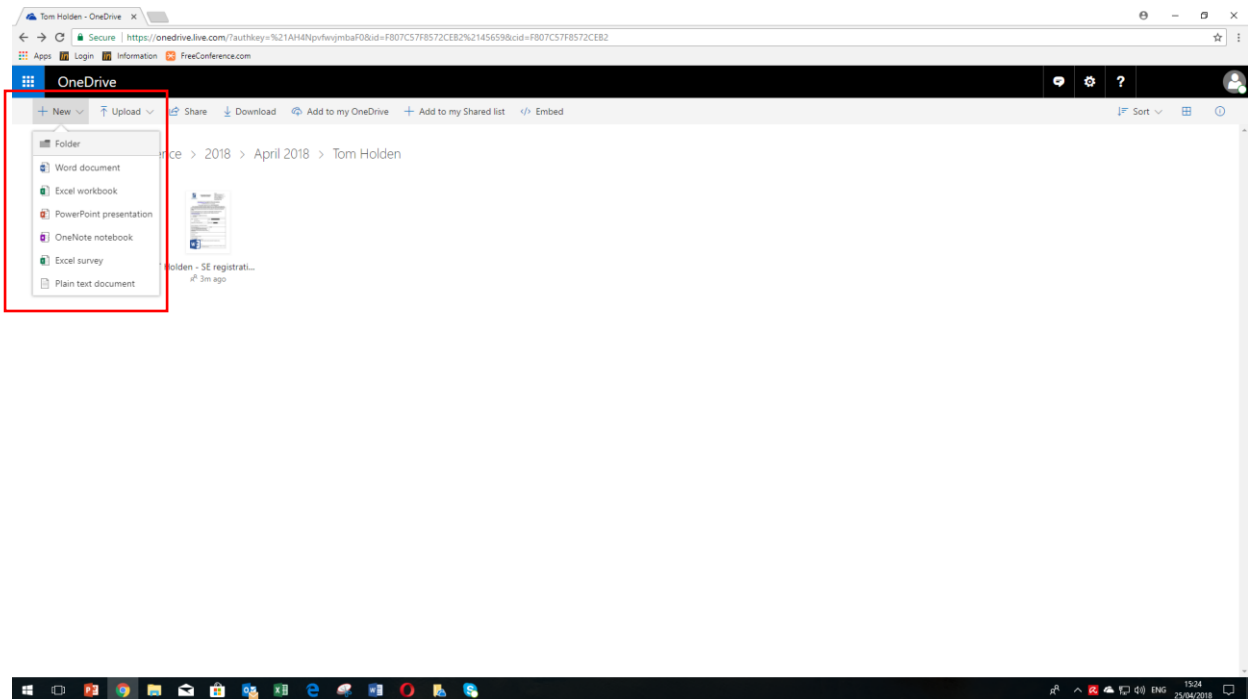


4. Once you have finished editing a document, just close the tab (you don't need to Save, as this happens automatically). This will return you to the original tab showing the content of your OneDrive folder,



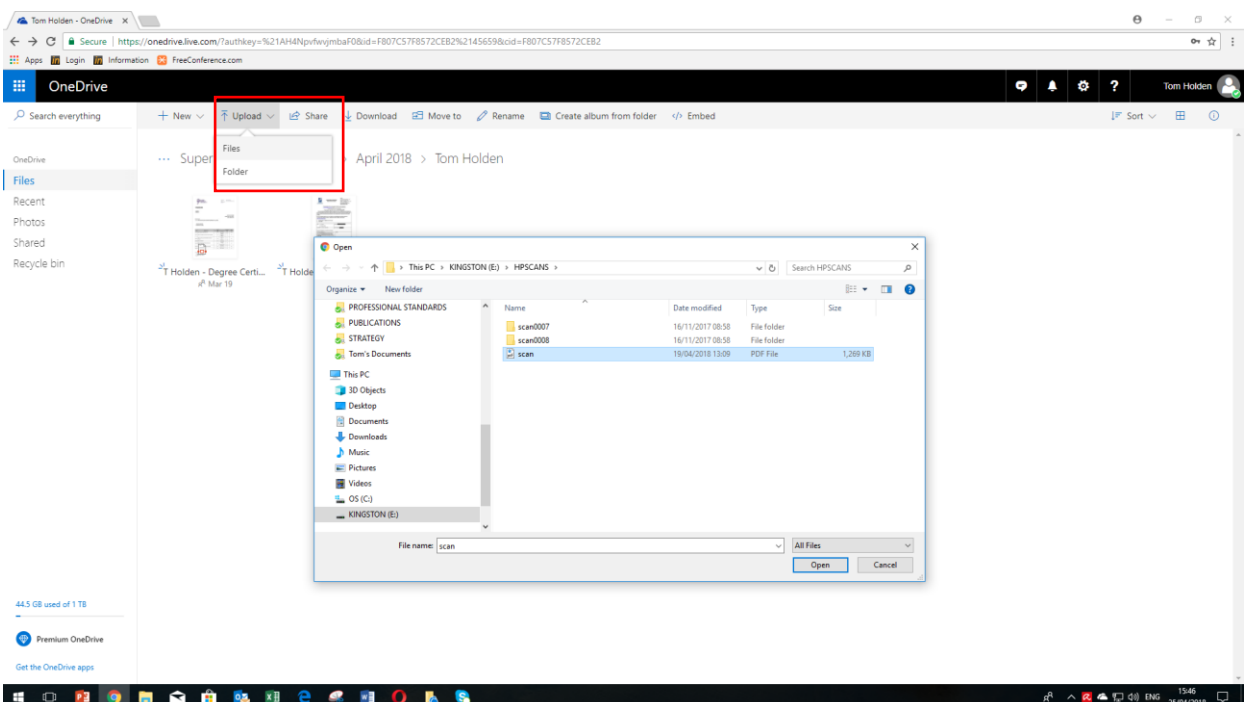
## Creating a new folder on OneDrive

5. If you need to create a new folder, click on **New** in the top right-hand corner and select **Folder**. Give the folder a name and click **Create**. You can now go into the folder and begin adding files to it.



## Uploading a document to your OneDrive

6. When you are ready to start adding documents into your OneDrive, navigate to the folder where you want to put the document. Click **Upload** at the top and select **Files**. Find and select the files on your computer that you want to upload and click **Open**. You can also upload a whole folder by following the same steps, but click **Folder** instead of **Files**.



### **Sharing a OneDrive Folder**

Please note that you are not permitted to share OneDrive folders that have been set-up by BASES with anyone else. The BASES admin team will ensure anyone that needs access to your folder (e.g. Supervisor, Reviewer) is given access with the right permissions.

**Sharing OneDrive folders/data without permission is an infringement of BASES Data Protection Policy and could result in your disqualification from the Supervised Experience programme.**