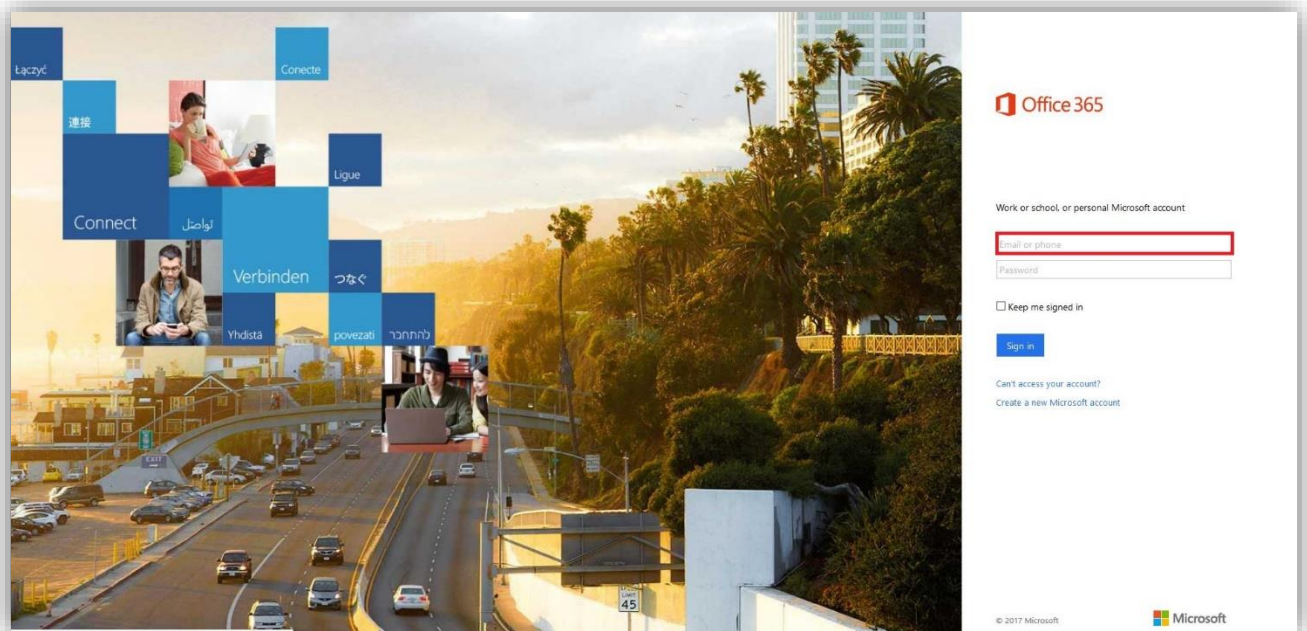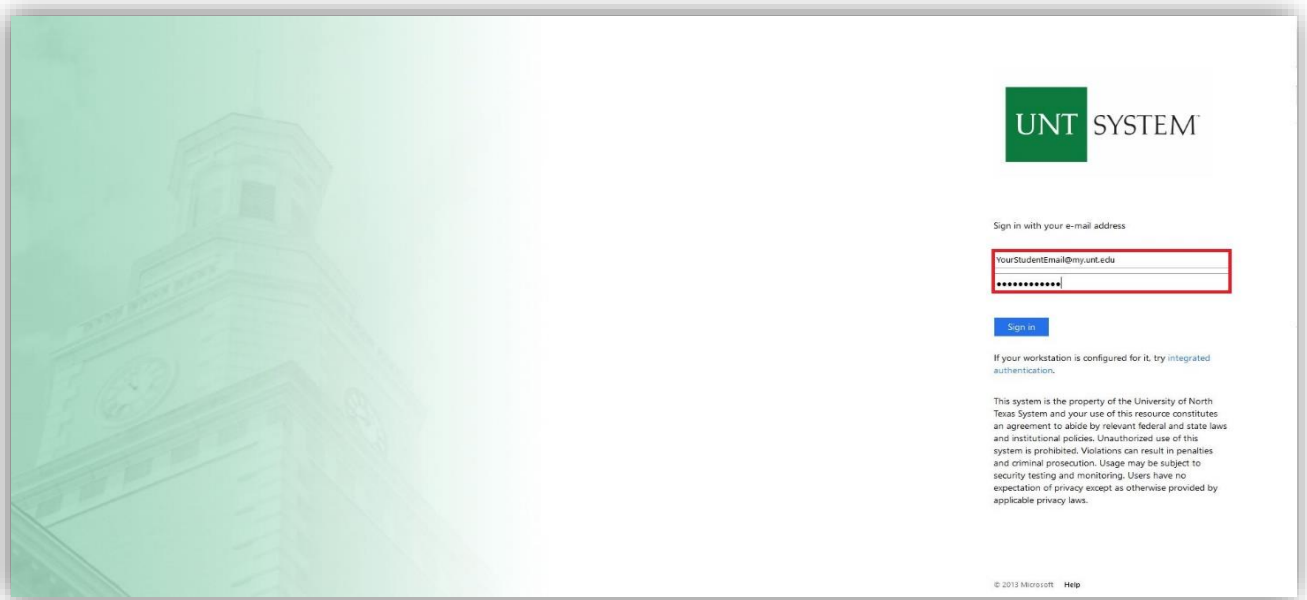# Create a New Submission for Hospitality Work Experience Verification

1. Click on the provided [link](#)

2. Enter your student email account (Eg: *FirstLast@my.unt.edu*) to the *Email or Phone* field

3. After entering your student email account, you will be redirected to UNT site to authenticate your password
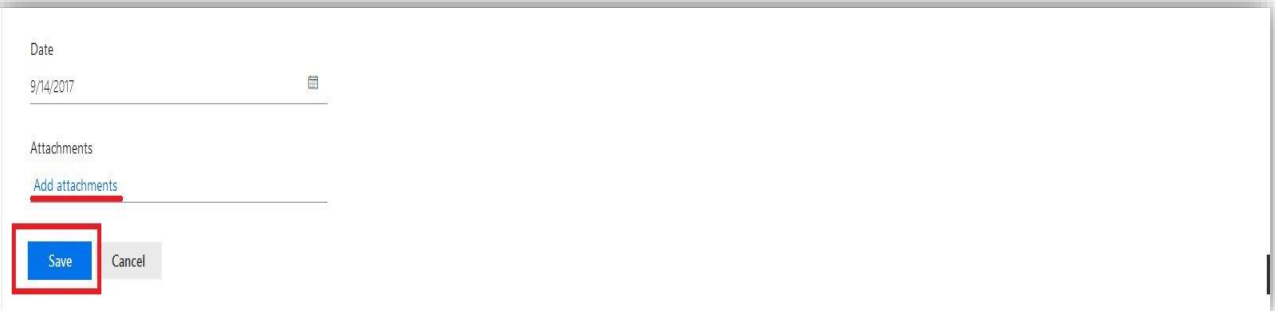
4. If you are submitting **a New Item**, please fill up the New Item form. You will have the option to **add attachments** at the end of the form

5. Click on *Save* when finished

6. After a successful submission, you will be redirected to Hospitality website. You will also receive a confirmation email to the email address you provided in the *New Item* form

7. Finished