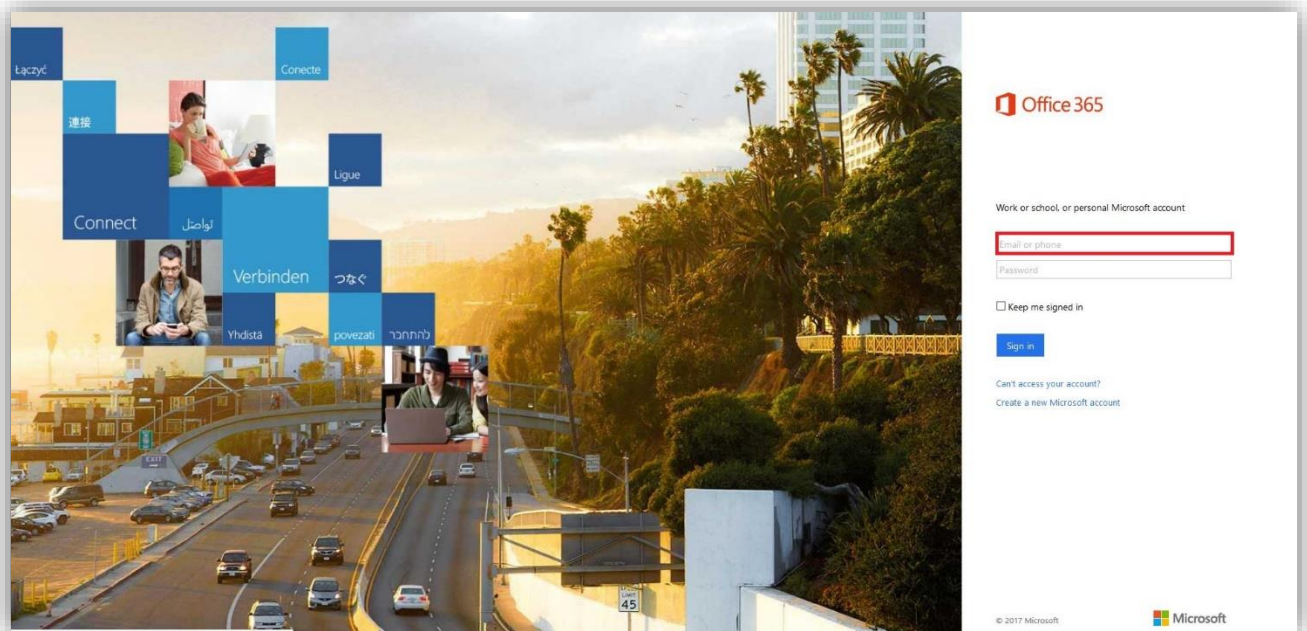
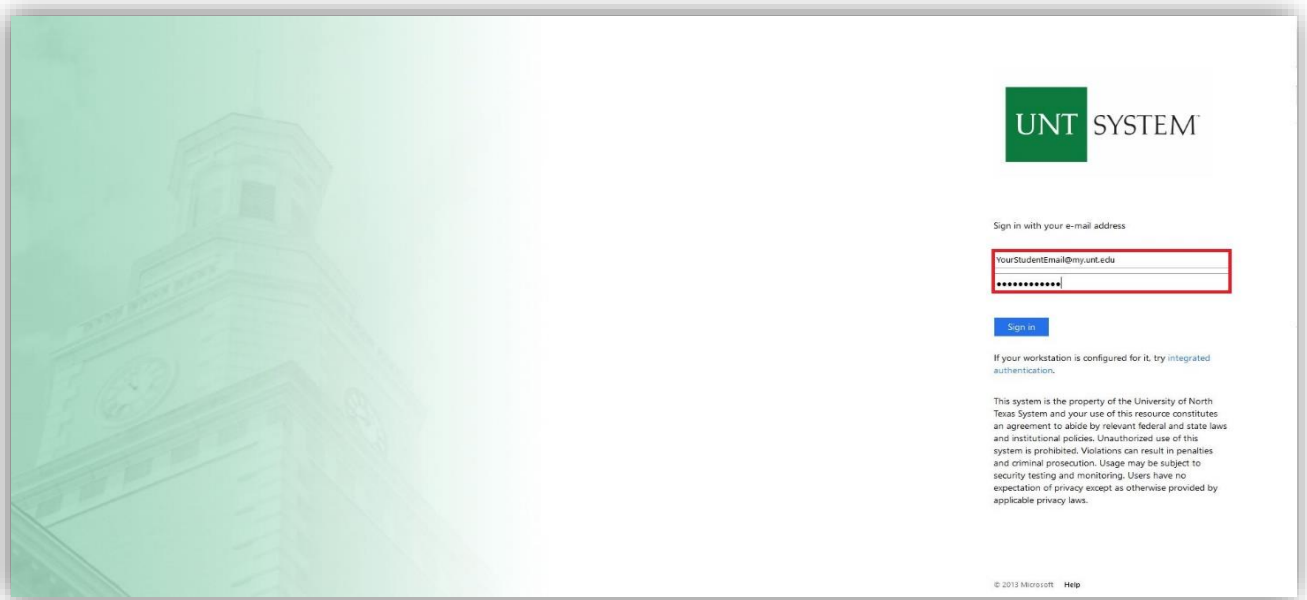


Create a New Submission for Hospitality Work Experience Verification

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



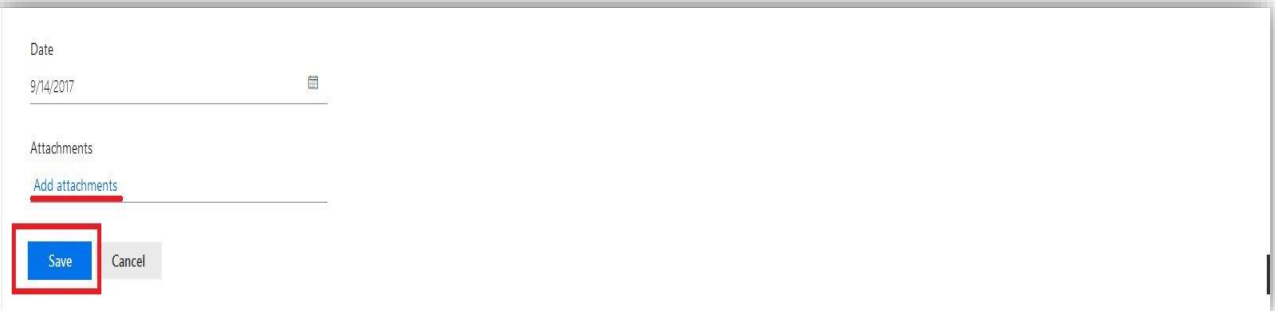
4. If you are submitting a **New Item**, please fill up the New Item form. You will have the option to **add attachments** at the end of the form



The screenshot shows a form titled "New item" with the following fields:

- Last Name * (text input)
- First Name (text input)
- Student ID # (text input, with a note: "This is NOT your EUID. Student ID example: 12345678")
- Your Email (text input, with a note: "A confirmation email will be sent to the provided email address")
- Telephone Number (Include Area Code) (text input)
- Expected Graduation Date (date picker)
- Name of Company (text input)
- Job Title (text input)
- Supervisor's Name (text input)

5. Click on *Save* when finished



The screenshot shows the bottom portion of the form:

- Date: 9/14/2017 (date picker)
- Attachments: [Add attachments](#) (text link)
- Buttons: **Save** (blue button, highlighted with a red box) and **Cancel** (grey button)

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