How to Submit a Great Story using OnCorps

1. Log in to your OnCorps account in the same way you do to complete your timesheets.

2. Click on "Reporting" from the menu, then select "Submit Reports, then "Great Story."

3. Click on "Add a New Great Story"

4. Enter your Title, the date, select the Quarter from the drop down menu, then enter your narritive in the box provided. (Remember: Prepare your narrative in a separate program which spells and grammar checks the text.)

5. Click "Save and Attach File," Browse for your picture, upload it, and save. You're done!