



Guide for Sending a Paper or Presentation to the Writing Center Online Paper Portal

- **Step One**

Log in to your RichmondCC Office 365 account

Use your email that ends @student.richmondcc.edu and your self-service password

- **Step Two**

Open a second tab and go to the Richmond CC website

- Click on the *Student Resources* tab at the top
- Scroll down and click on *Learning Resource Center*
- Scroll down the left menu panel and click on *The Writing Center*

**Look for the logo image like the one at the top of the page.*

- **Step Three**

- Scroll down the page and click on this red button

CLICK HERE TO SUBMIT YOUR WRITING FOR REVIEW BY THE WRITING CENTER TEAM!

- Provide some basic information and then upload your Word document or PowerPoint file
Optional: You can also upload your instructor's directions or rubric
- Hit SUBMIT to complete your online portal entry

Remember to:

Check your RichmondCC email for your returned review 24-48 hours* after your submission.

***Note:** The Writing Center is closed Friday-Sunday. Review requests submitted Thursday evening through Sunday are assigned to tutors beginning Monday morning at 9 am.