

Edit a File Description (HR)

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Human Resources will no longer be available after June 30th, 2025. For more information, visit the [Human Resources and Staff Evaluation Deprecation FAQ](#).

Files can be attached from multiple Campus tools depending on where the administrator has enabled the file attachment feature.

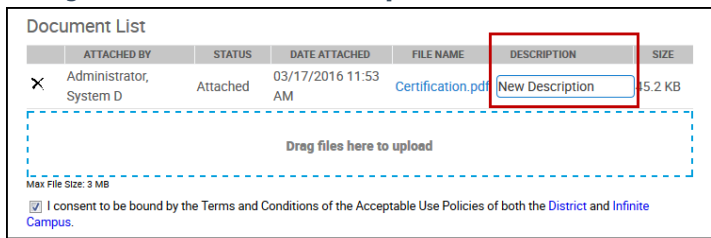
To edit a description, complete the following steps.

1. Click the **Attach Files** button or the upload button  .

Result

The Document Attachments window appears.

2. Change the text in the **Description** column.



3. Click **Save**.

Result

The new description is saved.