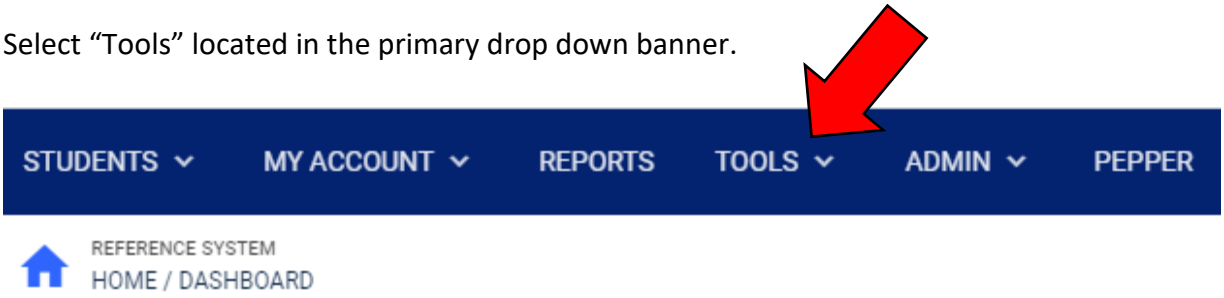
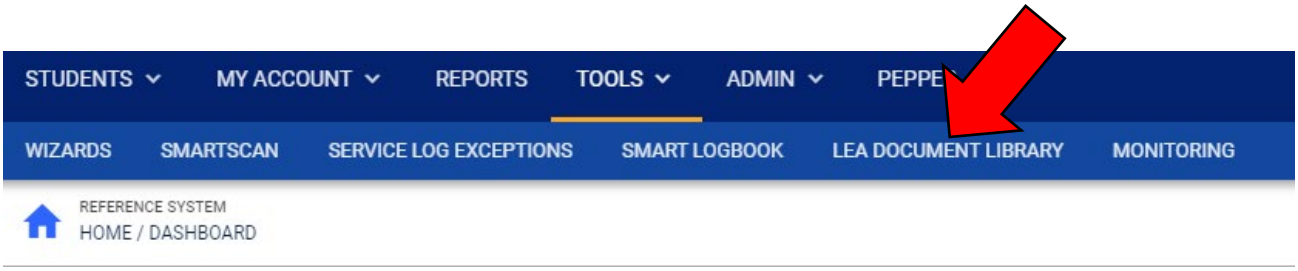
Uploading External Documents into EdPlan

Below you will find the steps to upload documents into the EdPlan system. Only users with Admin access will be able to upload and review documents. The LEA Document Library section has been updated to include file categories. The intent is to categorize the documents so that everyone will be able to locate all necessary information quickly. Please double check your uploads to ensure you have uploaded the correct information in the correct file category. **There should not be documents from a student's confidential file in this area.**

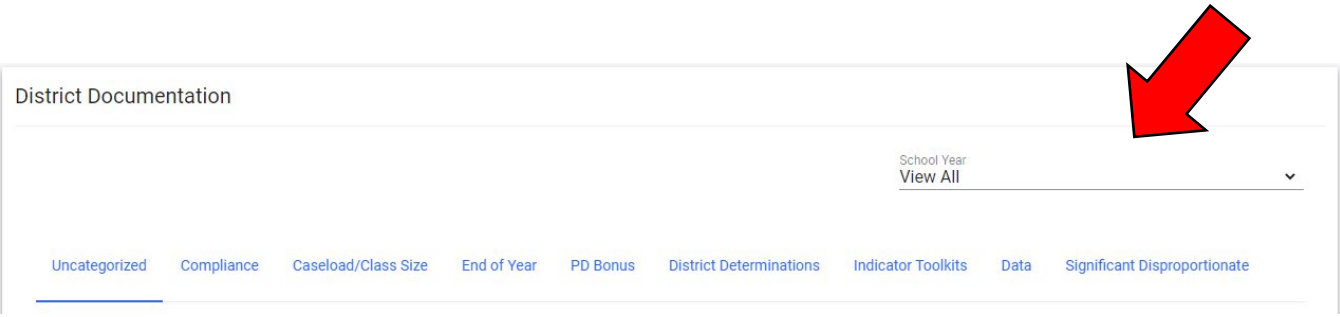
1. Select "Tools" located in the primary drop down banner.



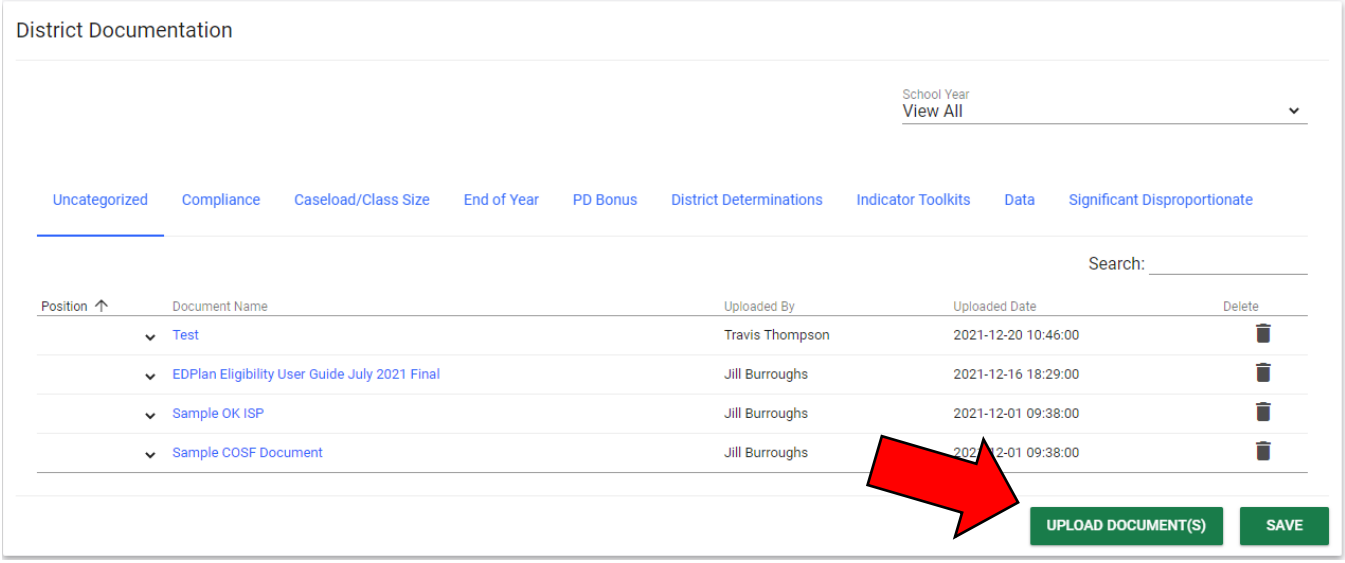
2. Next, select "LEA Document Library" from the sub-menu banner.



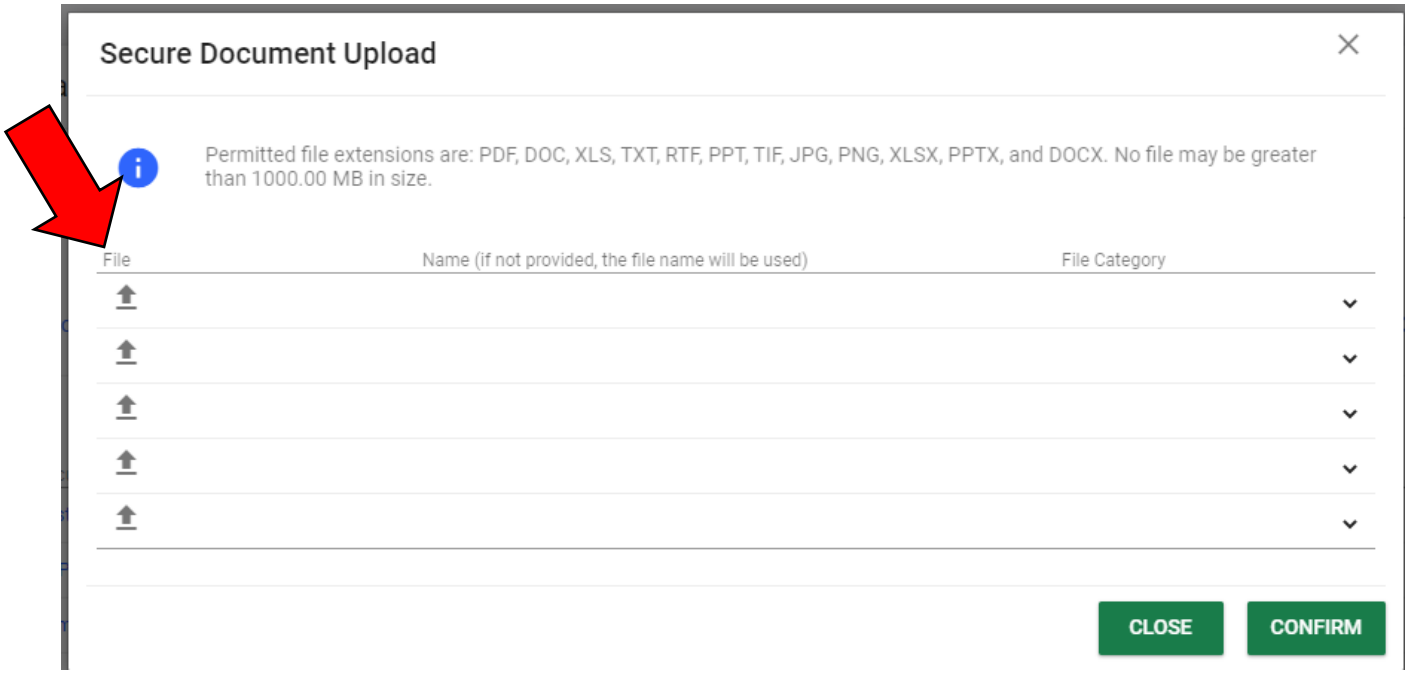
3. Then select the current school year in the drop down located in the top right.



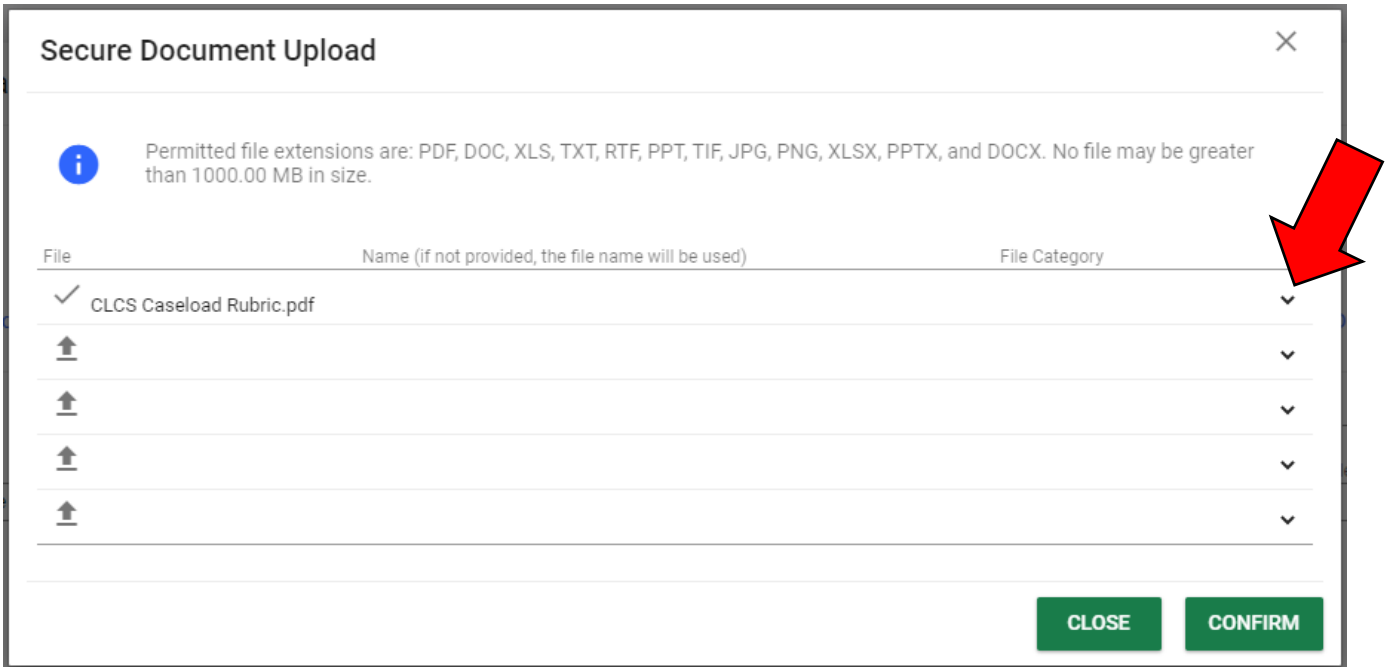
4. Then select the “Upload Document(s)” tab in the bottom right.



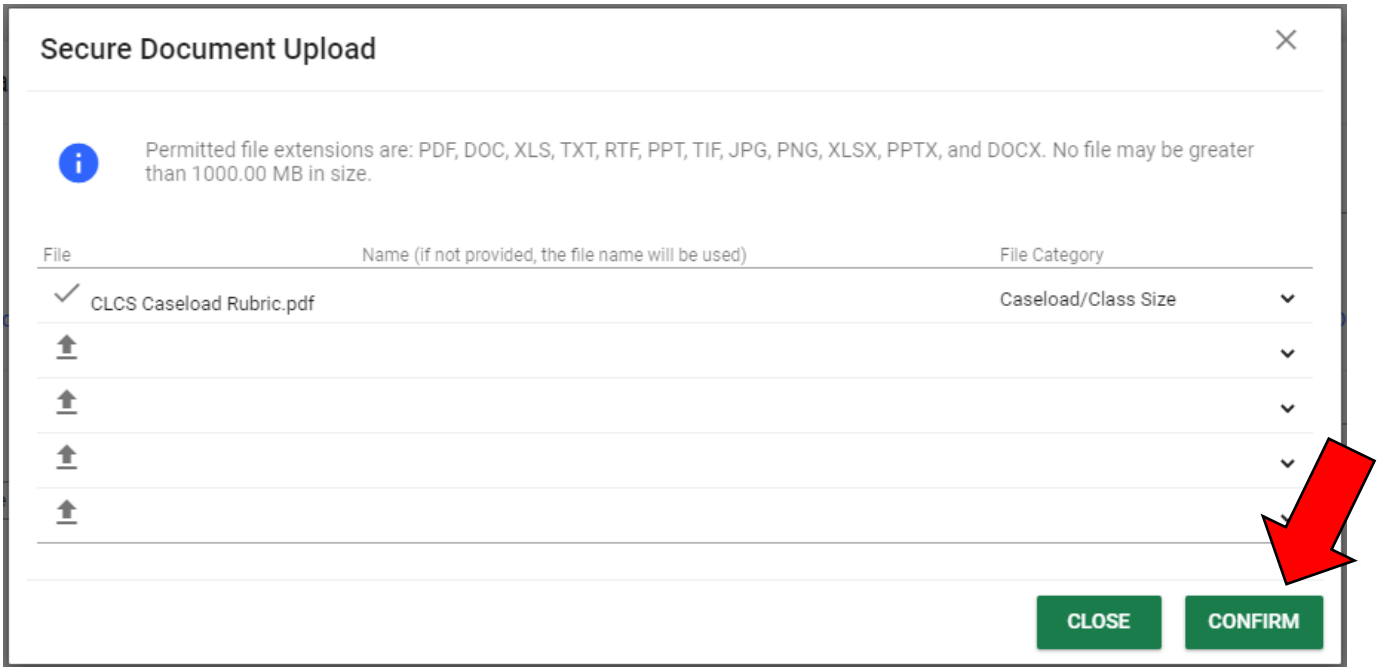
5. Next, select the up arrow to locate the file to be attached. Then select the file to upload.



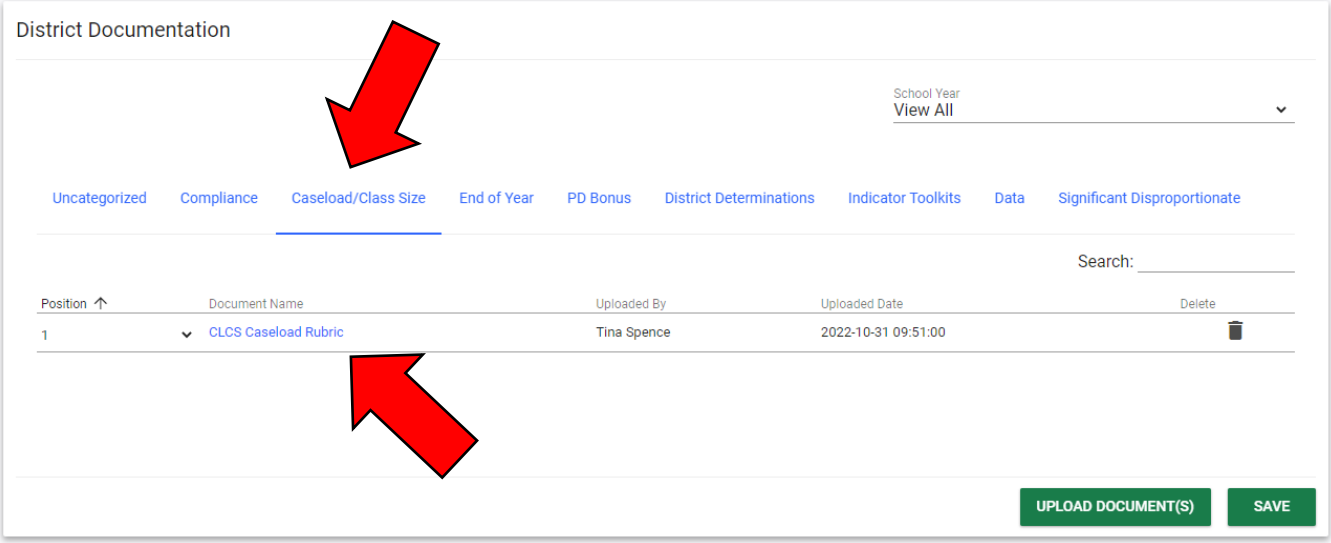
6. Now, you will need to select the file category most appropriately aligned to your document.



7. Once you have all your documents uploaded and the file category selected, you will need to click the "confirm" button located in the bottom right. This will pull all your files into the appropriate file category.



8. Last, make sure the correct document is in the correct file category.



If your file upload is not in the correct file category, you will have to request our office to delete the file and then you may upload again.