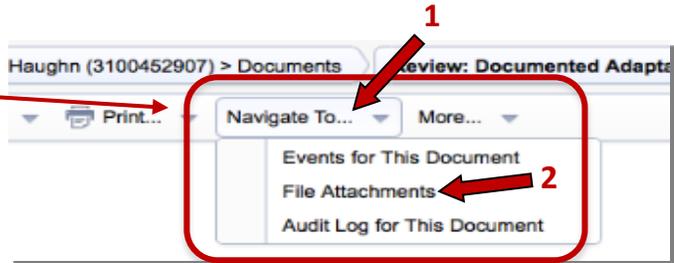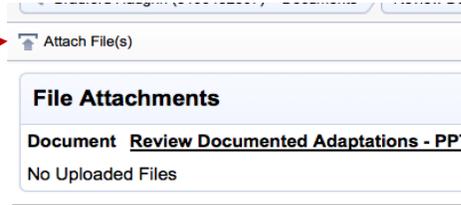## ATTACHING FILES TO A DOCUMENT IN TIENET

**Navigate to** is one of the document features in TIENET, allows you attach one or more files to a document.

1. Search the student in TIENET and choose the document to which you need to attach a file.

2. Click on the **Navigate To** … button, and then choose **File Attachments** from the dropdown options.
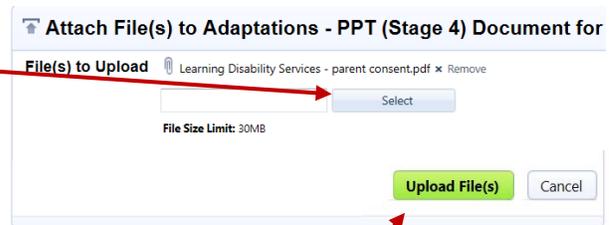
3. Click **Attach File(s)**.

4. Click **Select**.
   a. Browse for the file on your computer to upload.
      **Note: File size limit (per file): 30MB**
   b. Click on **Select** again to upload another file.

5. Click on **Upload file(s)** to add the document(s) to the student's document library.

6. When you return to the student's document library, the attached document(s) will appear below the document name.

7. **Finalize** document if necessary.