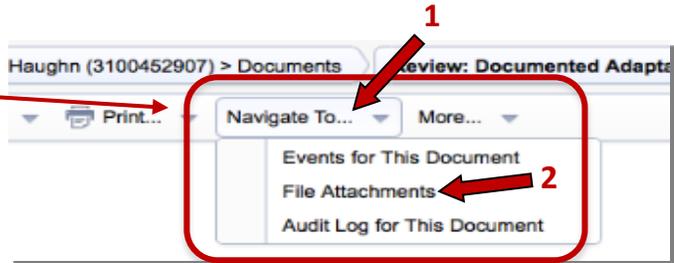


## ATTACHING FILES TO A DOCUMENT IN TIENET

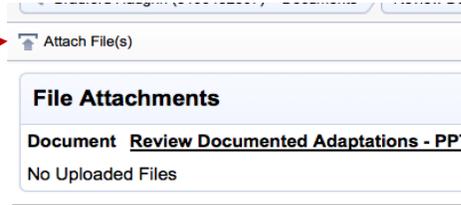
**Navigate to** is one of the document features in TIENET, allows you attach one or more files to a document.

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.

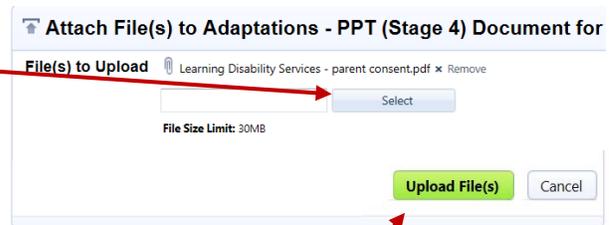


3. Click **Attach File(s)**.



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.

Documents for 2016/17	Status	Creation Date	Modification Date	Finalization Date
<b>Program Planning</b>				
Request for a Team Meeting	Draft	05/25/2017 Thu, 11:18 AM	05/25/2017 Thu, 11:19 AM	---
Individual Program Plan	Draft	05/25/2017 Thu, 10:50 AM	05/31/2017 Wed, 10:27 AM	---
Adaptations - PPT (Stage 4) Attachment: Learning Disability Services - parent consent.pdf	Draft	05/09/2017 Tue, 08:33 AM	05/31/2017 Wed, 10:26 AM	---

7. **Finalize** document if necessary.