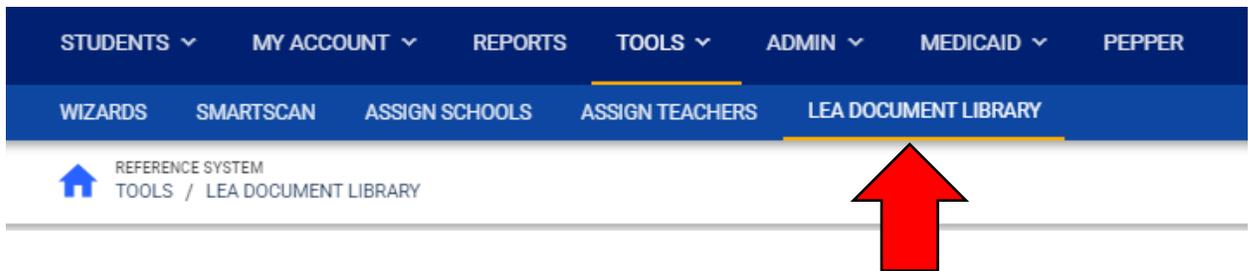# Uploading External Documents into EdPlan

Below you will find the steps to upload documents into the EdPlan system. Only users with Admin access will be able to upload documents.
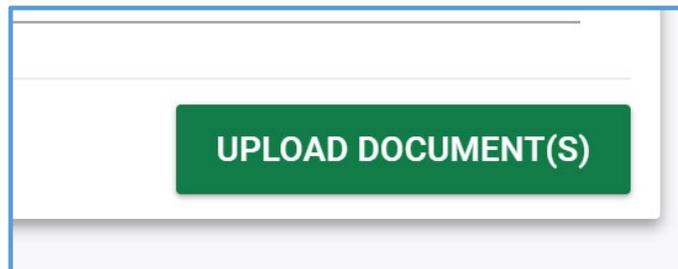
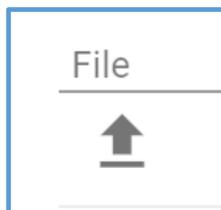1. Login to EdPlan and select **"Tools"** within the primary drop down banner

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

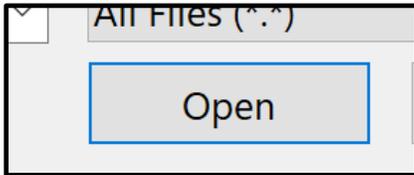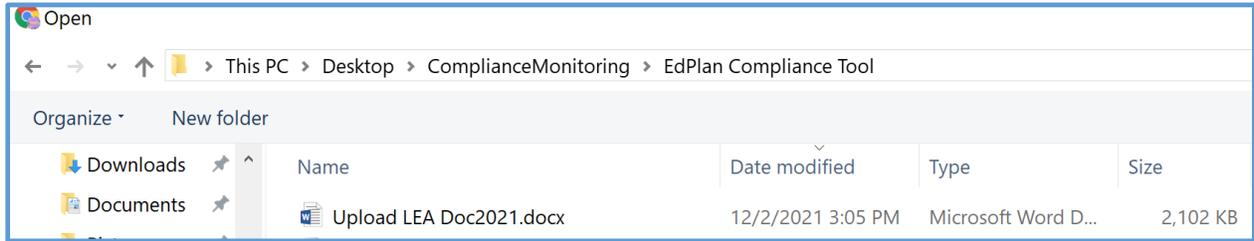3. Then select **"Upload Document"**.

4. Click on the underlined up arrow icon to search for document to be attached.

5. Select the file and click **"open"** to attach

The document chosen uploads immediately.

6. Repeat steps 4 and 5 to upload additional documents. When finished click on **"Confirm"** to close the window and return to the EdPlan Workspace.

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