

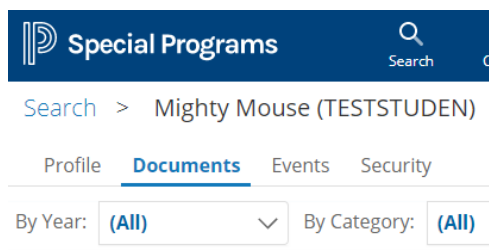
Uploading Documents to TIENET/Powerschool

Uploading documents into their corresponding sections in TIENET

How can I upload a document to a section that has already been created?

Ex: Eligibility that has been signed and needs to be uploaded to the correct section

1. Go to Documents



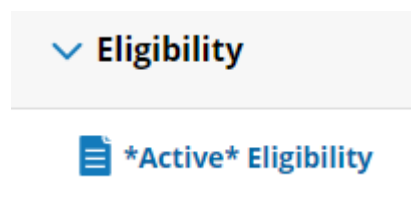
Special Programs Search

Search > Mighty Mouse (TESTSTUDEN)

Profile Documents Events Security

By Year: (All) By Category: (All)

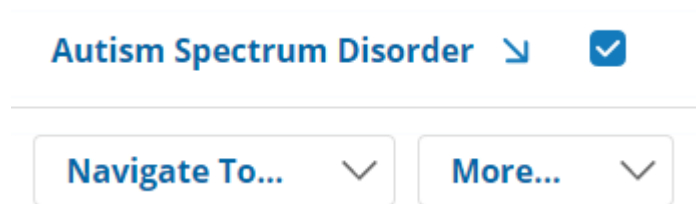
2. Click on highlighted section you want to add documents to



Eligibility

Active Eligibility

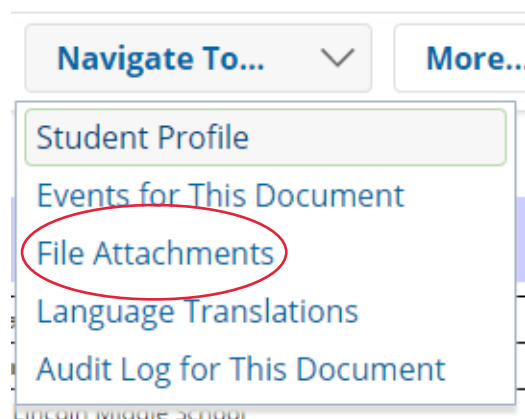
3. Click on Navigate to (located upper left hand section)



Autism Spectrum Disorder

Navigate To... More...

4. Select File Attachments



Navigate To... More...

Student Profile

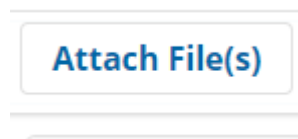
Events for This Document

File Attachments

Language Translations

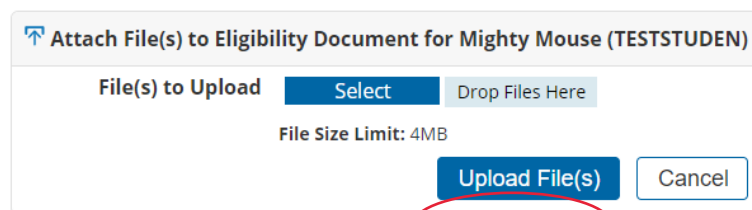
Audit Log for This Document

5. Select Attach Files



Attach File(s)

6. Drop files and select Upload Files



Attach File(s) to Eligibility Document for Mighty Mouse (TESTSTUDEN)

File(s) to Upload Select Drop Files Here

File Size Limit: 4MB

Upload File(s) Cancel

****Please title your uploaded documents: Document name_Year**

EX: Signed Eligibility_2021

***All files being uploaded to TIENET/ Powerschool must be uploaded as a PDF**

How can I upload a document without a corresponding section?

Ex: Records Request

Create New Document:

1. Select Create New Document

2. Scroll down and select File Based Document

(File-based Document)

↑ Upload File-Based Document for Mighty Mouse (TESTSTUDEN)

For Year

User Comment

File(s) to Upload

File Size Limit: 4MB

Upload and add to User Comment Document name_Year.

*If you are uploading old files from previous years, you must save first and then go back in and edit. You can update the year by selecting FOR YEAR.

***All files being uploaded to TIENET/ Powerschool must be uploaded as a PDF**