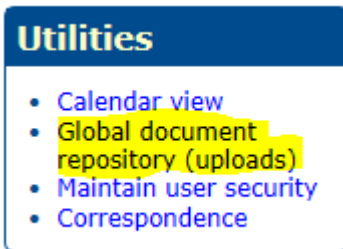


## How to Upload Policies and Procedures to the Global Document Repository in TMS

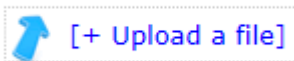
1. Log into the DESE Federal Tiered Monitoring System (TMS)
2. Change the year under “Functions” to 2017-2018



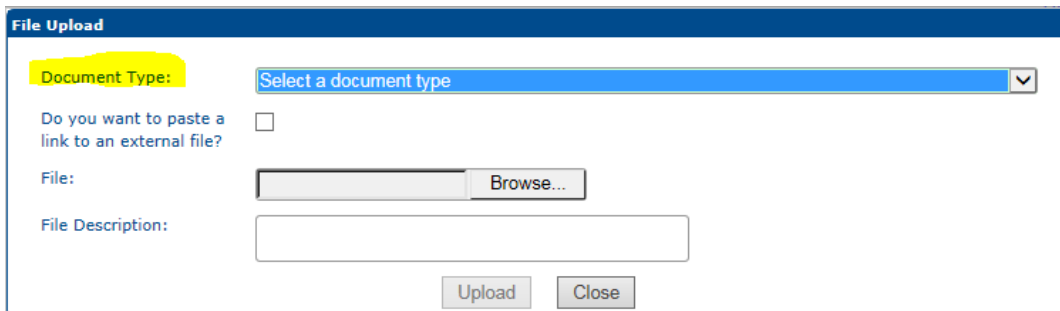
3. Go to the box on the right hand side labeled “Utilities” and click on “Global document repository (uploads)”



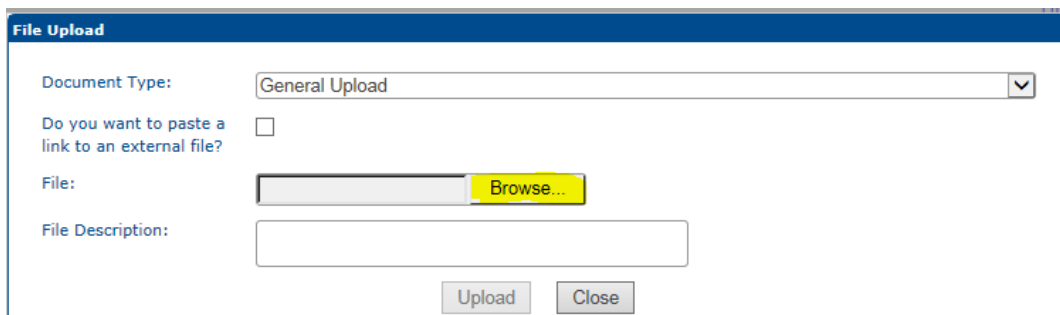
4. Click on Upload a file



5. Click on the Document Type drop down box and select “General Upload”

A screenshot of a "File Upload" dialog box. It has a blue header. Below the header, there is a "Document Type:" label with a dropdown menu showing "Select a document type". To the right of the dropdown is a small downward arrow. Below this is a checkbox labeled "Do you want to paste a link to an external file?". Below that is a "File:" label with a text input field and a "Browse..." button. Below that is a "File Description:" label with a text input field. At the bottom are "Upload" and "Close" buttons.

6. Click on “Browse...” to locate your document from your computer to be uploaded.

A screenshot of the "File Upload" dialog box, similar to the previous one. The "Document Type:" dropdown now shows "General Upload". The "Browse..." button is highlighted in yellow.

7. Type in the “file description” box the name of the policy and/or procedures you are uploading.
8. Click “Upload”