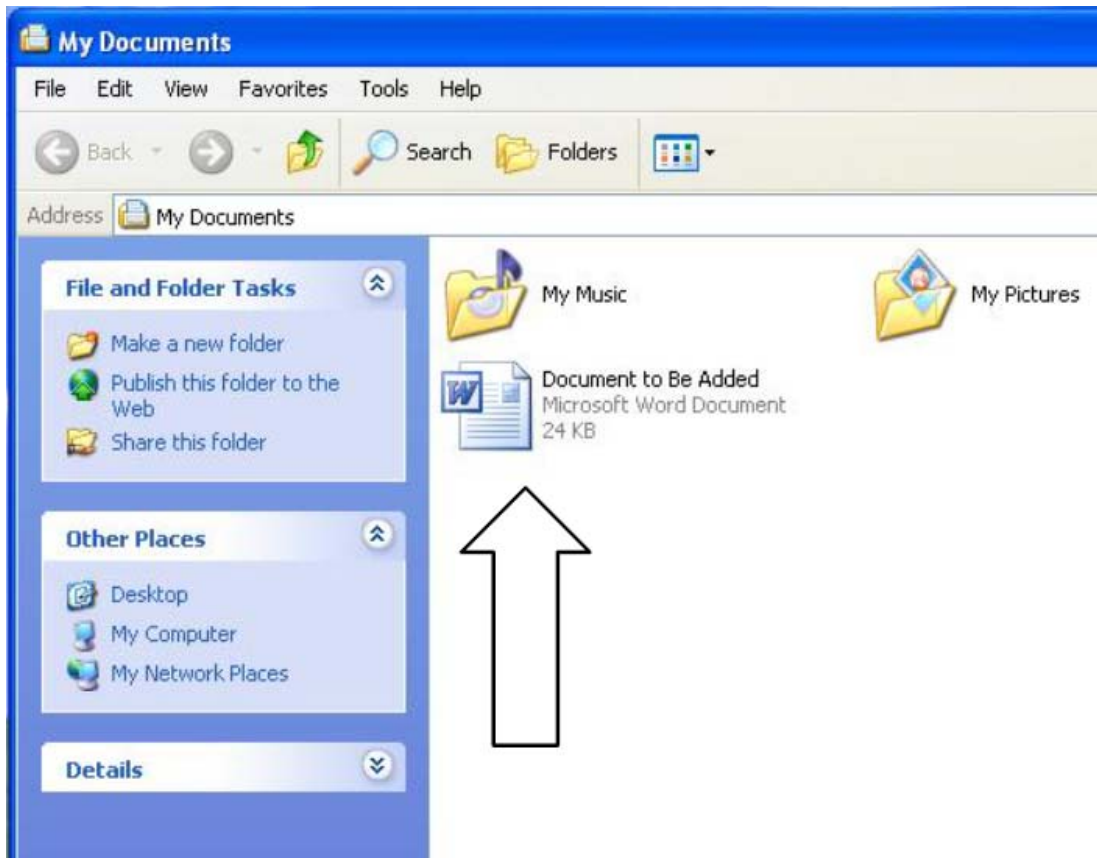


Uploading Documents - Guide

1. Make sure the file that you are going to attach is saved to your computer, and make a mental note of where you have saved it (e.g. desktop, your Documents file, etc.). Also be sure that the file is in a compatible form (e.g., .pdf, .jpg, .docx).



2. Click on the “Browse” button

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Massachusetts Department of
Elementary & Secondary Education
User Name: jwilkinson12

Upload Documents

Browse for the document you want to upload and click 'Upload Document.'

- Once a document is uploaded it cannot be edited or deleted.
- Only one file is allowed for each document. ESE requests combining pages to a single file before uploading a document.
- Each file cannot exceed 20 MB in size.

Educator: John J Doe

File Selected:

I agree, that by submitting the uploaded document there are no falsehoods or misrepresentations that are being submitted to the department.

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3. Locate the file you have saved to your computer, and double click the name of the file (or highlight) and click on the “Open” button.

Upload Documents

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User Name: jwilkinson12

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Educator: John J Doe

File Selected:

I agree, that by submitting the uploaded document there are no falsehoods or misrepresentations that are being submitted to the department.

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Choose File to Upload

Look in: My Documents

- My Music
- My Pictures
- Document to Be Added

File name: Document to Be Added

Files of type: All Files (*.*)

4. Click the “Upload Document” button

Upload Documents

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Elementary & Secondary Education

User Name: jwilkinson12 Security Portal Log Out

Upload Documents

Browse for the document you want to upload and click 'Upload Document.'

- Once a document is uploaded it cannot be edited or deleted.
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- Each file cannot exceed 20 MB in size.

Educator: John J Doe

File Selected: C:\Documents and Settings\John J Doe\My Documents\... Browse...

I agree, that by submitting the uploaded document there are no falsehoods or misrepresentations that are being submitted to the department.

Upload Document ←

Cancel

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5. Select the document type being uploaded from the dropdown menu (please note that types beginning with “Voc” should only be selected when the related application is for a Vocational license).

Upload Documents - Win

https://gate...
mentsPageControl.ser

File Edit View Favorites

Upload Documents

Mass.gov
Massachusetts Department of
Elementary & Secondary Education

News District/School A

Upload Documents

Educator: John Doe

* Select Organization: [Dropdown]

* Document Type: [Dropdown]

File Name: [Text Box]

In order to speed up your review process, please select those applications that are applicable to uploaded document.

* Applications: [Text Box]

Comments: [Text Box]

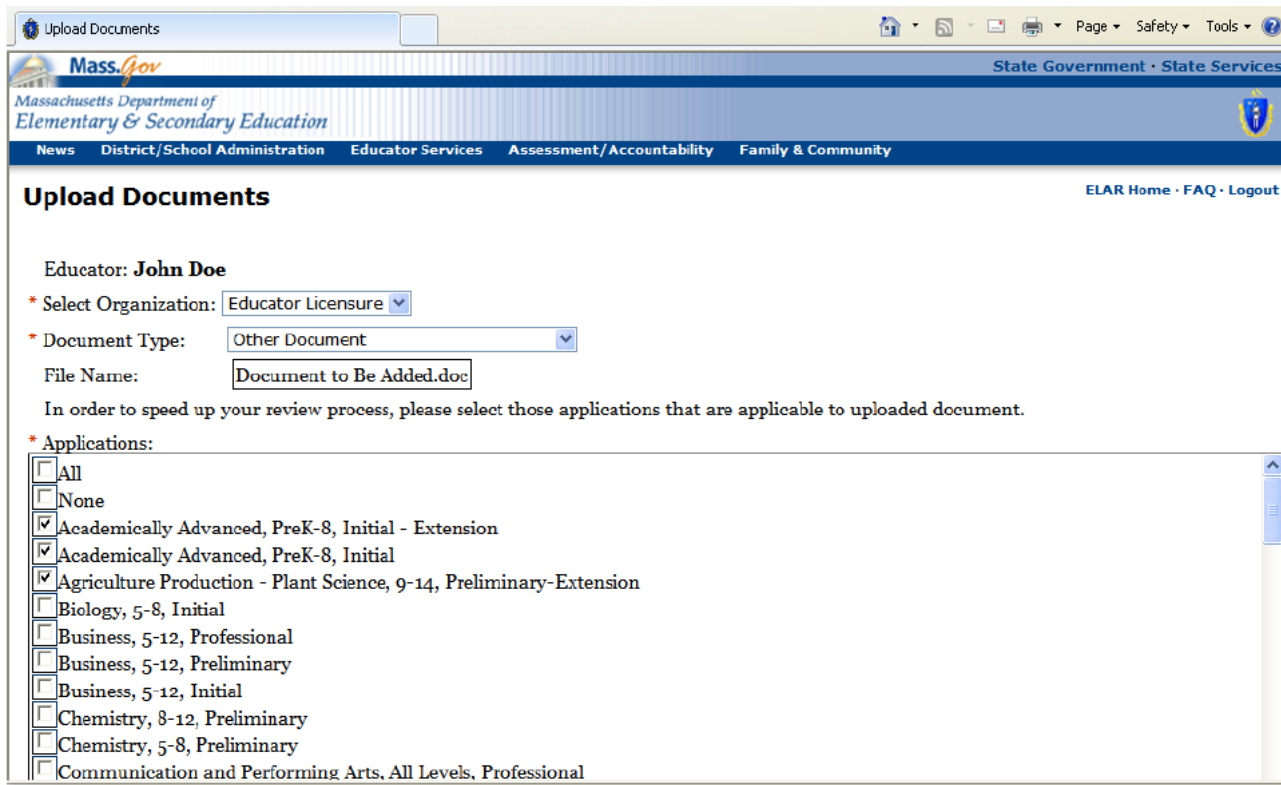
Note: All comments entered here are recorded and must include only relevant information to document being uploaded

Save

State Government · State Services

ELAR Home · FAQ · Logout

6. Select which open License Application you wish the document to apply to. You may choose “All”, “None”, or individually select all applications that apply.



Upload Documents

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News District/School Administration Educator Services Assessment/Accountability Family & Community

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Educator: **John Doe**

* Select Organization: Educator Licensure

* Document Type: Other Document

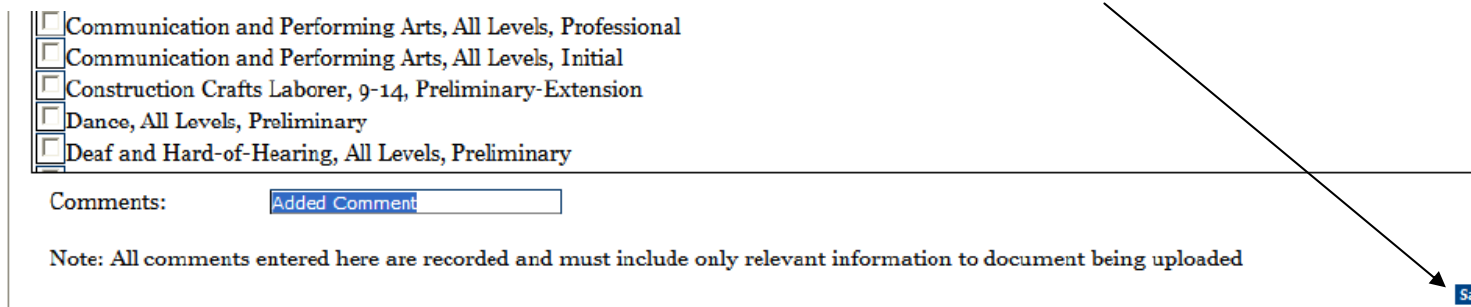
File Name: Document to Be Added.doc

In order to speed up your review process, please select those applications that are applicable to uploaded document.

* Applications:

- ☐ All
- ☐ None
- ☒ Academically Advanced, PreK-8, Initial - Extension
- ☒ Academically Advanced, PreK-8, Initial
- ☒ Agriculture Production - Plant Science, 9-14, Preliminary-Extension
- ☐ Biology, 5-8, Initial
- ☐ Business, 5-12, Professional
- ☐ Business, 5-12, Preliminary
- ☐ Business, 5-12, Initial
- ☐ Chemistry, 8-12, Preliminary
- ☐ Chemistry, 5-8, Preliminary
- ☐ Communication and Performing Arts, All Levels, Professional

7. Add short comment relevant to document being uploaded (optional). Click on “Save” button



☐ Communication and Performing Arts, All Levels, Professional

☐ Communication and Performing Arts, All Levels, Initial

☐ Construction Crafts Laborer, 9-14, Preliminary-Extension

☐ Dance, All Levels, Preliminary

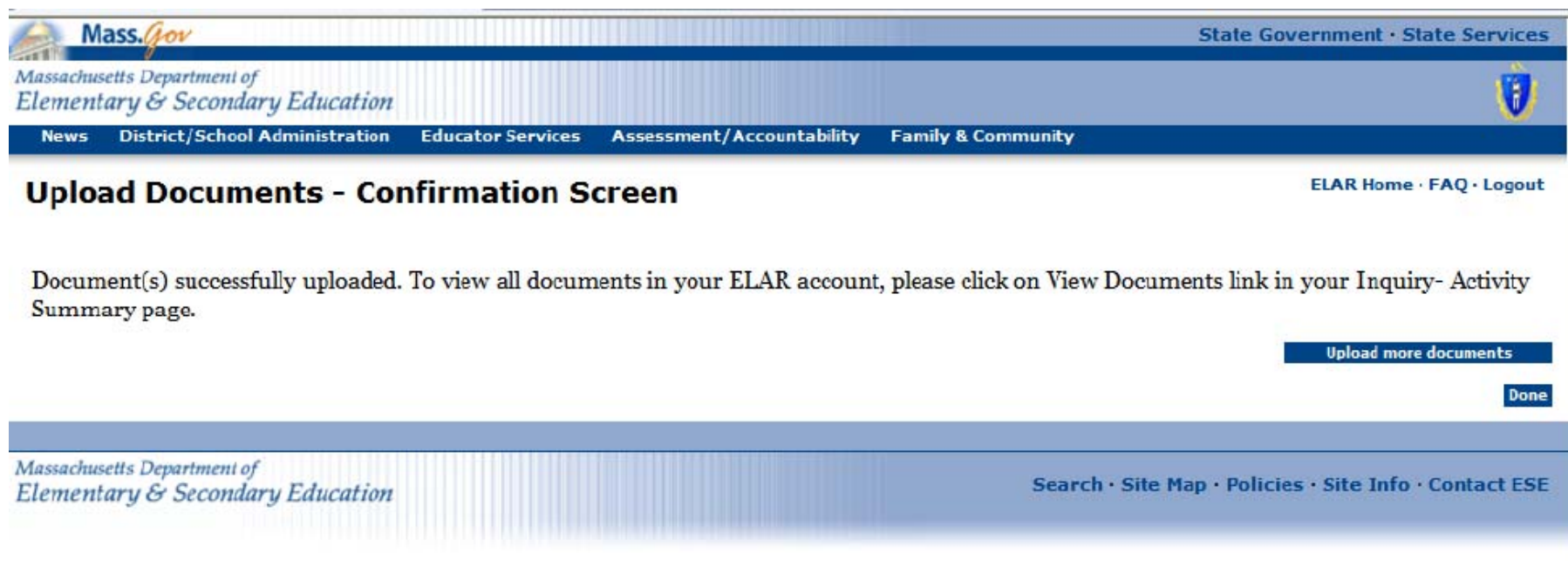
☐ Deaf and Hard-of-Hearing, All Levels, Preliminary

Comments: Added Comment

Note: All comments entered here are recorded and must include only relevant information to document being uploaded

Save

8. Click “Done” button to return to the Activity Summary Page or click “Upload More Documents” to continue to add documents to the file.



The screenshot shows a web page titled "Upload Documents - Confirmation Screen". At the top, there is a blue header with the "Mass.gov" logo on the left and "State Government • State Services" on the right. Below this is a white bar with the "Massachusetts Department of Elementary & Secondary Education" logo on the left and a small state seal on the right. A dark blue navigation bar contains links for "News", "District/School Administration", "Educator Services", "Assessment/Accountability", and "Family & Community". The main content area has a white background. On the right side of this area, there are links for "ELAR Home", "FAQ", and "Logout". The title "Upload Documents - Confirmation Screen" is displayed in a large, bold, black font. Below the title, a message states: "Document(s) successfully uploaded. To view all documents in your ELAR account, please click on View Documents link in your Inquiry- Activity Summary page." At the bottom right of the main content area, there are two buttons: "Upload more documents" and "Done". The footer consists of a blue bar with the "Massachusetts Department of Elementary & Secondary Education" logo on the left and a list of links: "Search", "Site Map", "Policies", "Site Info", and "Contact ESE" on the right.

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News District/School Administration Educator Services Assessment/Accountability Family & Community

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Upload Documents - Confirmation Screen

Document(s) successfully uploaded. To view all documents in your ELAR account, please click on View Documents link in your Inquiry- Activity Summary page.

Upload more documents

Done

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