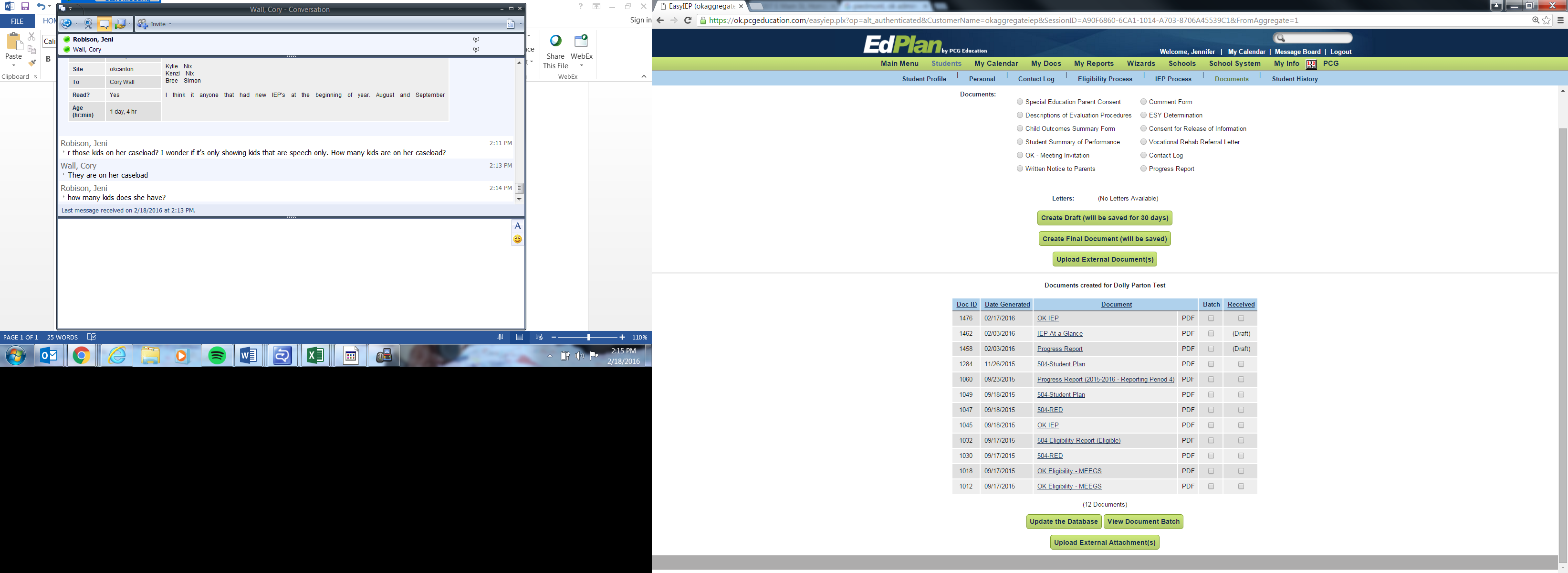
## Upload External Documents

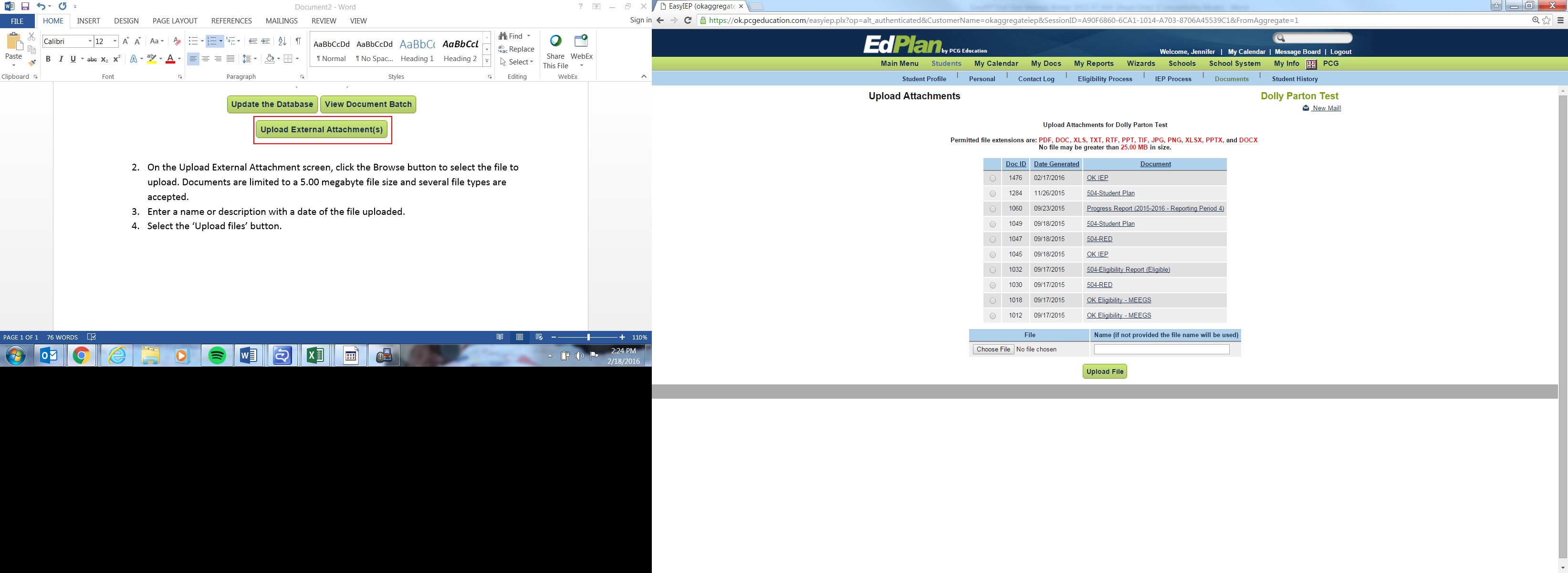
All districts have the capability to upload external documents in OkEdplan. Users have the option to attach items such as signature pages to the documents that have been created in EdPLan as well as uploading documents for inclusion in the electronic file for the student.

To attach a document to one created within EdPlan:

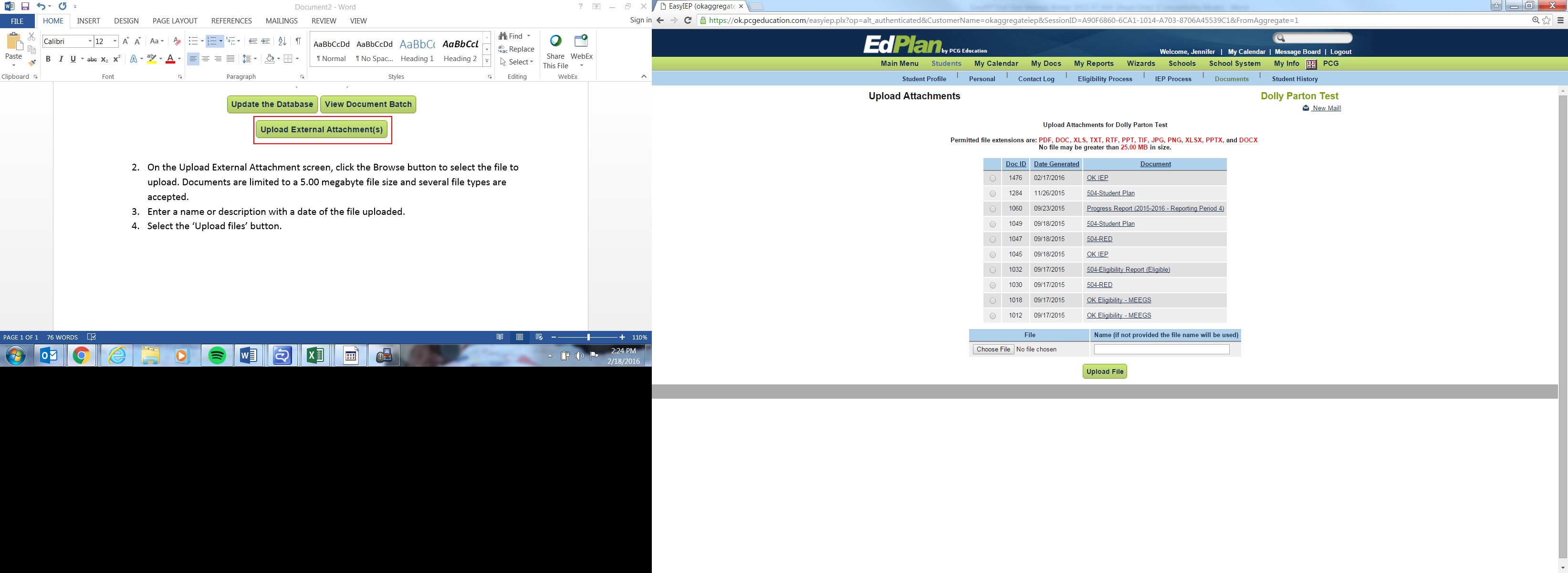
1. On the Documents tab select the ‘Upload External Attachment’ button.



1. On the Upload External Attachment screen, click the Choose File button to select the file to upload. Documents are limited to a 5.00 megabyte file size and several file types are accepted.



1. Enter a name or description of the file uploaded.
2. Select the 'Choose File’ button and attach your document.
3. Click the Document you would like to attach by selecting the radio button.



1. Select ‘Upload File’
2. Once uploaded, the document will attach and appear on the same line as the document selected.

