



Nova Scotia Student Information System

Nova Scotia Public Education System

# Attaching A File To A Document in TIENET

Quick Reference Guide

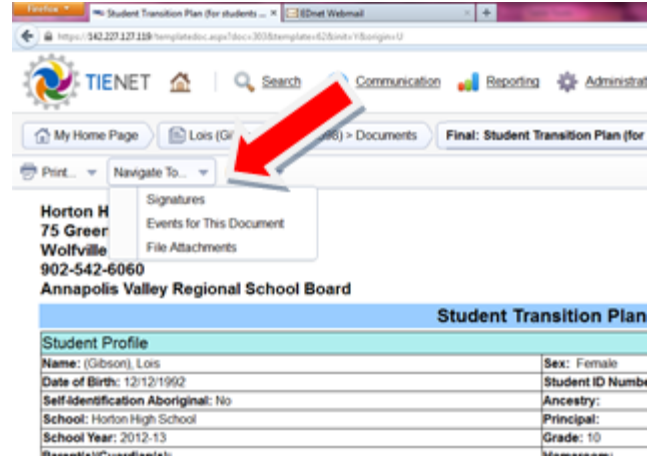
Revision Date:  
July 8, 2013

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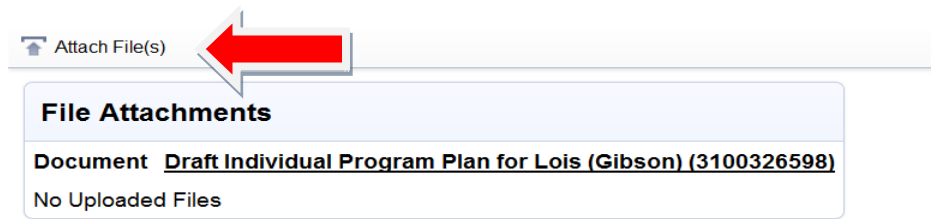
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## 1 HOW TO ATTACH A FILE TO A DOCUMENT IN TIENET

- From a student’s document library, choose a previously created document or create a new document.
- In **view** mode, click the **Navigate To** drop-down.
- Click on **File Attachments**.

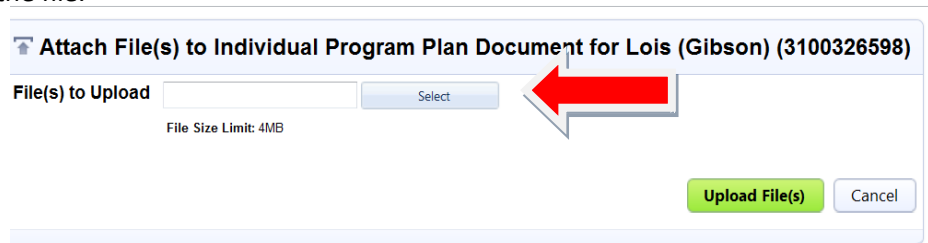


- Click on **Attach File**.



- Click **Select** to locate the file.

- Click **Upload File**.



- Once the file is uploaded you will see it attached to the document.

Documents for 2012/13	Status	Creation Date	M
<ul style="list-style-type: none"> <li>Program Planning</li> <li>Student Transition Plan (for students not on IPP) Attachment: <a href="#">TEST.docx</a></li> </ul>	Final	06/17/2013 Mon, 10:25 AM	0