# HOW TO UPLOAD A DOCUMENT TO THE MSA-CAP PORTAL

# **ACCESS DOCUMENTS (upload)**

- 1. Log into MSA system: MSA Portal: <u>https://eservices.nysed.gov/msa/menu1</u>
- 2. Hover over the current claim year with your cursor, then click on the institution ID to open the claim or "Edit" if the claim is still open.

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File Options				-						
Search	~	Inst Id: 8000000								
			2024	2023	2022	2021	2020	2019	2018	2017
2024 2023	2022 2021	2020 2	Inst	Id An	nendment Number		Status	1	Entry Type	Reviewers
Inst Id Ame 800000	endment Number Sta HO	tus Entry Typ	800000 <b>0</b>	0		OPEN EC Withdra	dit w Claim	Sc	bool Entry	

5. The mandate with a data hold will be highlighted in orange and there is a detailed request in red for the document needed located at the bottom of your claim.

BEDS Enrollment	BEDS Enrollment
CAP Expenditures	Comprehensive Attendance Policy (CAP)
Mandate 1	Pupil Attendance Reporting (PAR)
Mandate 2	Elementary and Intermediate Assessment in English Language Arts and Math (EIA)
Mandate 3	Basic Educational Data System Reporting (BEDS)
Mandate 4	Regents Examinations (RE)

6. Browse to locate on your computer the file you would like to upload. Please note you can only attach one document per request. Please combine multiple documents into one file or contact <u>msa-cap-oriss@nysed.gov</u> to request additional spaces if needed.

7. After uploading the file, you will choose "Select" to match it to the File Request.

	ile Name	File Request
		Mandate 11: Upload documentation for the 0 exams you are claiming for Grade Four Science Te
	Select	
		Mandate 14: Upload documentation for the 50 exams you are claiming Grade Eight Science Test.
	Select	
Click on the 'Select' button		Mandate 2: (ASAP): Upload Student Report documentation for the number of exams/students ye

### Click on the 'Choose File' button.

	Save Note/Request	
$\rightarrow$	Choose File No file cho	sen
	File Name	File Request
		Mandate 11: Upload documentation for the 0 exams you are claiming for Grade Four Science Test. *The Grade Four Elementary-Level Science Test must be administered and reported to the No
	Select	
		Mandate 14: Upload documentation for the 50 exams you are claiming Grade Eight Science Test. The Grade Eight Science Test must be administered and reported to NYSED's Office of Inform
	Select	
		Mandate 2: (ASAP): Upload Student Report documentation for the number of exams/students you are claiming: Grade 3 ELA Claiming: 5 on File 0.0. Grade 3 CTB Claiming: 5 on File 0.0.

#### Scroll all the way to the right of the screen to find and click on 'Upload File' button.



## If the "File Request' is still highlighted in red, the document was not uploaded successfully.

le Name File Request
Mandate 4: (ASAP): Please upload document request for either the Exams, Salary Documentation or both. \* Regents Common Core Algebra II Claiming: 21 on File 0.0. Regents exams must be administered, scored, the results interpreted, and reported
Select

#### Example of a successfully uploaded file-

• In a successfully uploaded document, the 'File Name' will appear in blue and the 'File Request' (formerly in red) will appear written in black.

File Name		File Request
	lert.pdf	Certification
2022 Commencement Program	<u>pdf</u>	Mandate 10: • Upload documentation showing 34 graduate candidates on file 0.0 REQUIRED DOCUMENTATION: Graduates on file 0.0 RE
2021-22 Mandated Aid calendar	xlsx - 2021-2022 Split Year Calendar.po	if Mandate 1: • Upload documentation showing your 21/22 school calendar totaling 186 days (instructional/noninstructiona

Click on your blue document 'File Name' to open to view/check if the document was uploaded.