

# ***Uploading Strategy Plan Support Documents to the Districts SharePoint Team Site***

Go to the following URL:

<https://teamsites.ncagr.gov/sites/SWC/CSP/StrategyPlans/Strategy%20Plan%20Support%20Documents/Forms/AllItems.aspx>

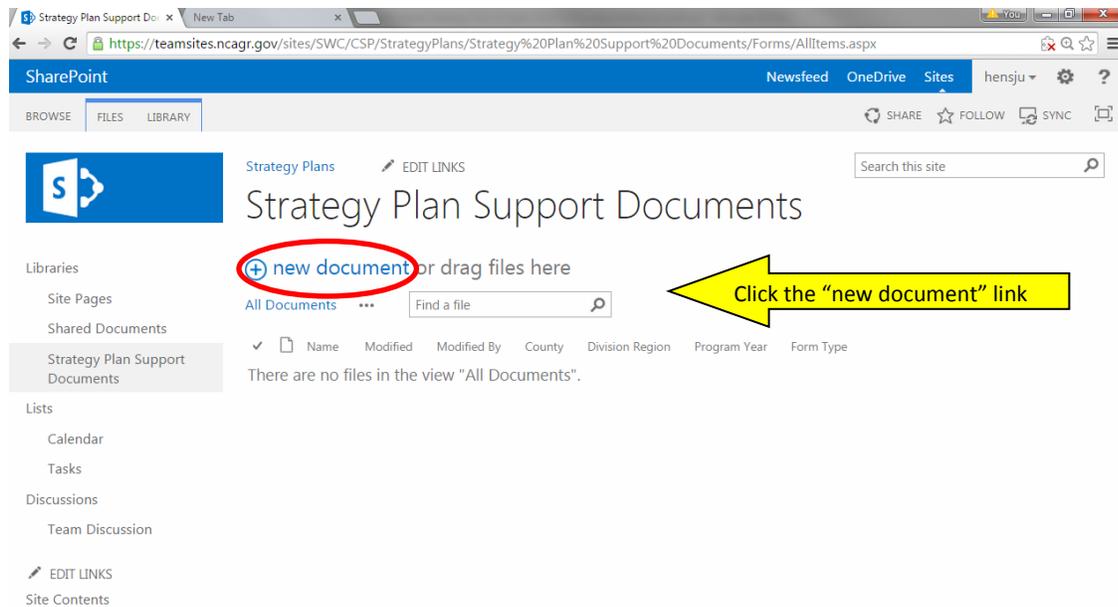
You will see this screen



**Image 1**

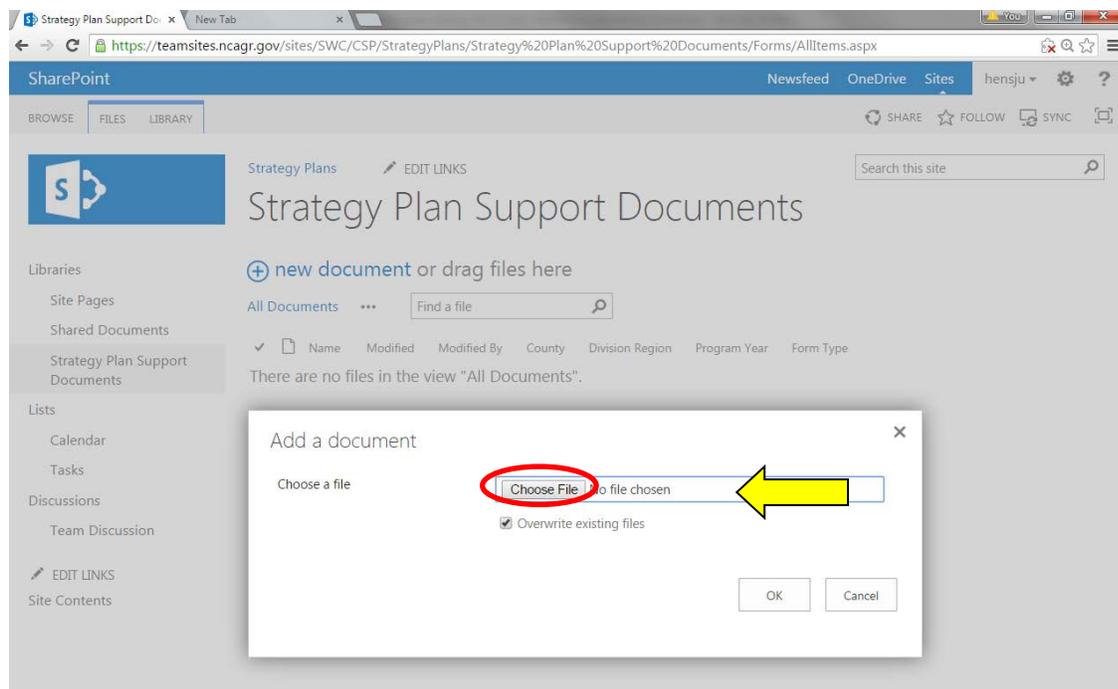
Enter your NCID Username and Password. Click Log In.

After you login, you will see the screen below. (Image 2)



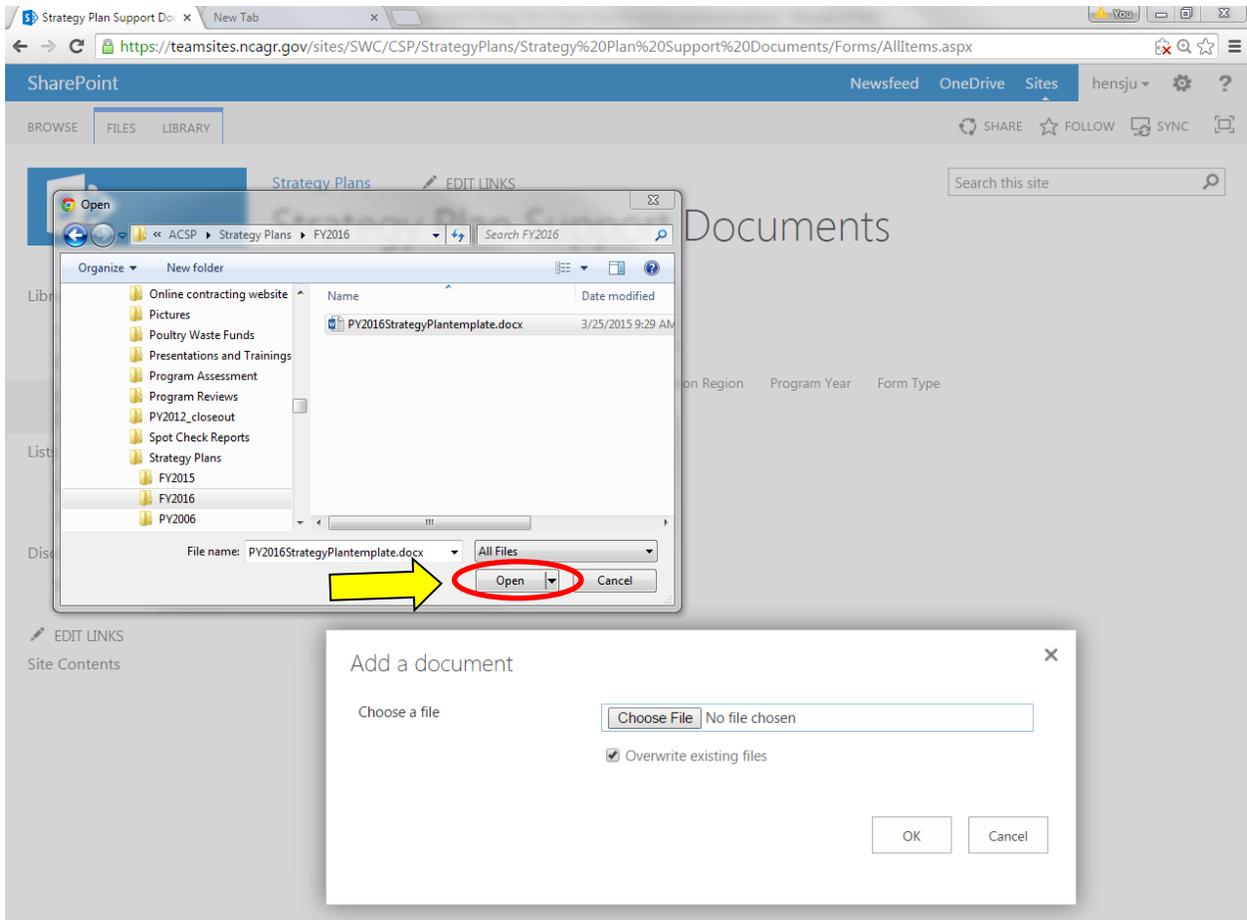
**Image 2**

Click the Link that says "+ new document" and you will see the following screen. (Image 3)



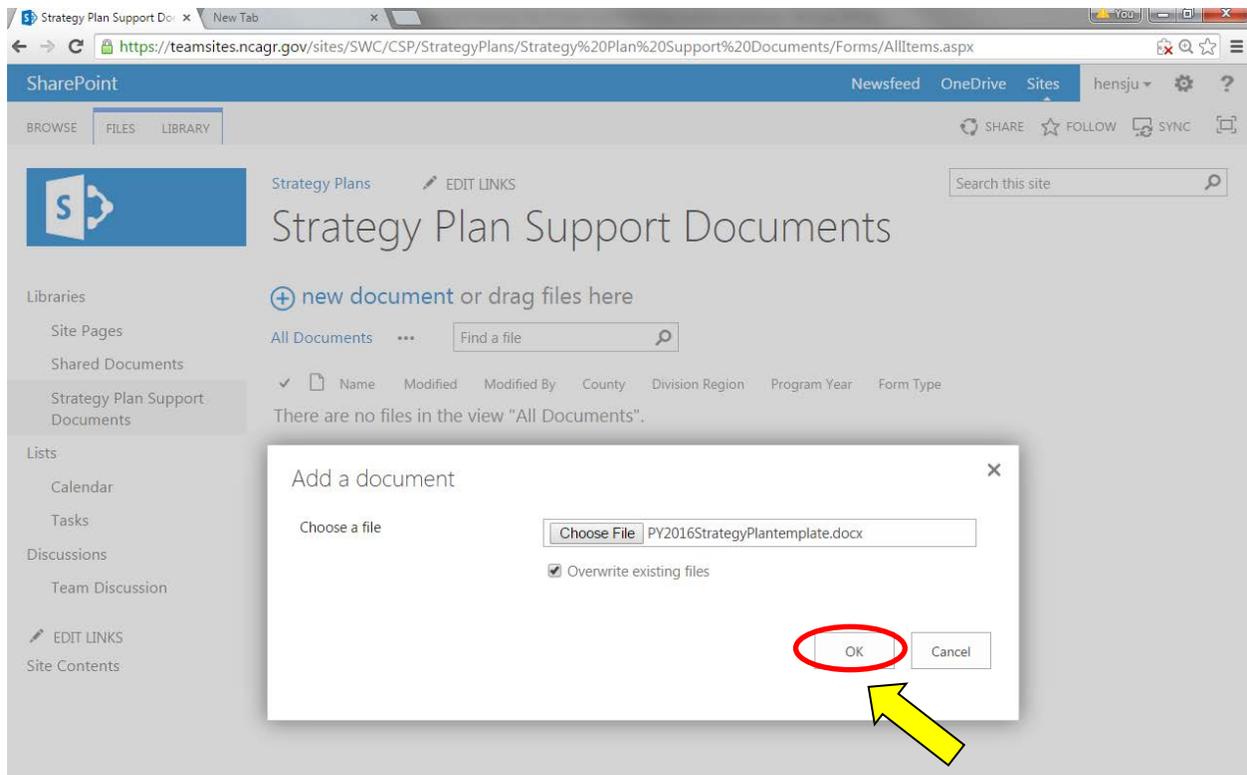
**Image 3**

Click the Link that says "Choose File" and you will see the following screen. (Image 4)



**Image 4**

You will then see a screen to choose your file to upload. Navigate to where you saved the document you would like to upload. Select "Open". **(Image 4)**



**Image 5**

Select "OK". (Image 5)

You will then see a screen to enter information about the file you uploaded. (Image 6)

Enter the following information about your document:

- Name
- Title (ok to leave blank if you'd like)
- County (pull down menu)
- Program Year (2016)
- Division Region (pull down menu)
- Form Type (pull down menu)

Select "Save".

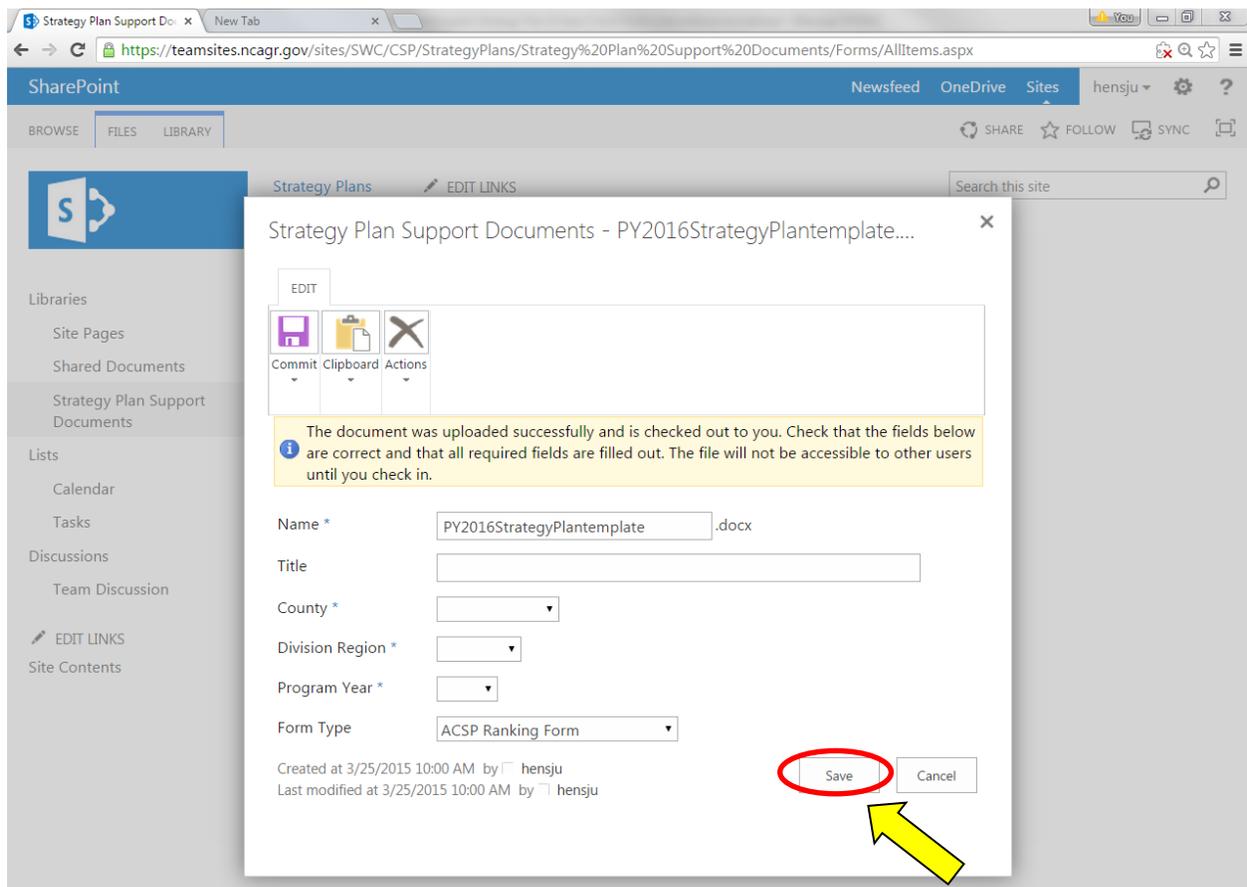


Image 6

**You will then have uploaded your document to the site!**

Please repeat for all documents required for your application. Thank you 😊

After uploading all documents, you can sign out by selecting your name/NCID in the upper right hand corner, and select "sign out".