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

Go to the following URL:

https://teamsites.ncagr.gov/sites/SWC/CSP/StrategyPlans/SitePages/Home.aspx

You will see this screen

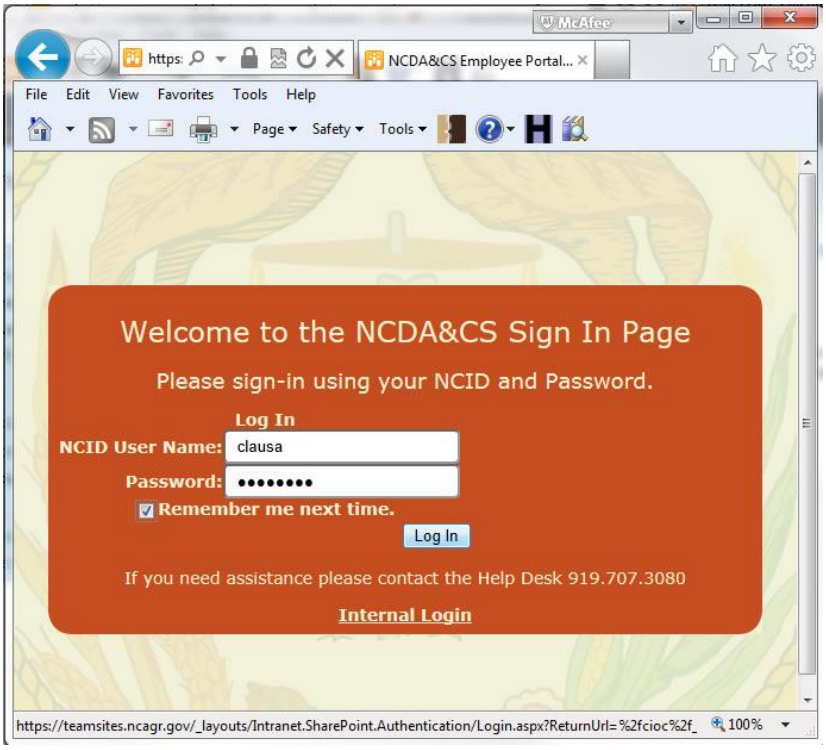


**Image 1**

Enter your NCID Username and Password.

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

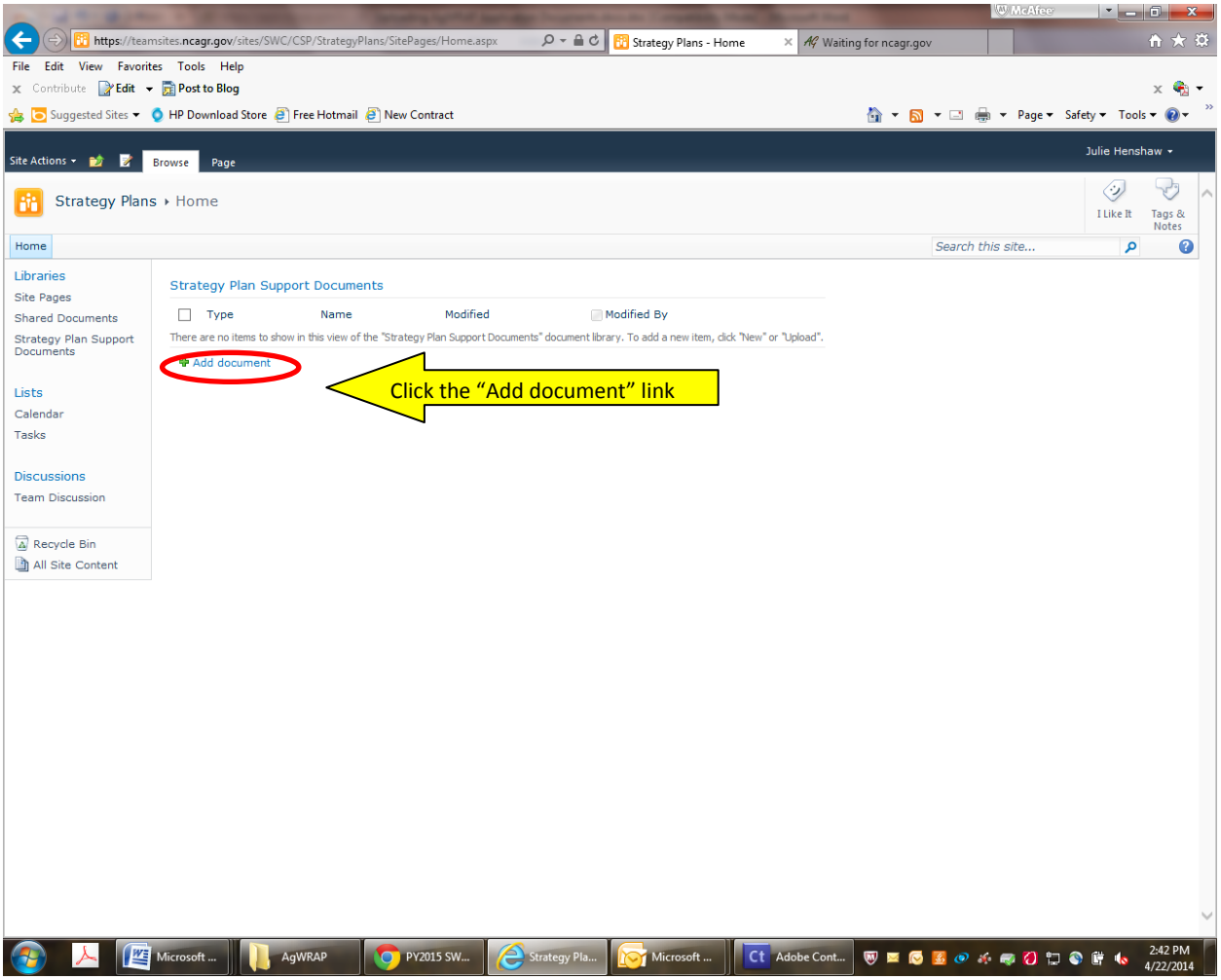


**Image 2**

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

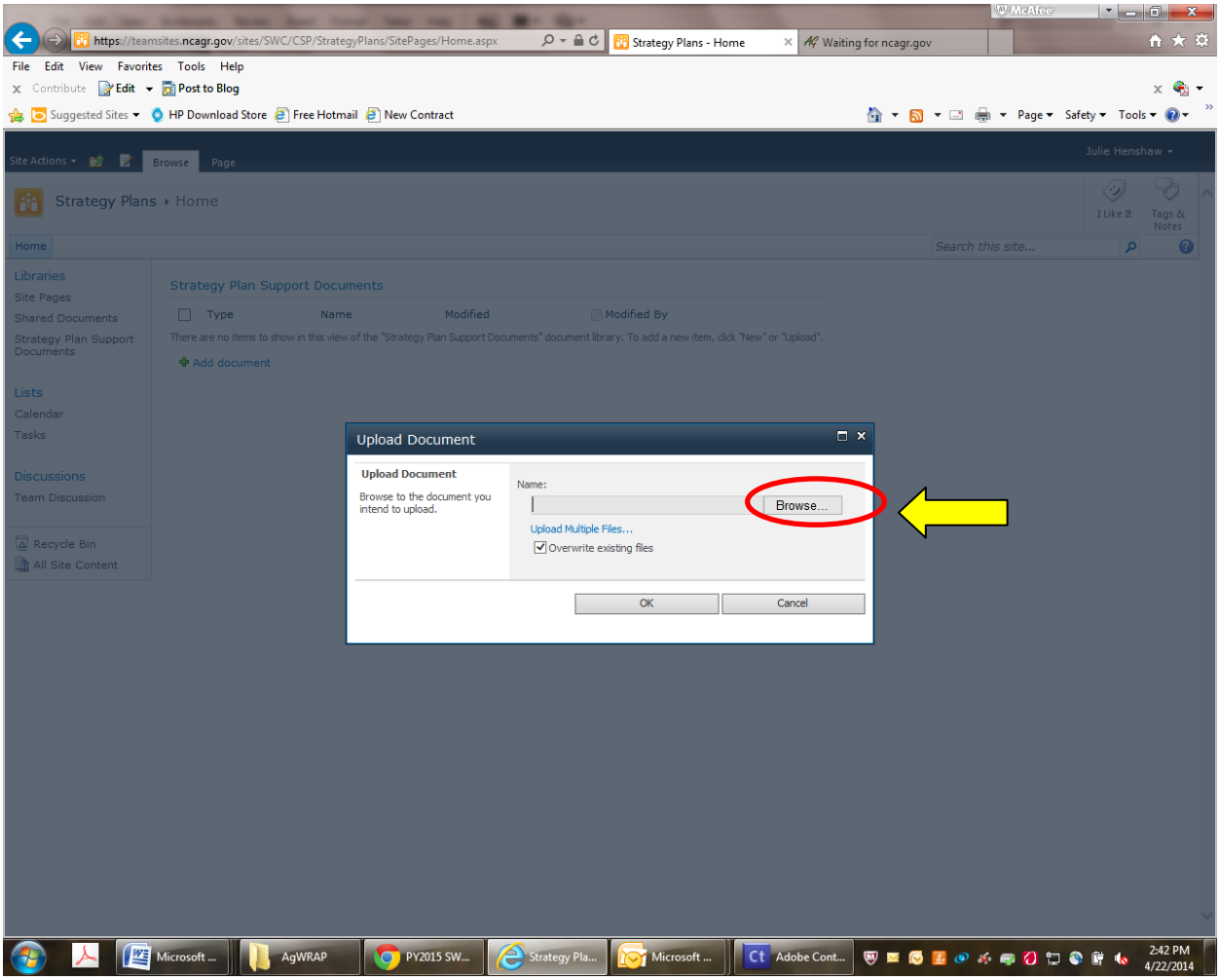


**Image 3**

Click the Link that says “Browse” and you will see the following screen. (**Image 4**)

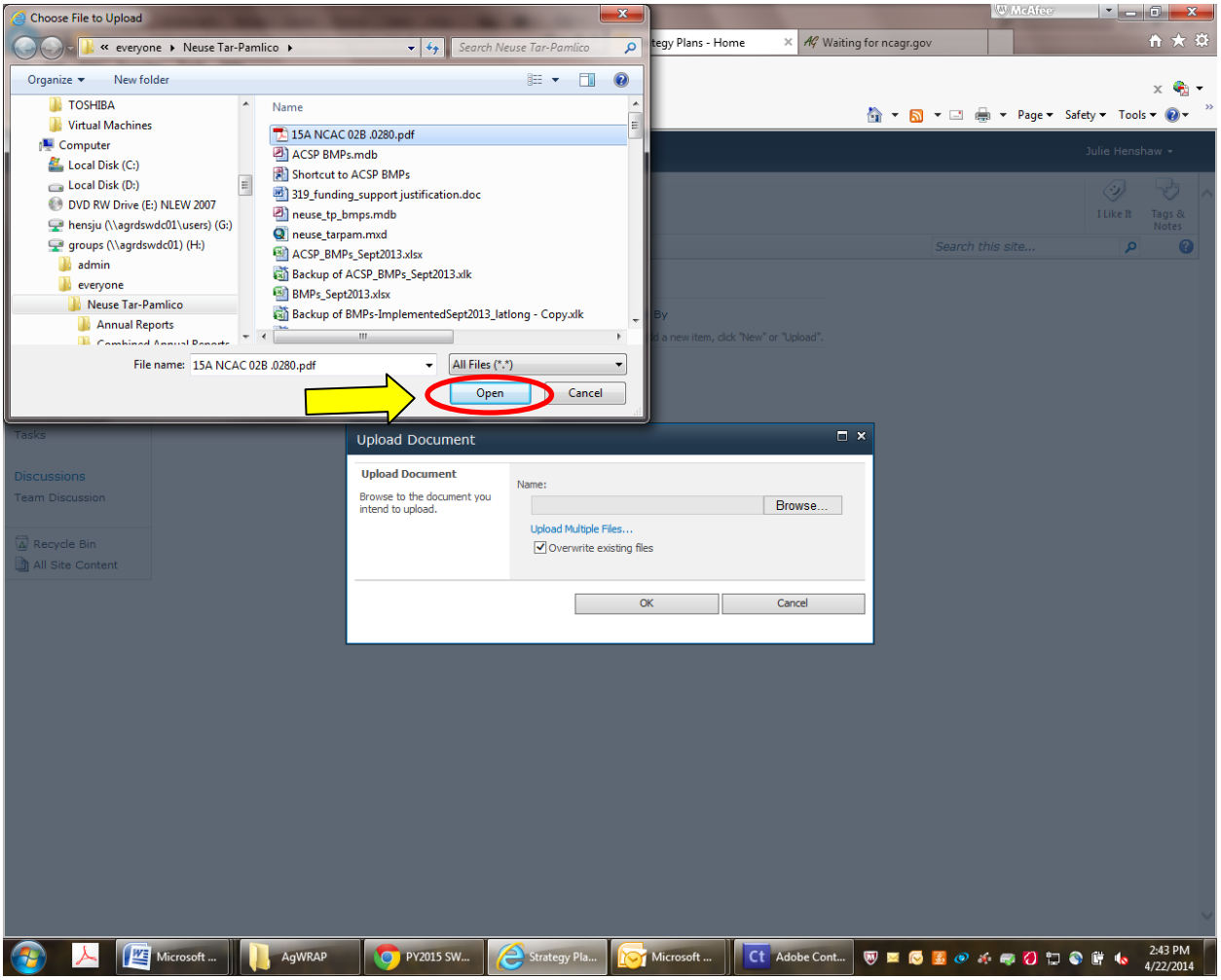


**Image 4**

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)**

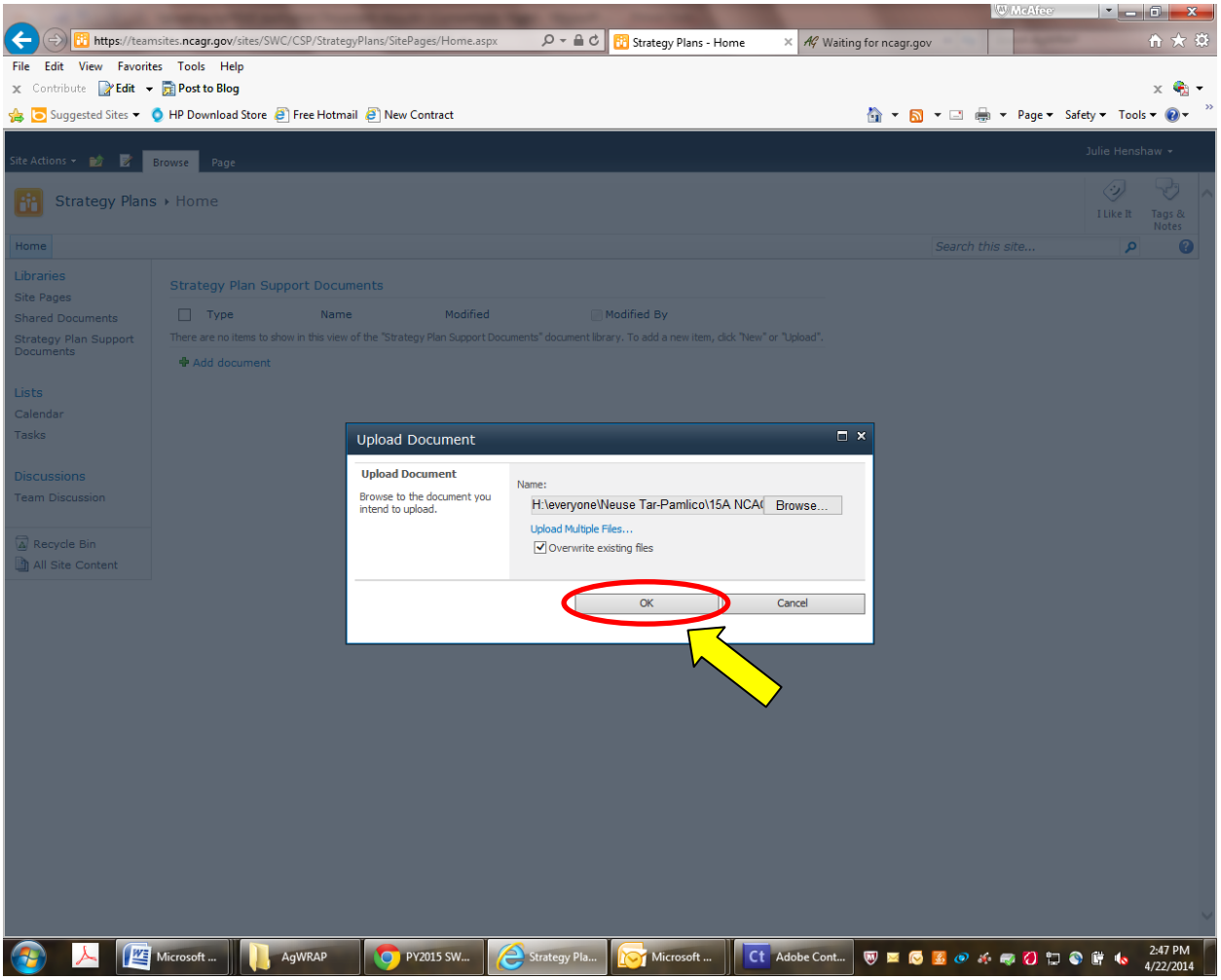


**Image 5**

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 (only 2015 is available)
- Division Region (pull down menu)
- Form Type (pull down menu)

Select "Save".

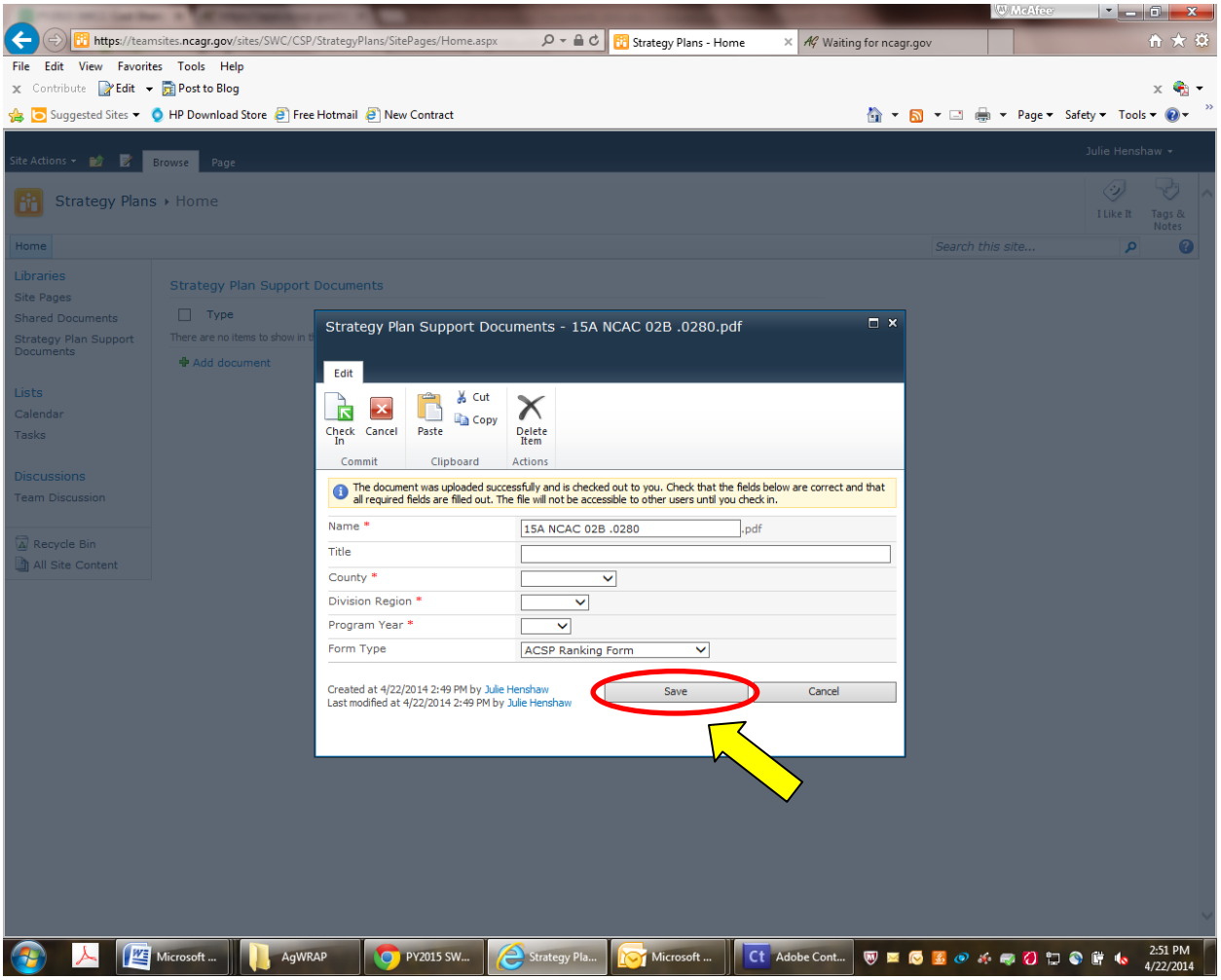


**Image 6**

# 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”.