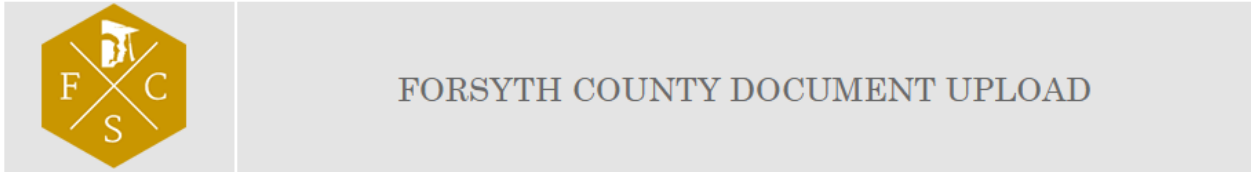


Forsyth County Schools Document Upload Instructions

1. Go to <https://fcsapps.forsyth.k12.ga.us/OnlineAppts/SISUpload.aspx>
2. Click on Choose File, then locate the file you wish to upload on your PC/Device.
 - a. If you have multiple files to upload you will have to submit each separately.



PLEASE USE THE BUTTON BELOW TO UPLOAD YOUR DOCUMENT:

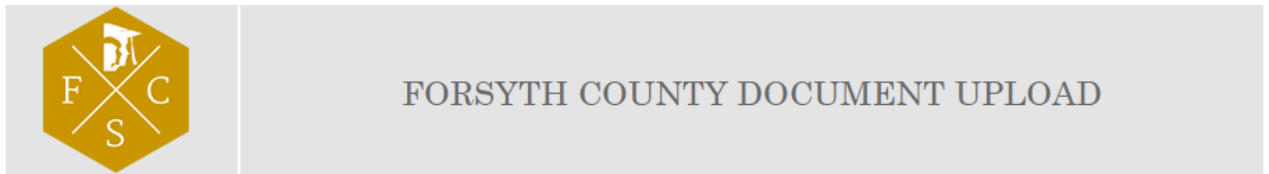
Valid file types ("bmp", "gif", "png", "jpg", "jpeg", "pdf")

No file chosen

File Name:

Enter a file name before submitting your document.

3. Enter your student's legal name under File Name



PLEASE USE THE BUTTON BELOW TO UPLOAD YOUR DOCUMENT:

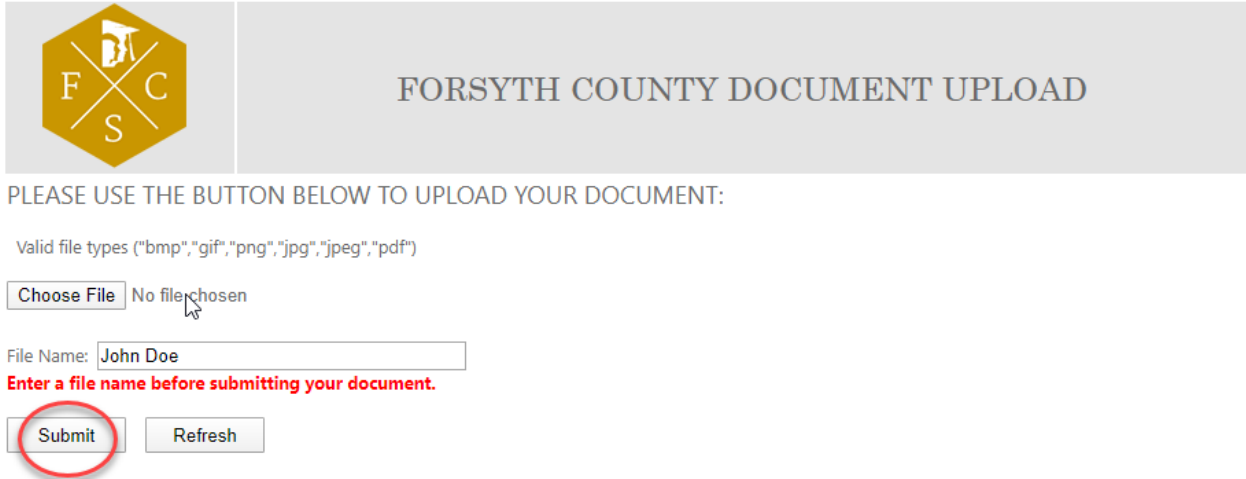
Valid file types ("bmp", "gif", "png", "jpg", "jpeg", "pdf")

No file chosen

File Name:

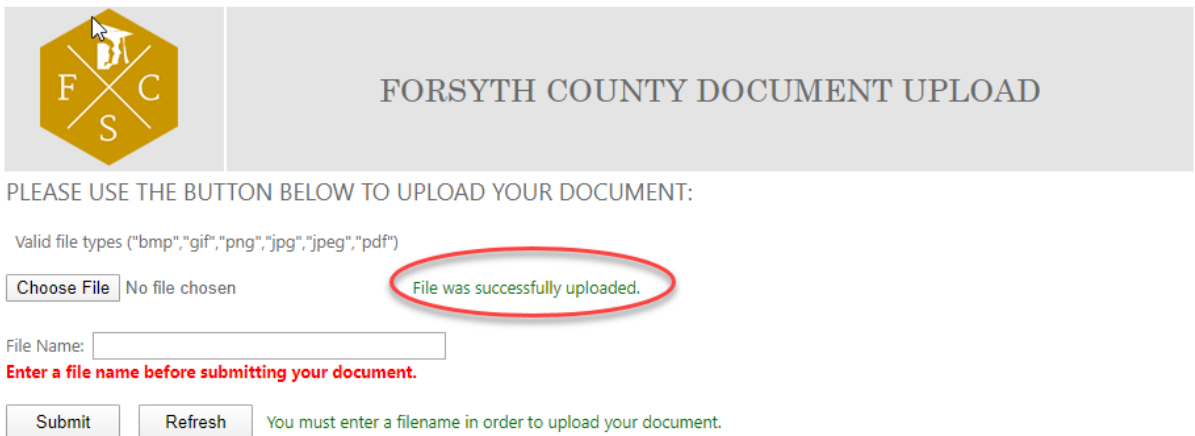
Enter a file name before submitting your document.

4. Click submit



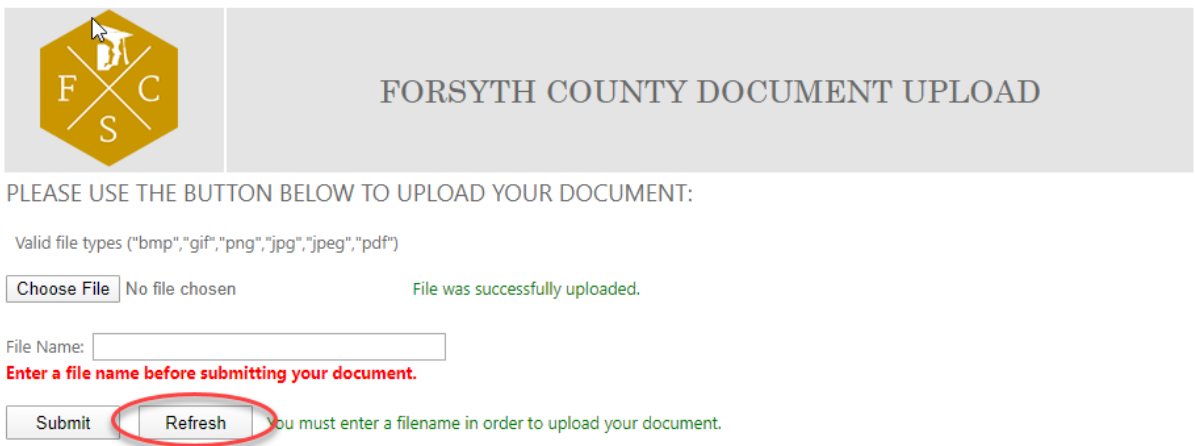
The interface features a header with the Forsyth County logo (a yellow hexagon with 'F', 'C', 'S' and a graduation cap) on the left and the text 'FORSYTH COUNTY DOCUMENT UPLOAD' on the right. Below the header, the text 'PLEASE USE THE BUTTON BELOW TO UPLOAD YOUR DOCUMENT:' is displayed. Underneath, it lists 'Valid file types ("bmp", "gif", "png", "jpg", "jpeg", "pdf")'. A 'Choose File' button is shown with 'No file chosen' next to it. A 'File Name:' input field contains 'John Doe'. Below the input field, a red error message reads 'Enter a file name before submitting your document.'. At the bottom, there are two buttons: 'Submit' (circled in red) and 'Refresh'.

5. You will see a message that your file has been uploaded successfully.



The interface is identical to the previous one, but the 'Submit' button is now disabled. A green message 'File was successfully uploaded.' is displayed in a rounded box, circled in red. The 'File Name:' input field is now empty. Below the input field, a red error message reads 'Enter a file name before submitting your document.'. At the bottom, there are two buttons: 'Submit' and 'Refresh'. A green message 'You must enter a filename in order to upload your document.' is displayed next to the 'Refresh' button.

6. Click on Refresh if you would like to submit another upload.



The interface is identical to the previous one, but the 'Refresh' button is now highlighted with a red circle. The 'File Name:' input field is empty. Below the input field, a red error message reads 'Enter a file name before submitting your document.'. At the bottom, there are two buttons: 'Submit' and 'Refresh' (circled in red). A green message 'You must enter a filename in order to upload your document.' is displayed next to the 'Refresh' button.