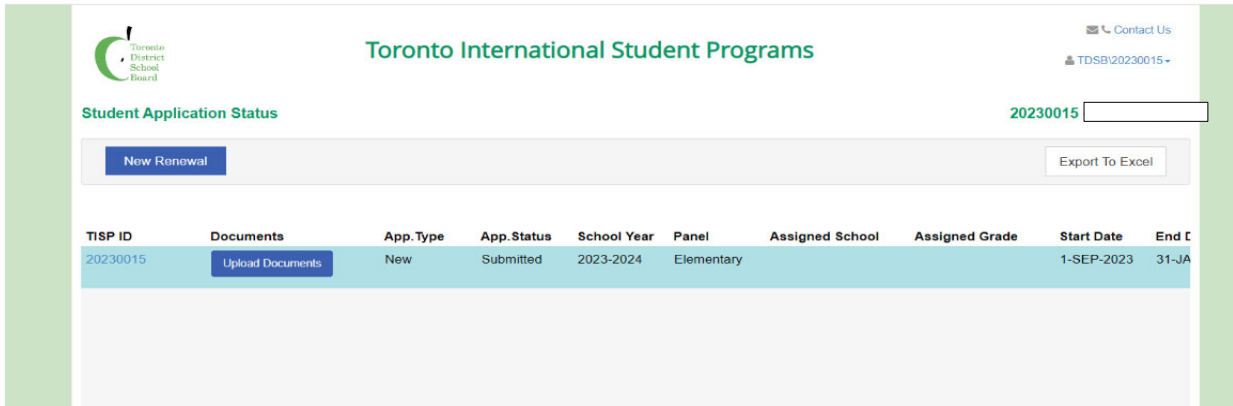


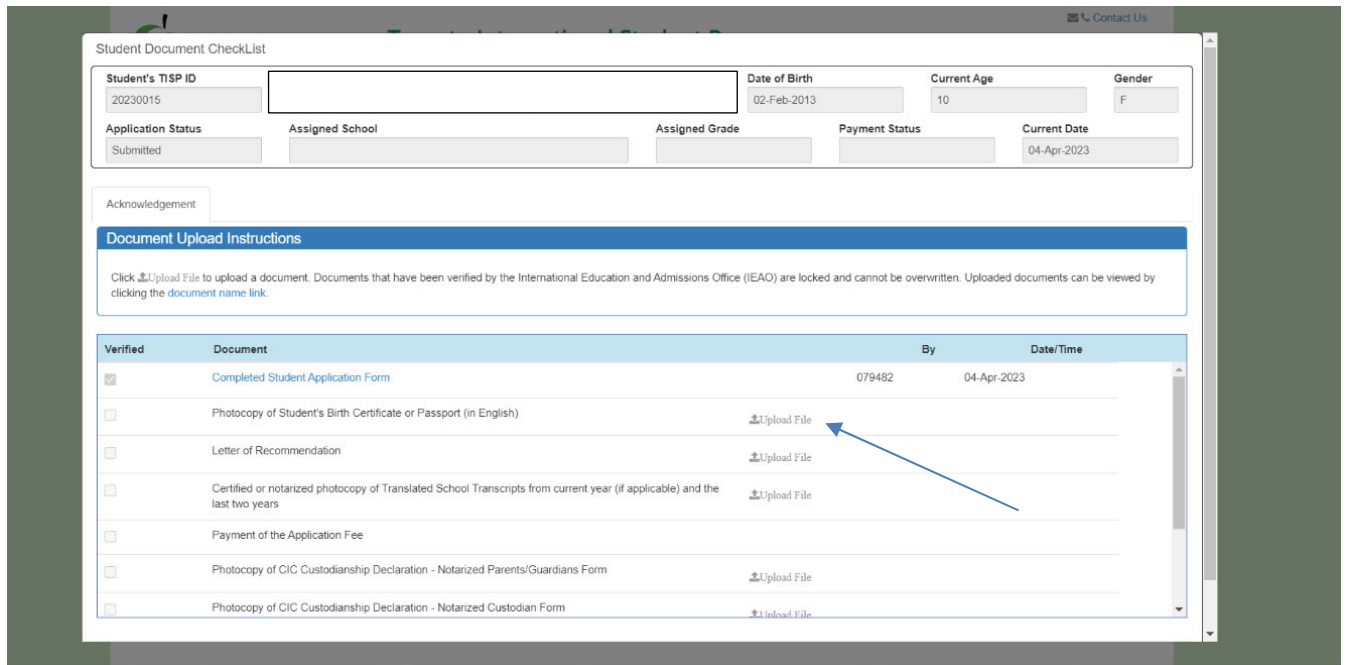
## How to Upload Documents to the TISP system

Step 1. Log in with your ID# or recruiter ID and password (<http://tisp.tdsb.on.ca/>)

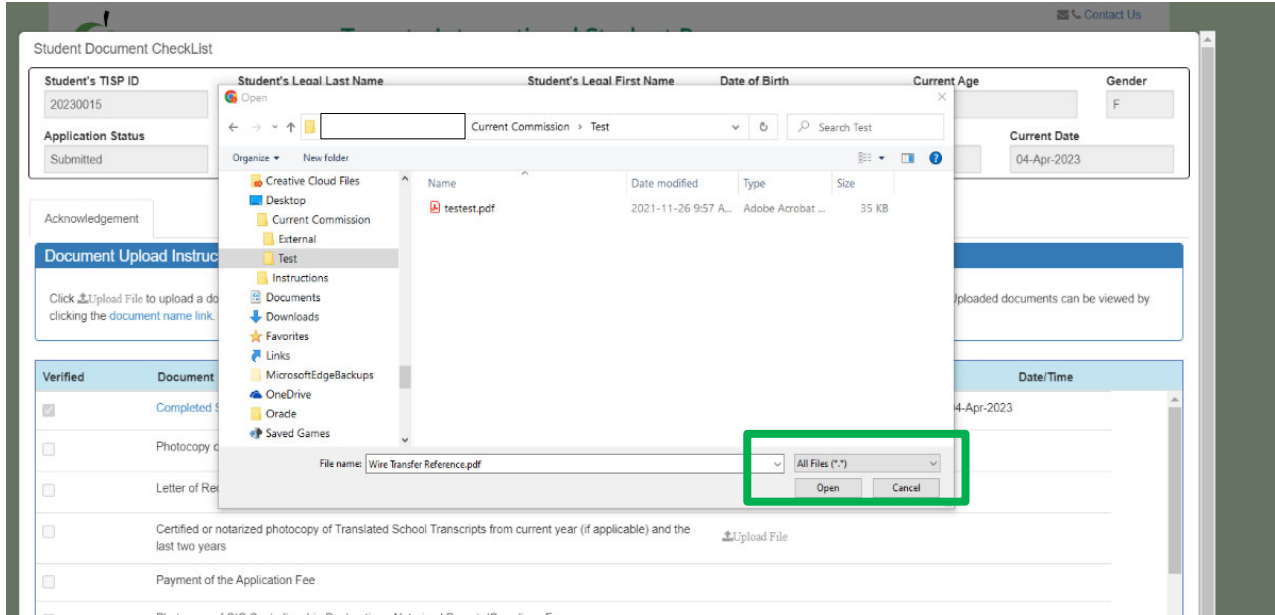
Step 2. Highlight and select the file you want to upload. Click on the blue “upload documents” button



Step 3. Click on the file you want to upload but clicking on ‘upload file’. Documents must be in PDF format and less than 4MB each.



Step 4. Select the file type as “All Files” and browser to the correct folder. Click on the proper document to upload.



Step 5. Once done correctly, you'll get a green notification bar at the top. Scroll to the bottom and click on “close”.

