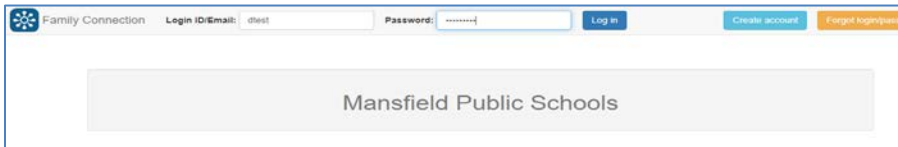


## Directions for adding documents in Family Connection

Now with the Family Connection, Mansfield Public Schools has made submitting registration documentation simple. You can use the same login and password you created during the initial registration to now upload all documentation via a computer, iPad, or web-enabled Smartphone. Prior to uploading documents, you will need to scan them onto your device. If you are using a Smartphone or iPad to upload, you will use the notes feature to scan the document (see additional documentation for instructions).

Start at Mansfield Public Schools Web page and find Student Registration on the bottom right of your screen.

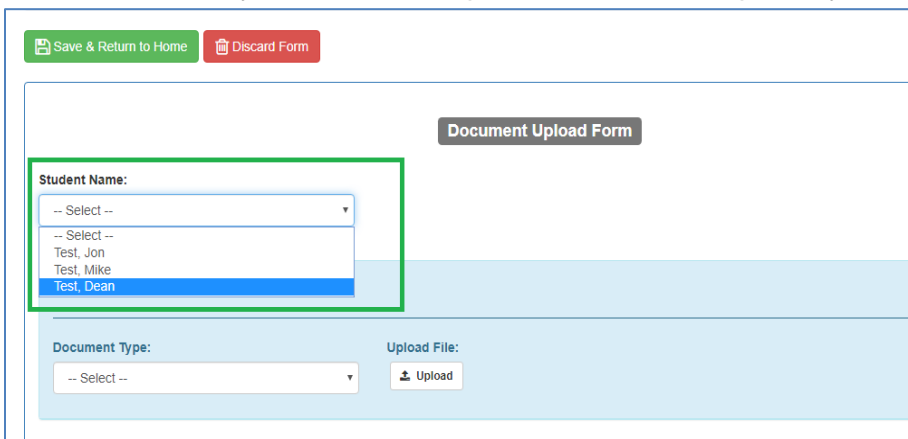
Scroll to the bottom of the page and click on **Family Connection**. You may also go directly to <https://ma-mansfield.familyconn.com/>. Log in using the email and password you used during the initial registration. If you have forgotten your password, click on Forgot Login/Password to receive a new password or a reminder of your login



Once logged into Family Connection, there are multiple tabs in the registration area, one for registration and one for documents, click on the button **Document Upload Form**, and select **Start New Form**.

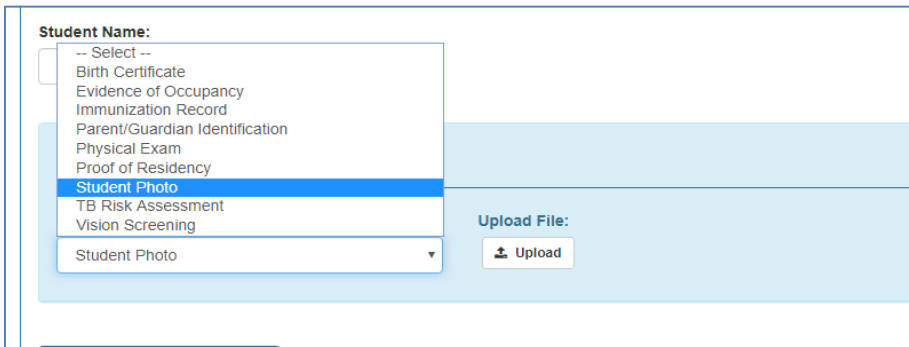


Once you are in the Document Upload Form window, select your student's name from the drop down menu. Please note, the documents you upload here will be specific to just the student you selected. If you have an additional student you will need to upload those forms separately.



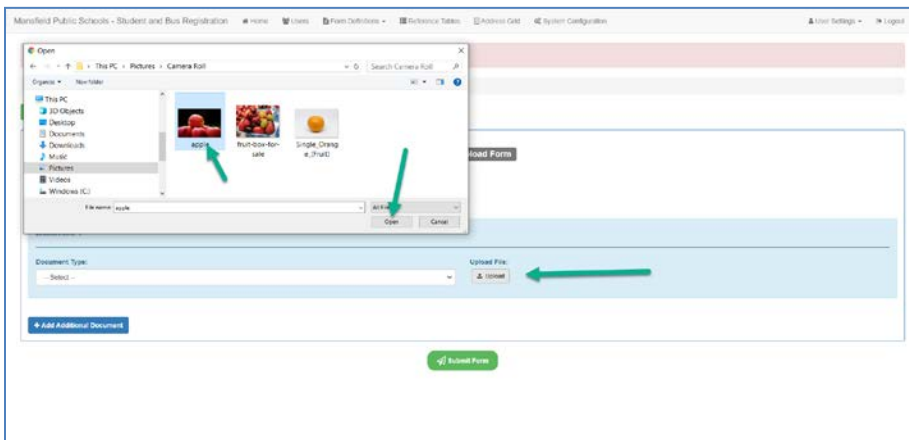
## Directions for adding documents in Family Connection

After selecting your student, select the document you will be uploading.



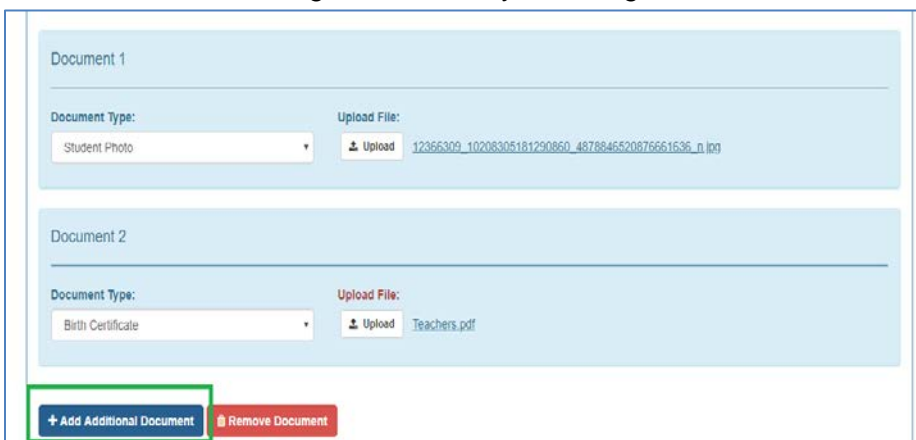
The screenshot shows a web interface with a dropdown menu for selecting a document type. The menu is open, showing options: -- Select --, Birth Certificate, Evidence of Occupancy, Immunization Record, Parent/Guardian Identification, Physical Exam, Proof of Residency, Student Photo (highlighted in blue), TB Risk Assessment, and Vision Screening. Below the menu is an 'Upload File:' section with an 'Upload' button.

Next, select **Upload** and find the document. There are restrictions on the document size, when saving you will be alerted if the document is too large. Please note, if you are using a Smartphone carefully look on Family Connection for the **document upload form** option.



The screenshot shows a web browser window with a file explorer window open. The file explorer shows a folder named 'Camera Roll' with three files: '001', 'Screenshot', and 'Single Orange & Fruit'. A green arrow points to the '001' file. Another green arrow points to the 'Upload File:' button in the web interface. A third green arrow points to the 'Upload' button in the file explorer. The web interface also shows a 'Document Type:' dropdown menu and an 'Add Additional Document' button.

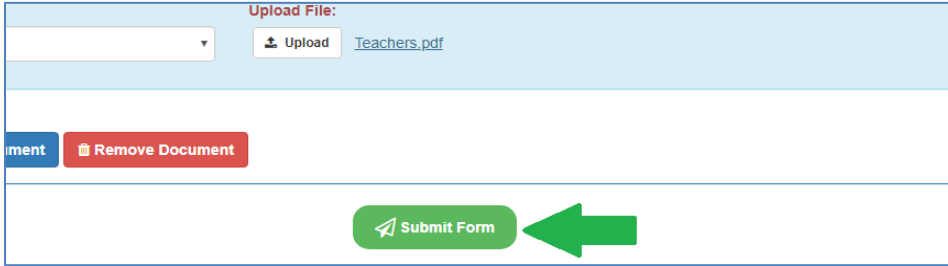
You can continue adding documents by selecting **Add Additional Documents**



The screenshot shows a web interface with two document upload sections. The first section, labeled 'Document 1', has a 'Document Type:' dropdown menu set to 'Student Photo' and an 'Upload File:' field containing a file name and path. The second section, labeled 'Document 2', has a 'Document Type:' dropdown menu set to 'Birth Certificate' and an 'Upload File:' field containing a file name and path. At the bottom, there are two buttons: 'Add Additional Document' (highlighted with a green box) and 'Remove Document'.

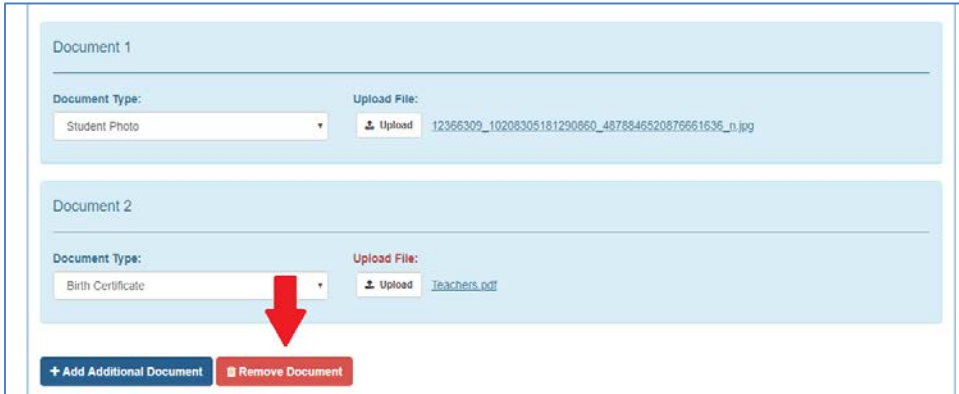
## Directions for adding documents in Family Connection

When finished, click **Submit Form**.



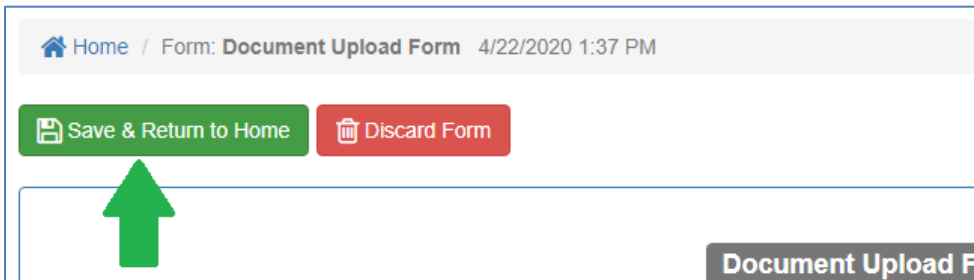
The screenshot shows the top portion of a document upload form. At the top, there is an 'Upload File:' section with a dropdown menu and an 'Upload' button next to the filename 'Teachers.pdf'. Below this is a 'Document' section with a 'Remove Document' button. At the bottom of the form, there is a green 'Submit Form' button with a white arrow icon, which is pointed to by a large green arrow from the right.

If you made a mistake, remove the last document by selecting **Remove Document**.



The screenshot shows two document entries, 'Document 1' and 'Document 2'. Each entry has a 'Document Type' dropdown and an 'Upload File' section. 'Document 1' has a type of 'Student Photo' and a filename starting with '12366309\_10208305181290860\_4878846520876661636\_n.jpg'. 'Document 2' has a type of 'Birth Certificate' and a filename of 'Teachers.pdf'. At the bottom of the form, there are two buttons: '+ Add Additional Document' and 'Remove Document'. A red arrow points to the 'Remove Document' button.

If you do not have all the forms and do not want to lose what you've uploaded, you click **Save** and come back to it later.



The screenshot shows the top navigation bar with 'Home / Form: Document Upload Form 4/22/2020 1:37 PM'. Below the navigation bar are two buttons: 'Save & Return to Home' (green) and 'Discard Form' (red). A large green arrow points to the 'Save & Return to Home' button. At the bottom right, there is a partial view of a 'Document Upload Form' card.

When you come back to finish uploading, click Continue Entry or Submit if you're done and the documents will be attached to the student record!



	Last Updated	Subject	Form Status
<a href="#">Continue Entry</a>	4/22/2020 1:41 PM	Test, Dean	New <a href="#">Submit</a>
<a href="#">View</a>	4/22/2020 1:37 PM	Test, Dean	Submitted