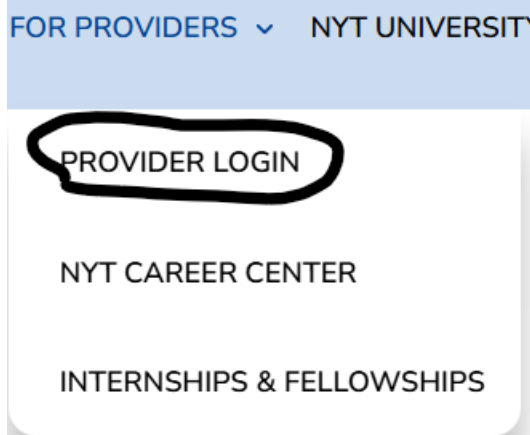
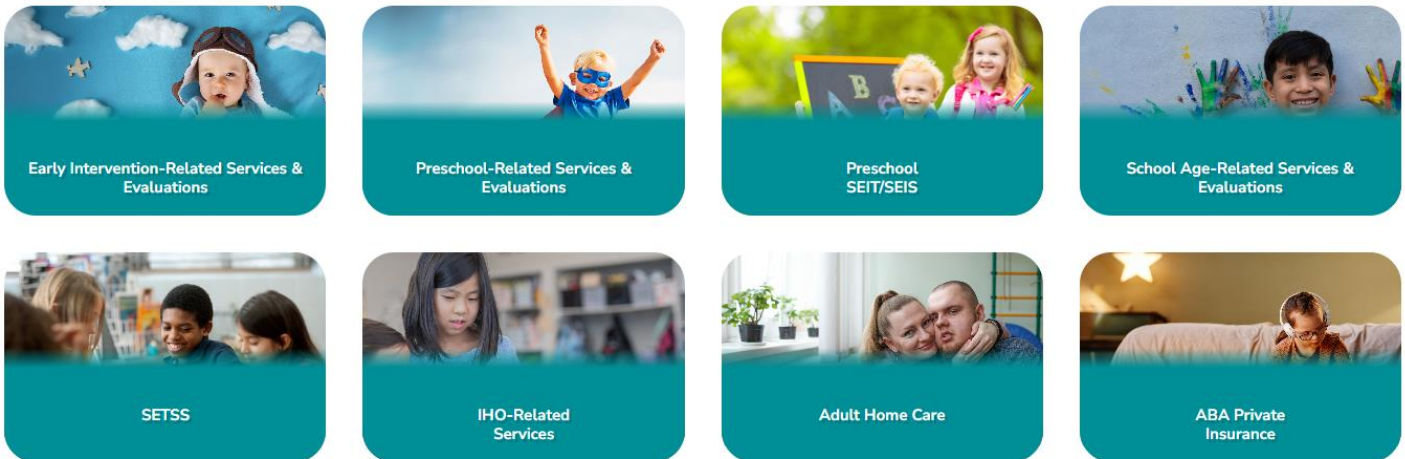


HOW TO UPLOAD SETSS REPORTS

1. Login to the website



2. Click Department



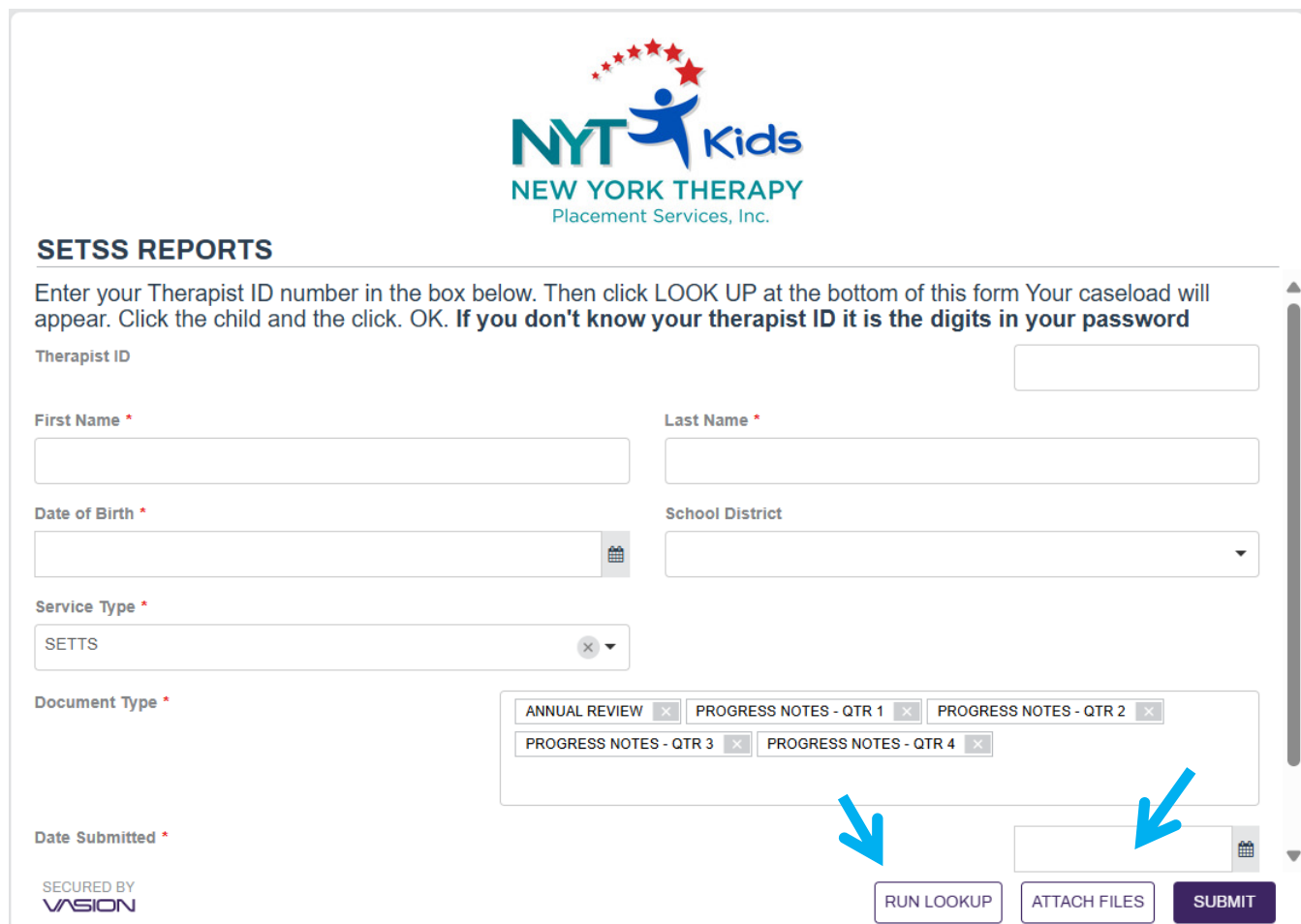
3. Click on document submissions



4. Click SETSS REPORTS UPLOAD



5. You will get this box. Enter your Therapist ID and click Run Look up. **your caseload will come up, click the child and choose OK. If you do not know your Therapist ID... here is a hint - its the numbers in your password** Complete all other fields. Click ATTACH FILES to add your file(s).



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SETSS REPORTS

Enter your Therapist ID number in the box below. Then click LOOK UP at the bottom of this form Your caseload will appear. Click the child and the click. OK. **If you don't know your therapist ID it is the digits in your password**

Therapist ID

First Name *

Last Name *

Date of Birth *

School District

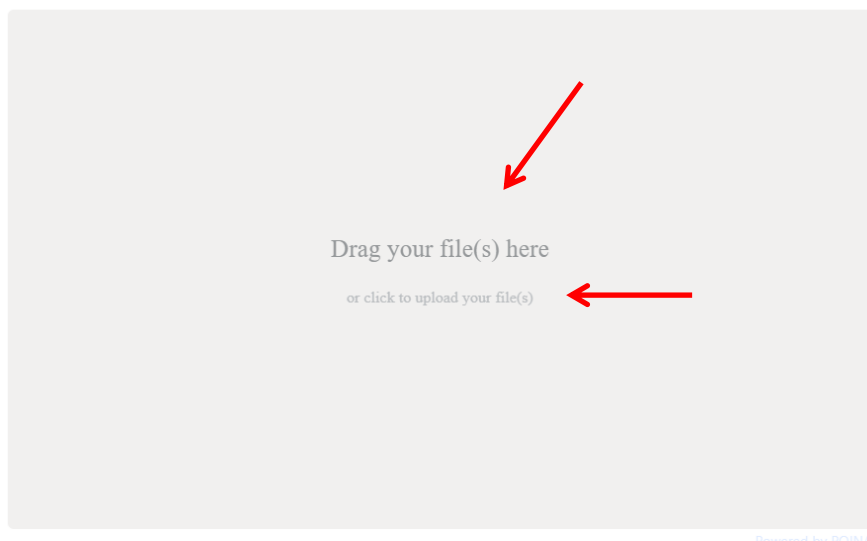
Service Type *

Document Type *

Date Submitted *

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6. You can drag and drop your files or click upload our files here to choose your files.



CLOSE

7. The files will appear above the submit button. Click Submit

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