



## Alternative Delivery of Specialized Instructional Services (ADSIS)

### File Upload Instructions

The following instructions will help you through the process of securely submitting ADSIS reports.

#### Helpful Hints

- Reboot your computer before you attempt to upload ADSIS documents. If you have had a lot of documents and websites open the Minnesota Department of Education (MDE) server may see “cookies” and not let you upload.
- [Copy and paste the URL.](https://secure.education.mn.gov/MDEFileUpload/home/key/bPDleipW8Ppf)  
(<https://secure.education.mn.gov/MDEFileUpload/home/key/bPDleipW8Ppf>)
- Label the application “DistrictName\_DistrictNumber\_ADSIS17-19”  
(example: MDE\_1000\_ADSIS17- 19) 4. Please label the budget “District Name\_DistrictNumber\_ADSISBudgetFY18 (example: MDE\_1000\_ADSISBudgetFY18)

#### Step 1

- Close all documents and browsers on your desktop. Open one internet browser. [Log in to the MDE Secure File Upload application](https://secure.education.mn.gov/MDEFileUpload/home/key/bPDleipW8Ppf) by **copying and pasting** the following URL into your web browser: <https://secure.education.mn.gov/MDEFileUpload/home/key/bPDleipW8Ppf>
- You will be prompted to log into the Education Identity and Access Management (EDIAM) User Account System. Most web-based applications at MDE use the account system so you may already have a User ID and Password. If you already have an account because you use other MDE secured applications, such as State Educational Record View and Submission (SERVS), Educator Licensing, etc., then you do **not** need to create an account. Simply enter your credentials and click the “Login” button. If you do not have a User ID, then create one using the link “Create Account.”

#### Step 2

- Find and upload a file. After logging in you will see the following screen.
- Click the “Browse” button and use the “Choose File to Upload” window to navigate to the file you want to upload. You may only select one file at a time.
- The MDE File Upload screen now lists the file you have selected for uploading. Click the “Upload File” button to securely send the file to MDE. When the file upload has been completed you will see a confirmation screen. If you have more documents to upload, you may repeat the process above. When you are finished you can log out.

#### Questions

- All questions can be directed to the MDE IT Helpdesk at (651) 582-8481.