

SAU #44 Professional Development Software: Frontline Professional Growth

How to Upload a Document into FPG

Each school has specific instructions on how to scan a document on a copier and get it to your email. Please see your Tech Director or PD Representative with any questions that are school specific.

What do I need to upload?

- Conference/workshop registration forms
- Proof of Payment
- Proof of Attendance
- Historical Records
- Any other artifacts you would like in your account.

Sign in to your FPG account:

- From your FPG dashboard (home page), click on My File Library on the left menu.
- To add a new file, click on the Green + (Add File)
- Follow each step:
 - Choose file (just like an email attachment)
 - Add a friendly name (so that those of us at the district office understand what we are looking at)
 - Click Upload
- Now you are ready to use these files.

Why would I archive files?

- After you have used a file (ex: you registered for a workshop and attached the registration form), you will not need it in your active files. If you do move it to the archive file, it will show up as an option every time you fill out a form in FPG.
- Click on My File Library (left menu)
- Check the boxes next to the file names you wish to archive.
- Click Archive

You still have access to any of these documents/files. Simply click on that archive button again and it will show your archived files.