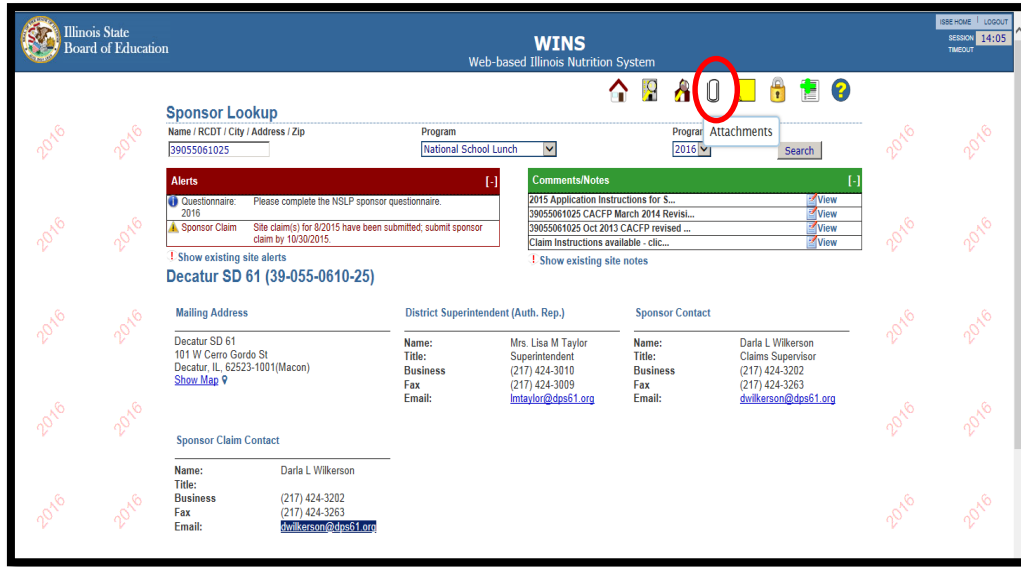


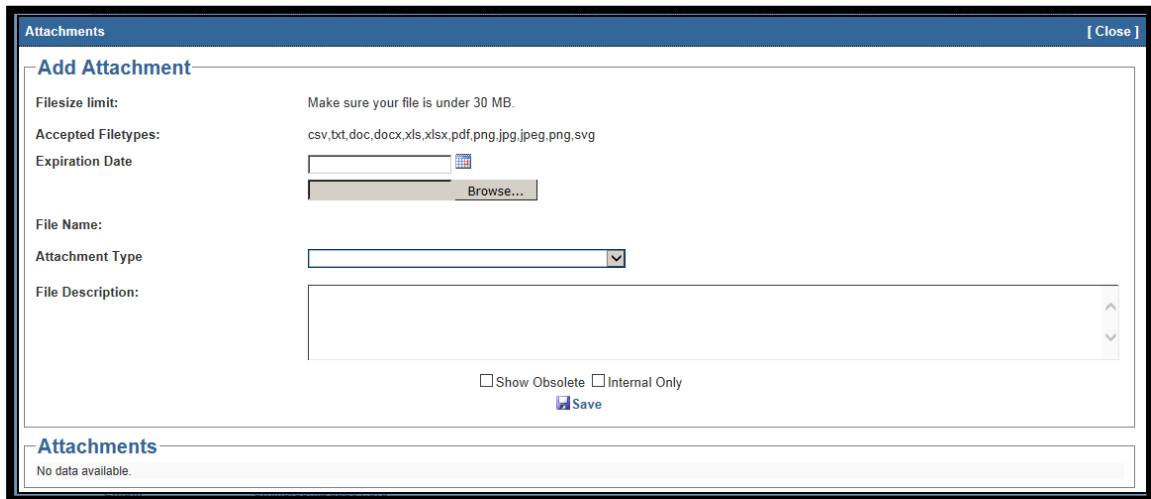
# Uploading CEP Documentation to WINS (School Year 2017-2018)

**Step 1:** Select the Attachment Icon (Paper Clip) from the main WINS Dashboard.



**Step 2:** This screen is used to select the file and upload it to WINS in the proper area for review by ISBE staff.

- Expiration Date: September 30, 2023. (For SY2017-2018 CEP Documentation)
- Browse to locate the file. (File size limit is 30MB.)
- Attachment Type: CEP Documentation
- File Description: Enter what is being uploaded. For example, April 1, 2017 Enrollment Roster, Direct Certification Report from July 2016, Homeless Liaison Documentation, etc.



**Step 3:** Click SAVE. Repeat as additional files are uploaded. Once all files are uploaded and are ready for review, please submit an email notification to [cnp@isbe.net](mailto:cnp@isbe.net) Attention: Roxanne Ramage, including the agreement number and indicate that SY2016-2017 CEP Documentation is ready for ISBE review.