Uploading Files to MySped Resource

Steps for Logging onto MySped Resource:

Step 1: Go to the Arkansas Department of Education Special Education website: http://www.arkansased.gov/divisions/learning-services/special-education.

Step 1a: **Or**, log onto the Arkansas Department of Education website: www.arkansased.gov.

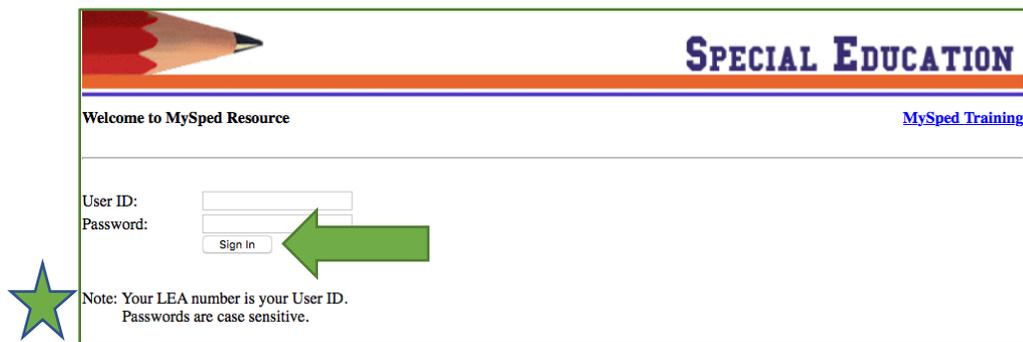Step 1b: Click on the letter "**S**" at the top of the page.

Step 1c: Click on "**Special Education**."

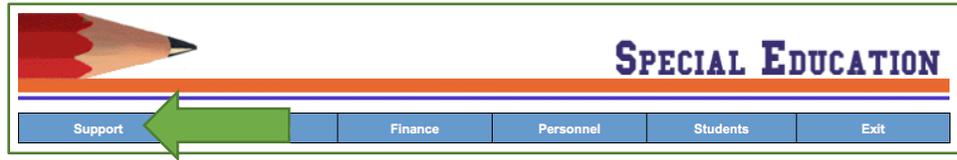**Step 2:**   Click on "**MySped Resource**."
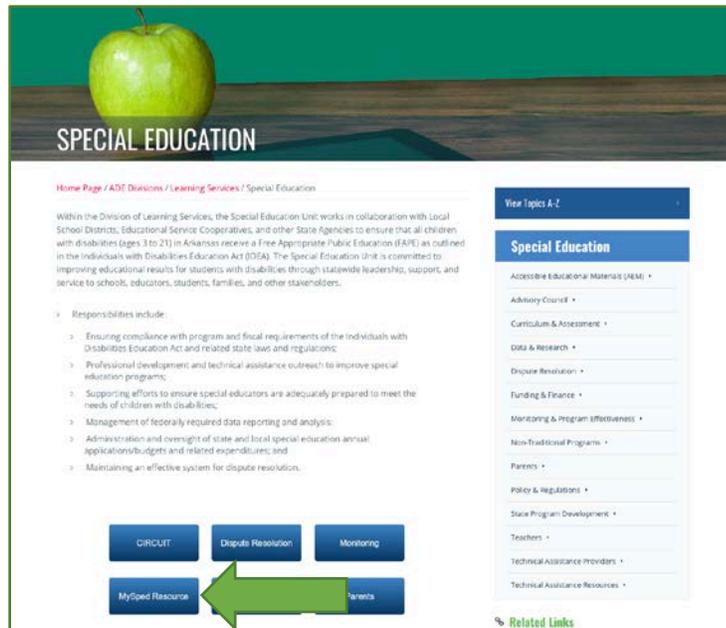
Step 3:   From the login screen, sign in with your **User ID** and **Password**. Contact Data and Research (501)683-7219 for user ID or password help.
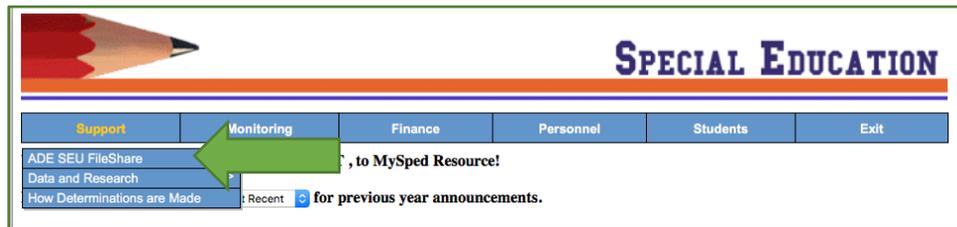
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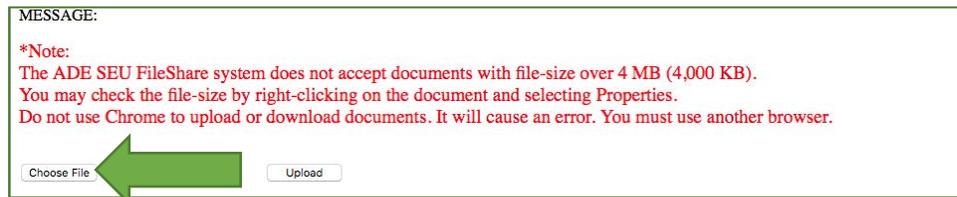Steps for Uploading Files to MySped Resource:

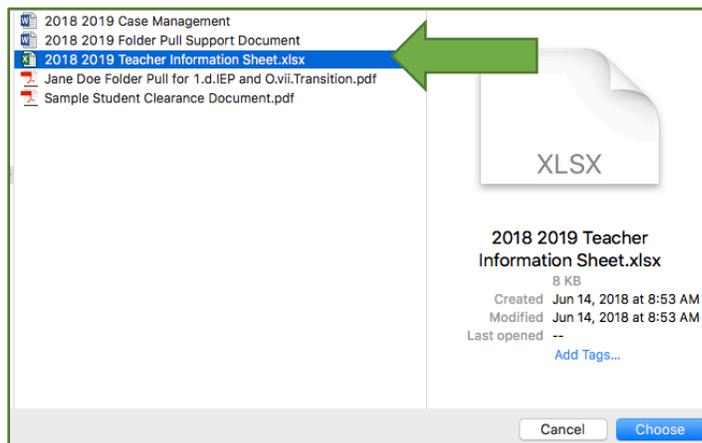Step 1: Click on **Support** on the far-left side of the screen.


Step 2: Click on **ADE SEU FileShare**.

Step 3: Click on **Choose File**.

MESSAGE:

*Note:
The ADE SEU FileShare system does not accept documents with file-size over 4 MB (4,000 KB).
You may check the file-size by right-clicking on the document and selecting Properties.
Do not use Chrome to upload or download documents. It will cause an error. You must use another browser.
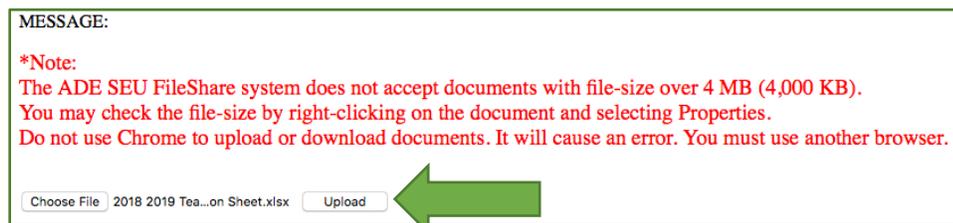
Choose File   Upload

Step 4: Select the document you want to upload.

Step 5:   Click on **Open** or **Choose**.
           Selection options will depend on the computer you are using.
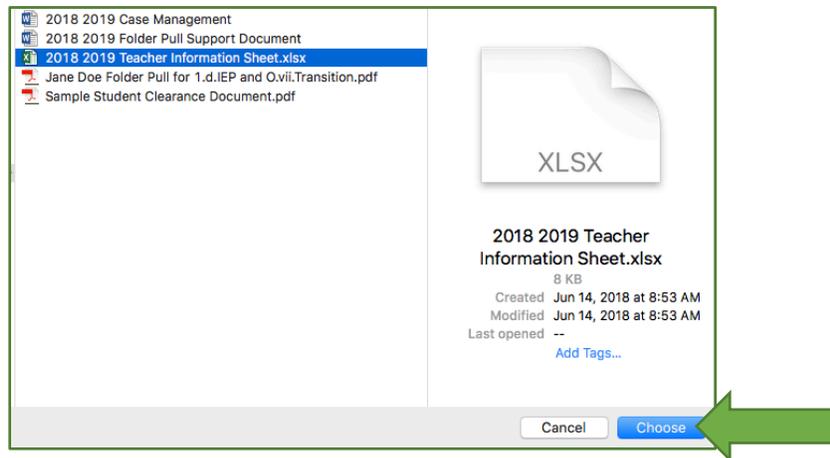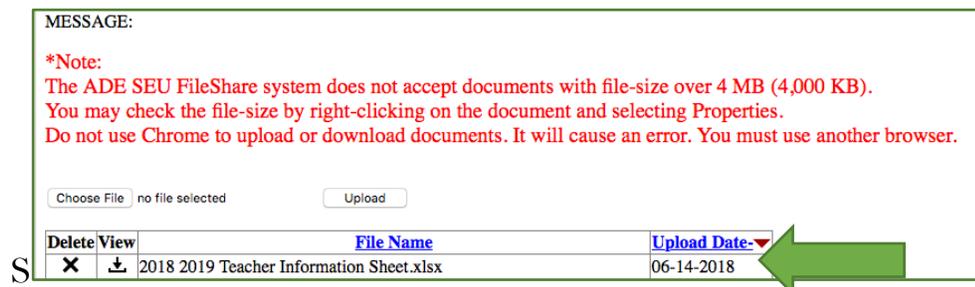

Step 6:   You will see the name of the document you selected. If this is
           the correct document, click on **Upload**.

Step 6a: **However**, if this is **NOT** the document you wanted,
           go back to step 3 and select a different document.

Step 7:   You will see the file in the list of documents.

Step 8:   Repeat steps 3 – 6 to add additional files.