

# Attach Files (HR)

Last Modified on 10/21/2024 8:20 am CDT

**Human Resources will no longer be available after June 30th, 2025. For more information, visit the [Human Resources and Staff Evaluation Deprecation FAQ](#).**

Files can be attached from multiple Campus tools depending on where the administrator has [enabled the file attachment feature](#).

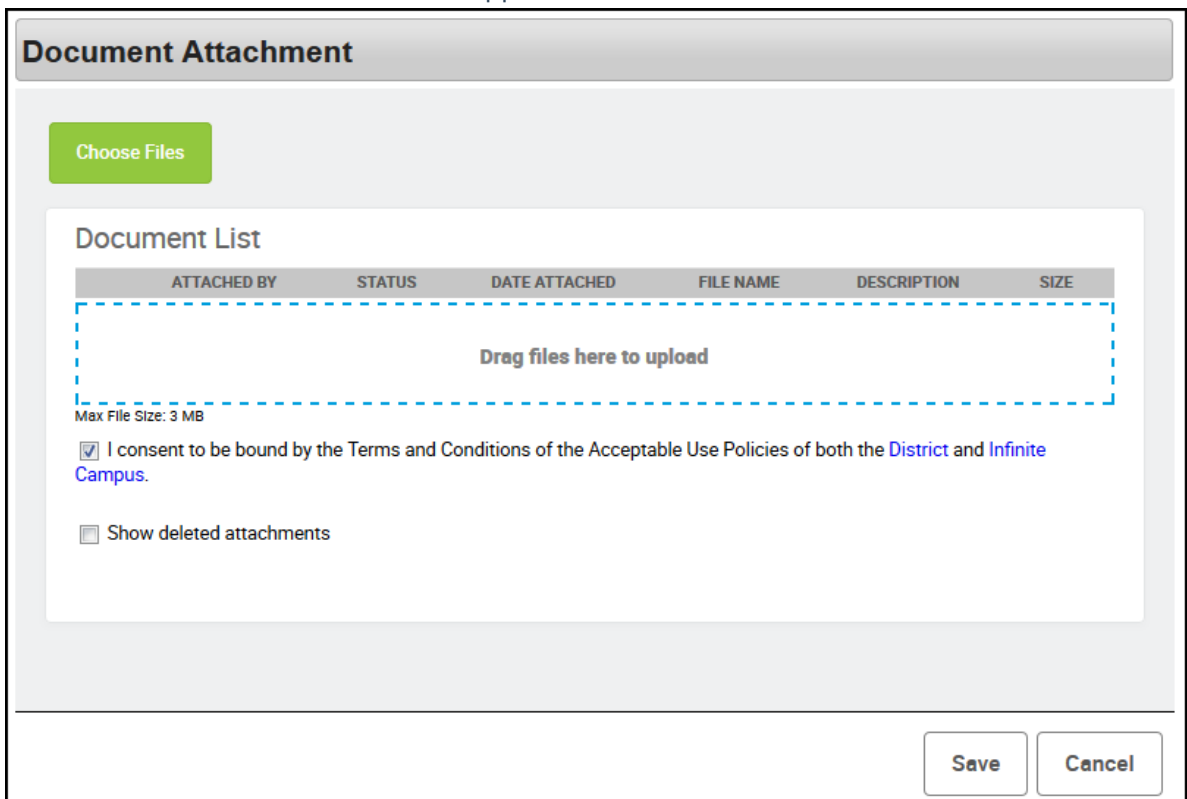
You cannot upload a document with a file name containing one or more of the following illegal characters: | . , [ ] { } ( ) ! ; " \* ? < > : / \ Tab, LF, CR

To attach a file, complete the following steps.

1. Click the **Attach Files** button or the file upload button .

**Result**

The Document Attachments window appears.



The screenshot shows a window titled "Document Attachment". At the top left is a green "Choose Files" button. Below it is a "Document List" section with a table header: ATTACHED BY, STATUS, DATE ATTACHED, FILE NAME, DESCRIPTION, and SIZE. Under the header is a large dashed blue box containing the text "Drag files here to upload". Below the box, it says "Max File Size: 3 MB". There are two checkboxes: one checked checkbox for "I consent to be bound by the Terms and Conditions of the Acceptable Use Policies of both the [District](#) and [Infinite Campus](#)." and one unchecked checkbox for "Show deleted attachments". At the bottom right of the window are "Save" and "Cancel" buttons.

2. Click the **Choose Files** button.

**Result**

The File Upload window appears.

3. Locate the file(s) you want to attach and click **Open**.

**Result**

Campus adds the file(s) to the Document List. Repeat this step until you have selected all of the files you want to attach.

4. Click the **Ok** button.
5. Verify you have accepted the Terms and Conditions by marking the checkbox.
6. Click **Save**.

**Result**

The document(s) are saved. The File Name becomes a hyperlink that users can select to view the document.

### Document Attachment

Choose Files

#### Document List

	ATTACHED BY	STATUS	DATE ATTACHED	FILE NAME	DESCRIPTION	SIZE
✕	Administrator, System D	Attached	03/17/2016 10:57 AM	<a href="#">Certification.pdf</a>	Highly Qualified Cert	45.2 KB

Drag files here to upload

Max File Size: 3 MB

I consent to be bound by the Terms and Conditions of the Acceptable Use Policies of both the [District](#) and [Infinite Campus](#).

Show deleted attachments

Save
Cancel