

HOW TO UPLOAD A DOCUMENT TO THE MSA-CAP PORTAL

1. Log into MSA system: MSA Portal: <https://eservices.nysed.gov/msa/menu1>
2. Hover over the 22/23 claim year.
3. Click on the institution ID.
4. Scroll to the bottom of your claim
5. There is a note explaining what is needed from the school.
6. After uploading the files, you will be brought to a page where there is a "view" section.

Click on the 'Select' button.

File Name	File Request
<input type="button" value="Select"/>	Mandate 11: Upload documentation for the 0 exams you are claiming for Grade Four Science Test.
<input type="button" value="Select"/>	Mandate 14: Upload documentation for the 50 exams you are claiming Grade Eight Science Test.
	Mandate 2: (ASAP): Upload Student Report documentation for the number of exams/students you

Click on the 'Choose File' button.

No file chosen

File Name	File Request
<input type="button" value="Select"/>	Mandate 11: Upload documentation for the 0 exams you are claiming for Grade Four Science Test. *The Grade Four Elementary-Level Science Test must be administered and reported to the NYSED's Office of Information Services.
<input type="button" value="Select"/>	Mandate 14: Upload documentation for the 50 exams you are claiming Grade Eight Science Test. The Grade Eight Science Test must be administered and reported to NYSED's Office of Information Services.
	Mandate 2: (ASAP): Upload Student Report documentation for the number of exams/students you are claiming Grade 3 ELA Claiming: 5 on File 0.0. Grade 3 CTB Claiming: 5 on File 0.0.

Scroll to the right and click on 'Upload File' button.

File Name	File Request
<input type="button" value="Upload File"/>	Mandate 11: Upload documentation for the 0 exams you are claiming for Grade Four Science Test. *The Grade Four Elementary-Level Science Test must be administered and reported to the NYSED's Office of Information Services.

If the "File Request" is highlighted in red, document was not uploaded successfully.

File Name	File Request
<input type="button" value="Select"/>	Mandate 4: (ASAP): Please upload document request for either the Exams, Salary Documentation or both. * Regents Common Core Algebra II Claiming: 21 on File 0.0. Regents exams must be administered, scored, the results interpreted, and reported to the NYSED's Office of Information Services.

Example of a successfully uploaded file-

- In a successfully uploaded document, the 'File Name' will appear in blue and the 'File Request' (formerly in red) will appear written in black.

File Name	File Request
[REDACTED]ert.pdf	Certification
2022 Commencement Program .pdf	Mandate 10: • Upload document
2021-22 Mandated Aid calendar.xlsx - 2021-2022 Split Year Calendar.pdf	Mandate 1: • Upload document

Click on your blue document 'File Name' to ensure your selected document was uploaded.