



National Education and Training Database®

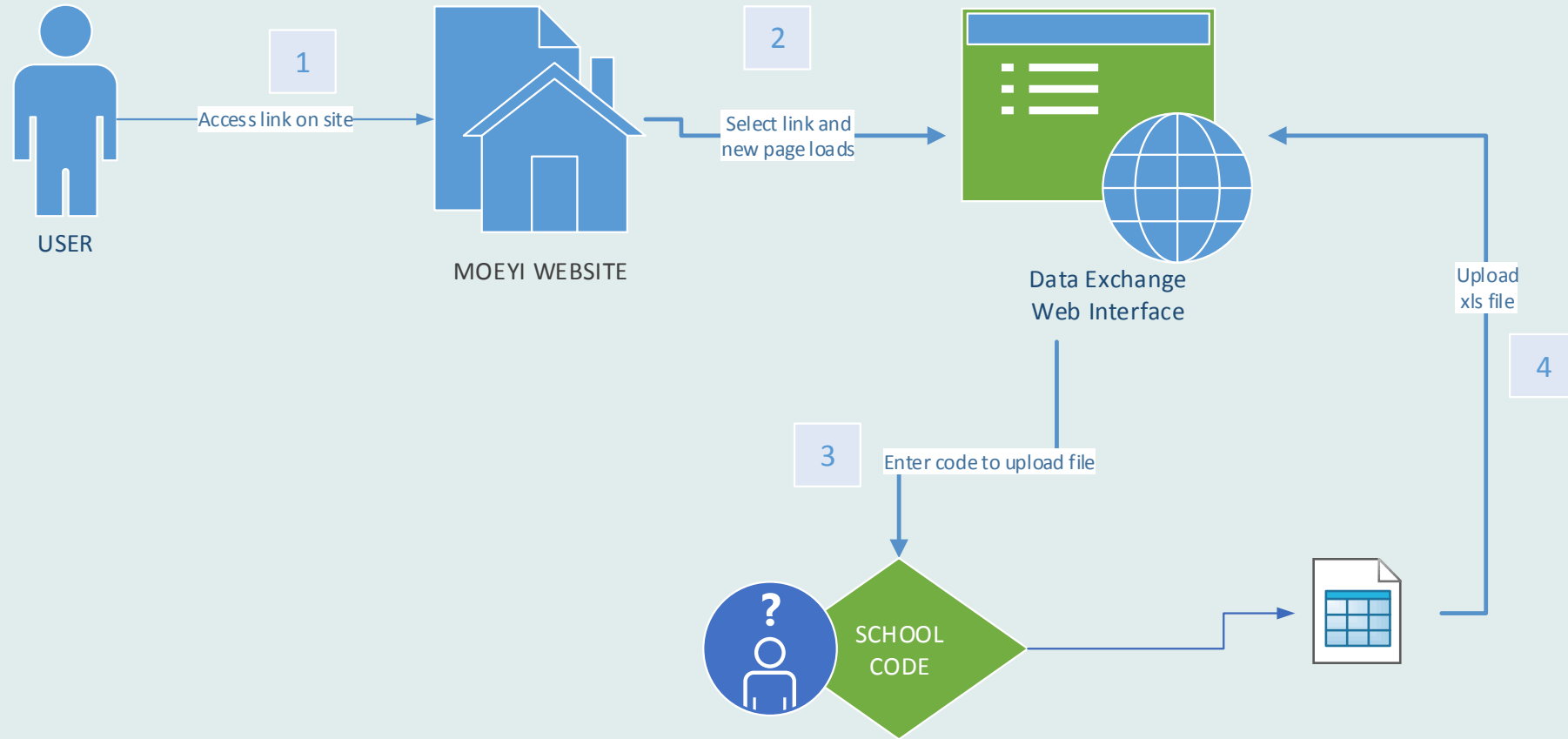
NETD DOCUMENT UPLOAD GUIDE

June 9, 2017

This guide will help users understand how to upload required documents. For reference purposes, access the data dictionary online for which contains the fields, definition and formatting that is required.



UPLOAD DOCUMENT PROCESS



ACCESS TO UPLOAD DOCUMENT



Document Upload

Enter School Code Validate

1

2

Note: School codes will be provide to you by the Ministry of Education.

Step 1: Access upload portal at <http://moe.gov.jm/> and select NETD icon or linked

Step 2: Enter school code and select the **Validate** button to verify school.

[Example of school code 02100](#)

UPLOAD DOCUMENT



Enter School Code

School Name

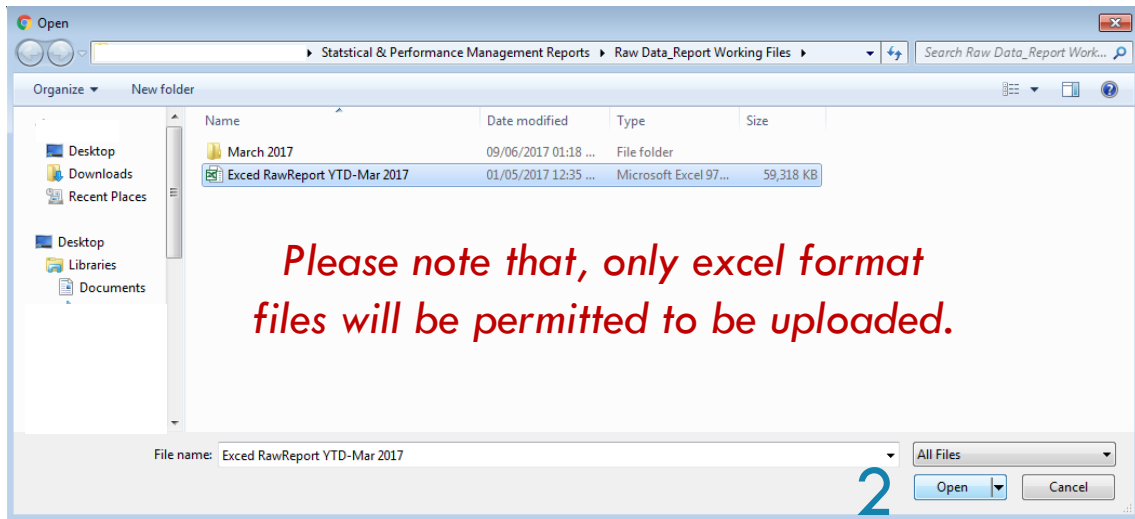
File No file chosen

1

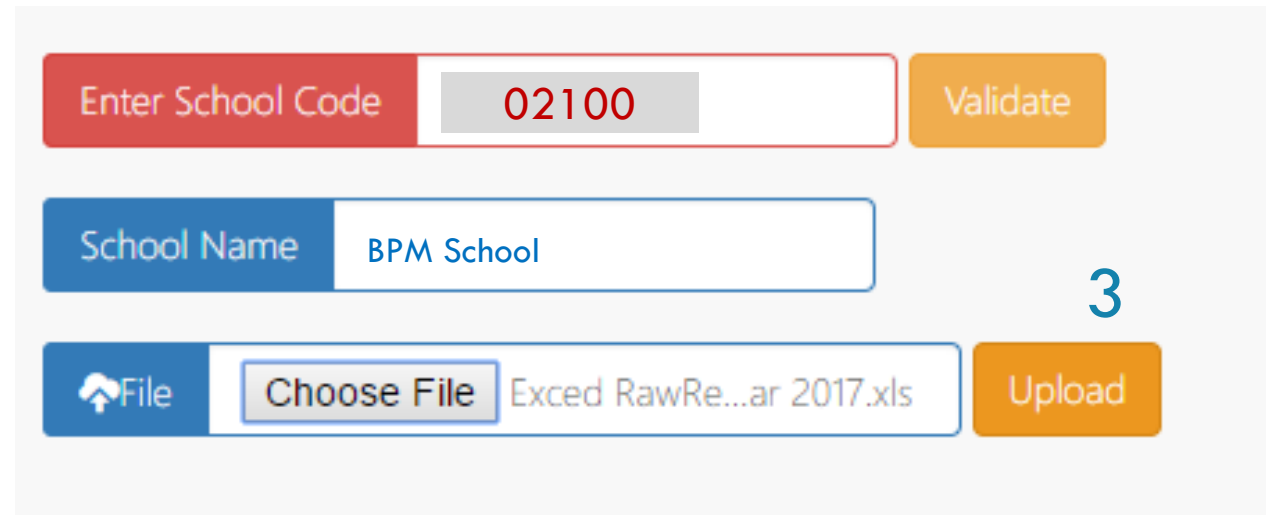
Please note that, only excel format files will be permitted to be uploaded.

Step 1: Browse for file or select **Choose file** button to located on you locale computer or drive.

UPLOAD DOCUMENT



Step 2: Select **excel file** located on you locale computer or drive.



Step 3: Select the **Upload** button to upload file.

See Data Dictionary/Data Requirement guide for fields required.

FOR FURTHER ASSISTANCE, CONTACT US AT:



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