

School Supply Lists

Instructions:

Convert your supply list to PDF

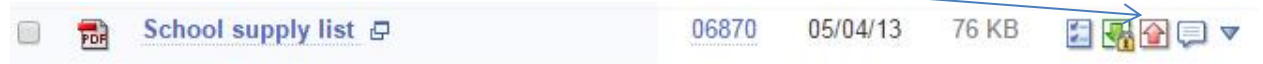
Go to <http://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-117>

Log in with your district network username and password.

Open your school's collection

If there is a supply list:

Click on the red up arrow to the right



Upload the new supply list

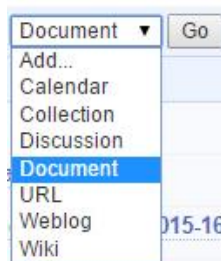
Click *Apply*

Otherwise:

Click *Add Document*

Upload the new supply list

Click *Apply*



If you have any questions contact LauriBeth Hull at lhull@everettsd.org or 425-385-4208