



STUDENT GUIDE

Financial Aid – Submitting Documents

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Student Guide: Financial Aid - Submitting Documents

1. From the Student Portal home page, click the **Financial Aid** tile.

The Financial Aid home page will open, displaying action items in the center of the page and tabs at the top of the page.

2. Click the **Documents** tab to submit requested documents.

Uploading Documents

On the Documents page, any **Documents Requiring Attention** will be listed, with a **Submit Document** button next to each. All requested documents will be listed under **Documents Requiring Attention**.

3. To upload a required document, click the corresponding **Submit Document** button. The Upload Documents page will open.
4. Click **CHOOSE A FILE**.

Navigate to the file location on your computer, select the file and click **Open** to attach the file. After choosing a file to upload from your computer, fill out any of the additional information required on the page below.

5. Once all information has been entered and a document has been selected, you will see an **UPLOAD** button. If the button is solid (green), click **UPLOAD**. If the button is not clickable, that means you have not input all the requested information; fill in any missing information and the **UPLOAD** button will change to green.
6. After submitting the document, a pop-up will appear notifying you that it was successfully uploaded; click **OK**.

Document History

All submitted documents will appear in the **Document History** at the bottom of the page. If an uploaded document needs to be edited or resubmitted, click the **Update Document** button and follow the steps to re-upload. Submitted documents can be replaced, but not deleted.

PLEASE NOTE: If you are updating documents that have already been submitted, you have the option to **Replace Document File** or **Add Additional Pages**. *Please choose carefully.* **Most users will want to choose Add Additional Pages** when uploading more documents. If you select **Replace**, you will replace the original upload and any associated changes may be reversed as a result.