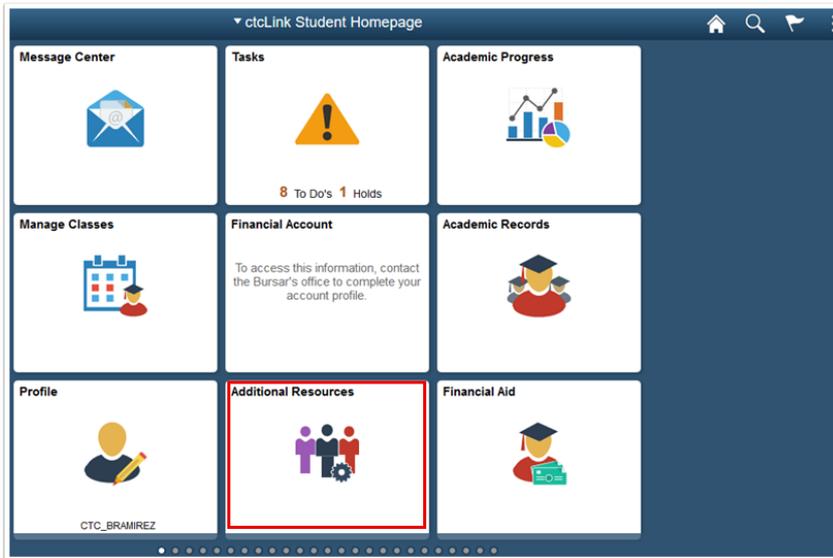


# Student Upload Documents

## Student Upload Documents

### Navigation: Student Homepage

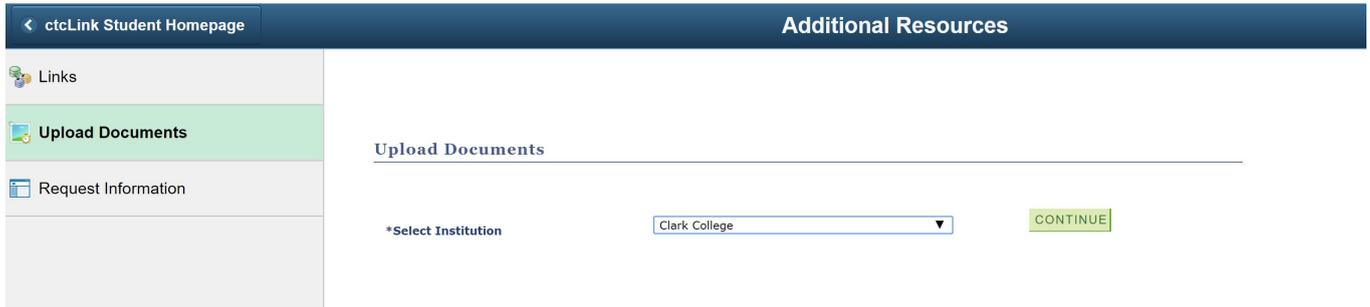
1. Select **Additional Resources**.



2. The **Links** page displays.
3. Select **Upload Documents**.



4. The **Upload Documents** page displays.
5. Click on drop down arrow and select Clark College from the menu.
6. Select the **Continue** button.

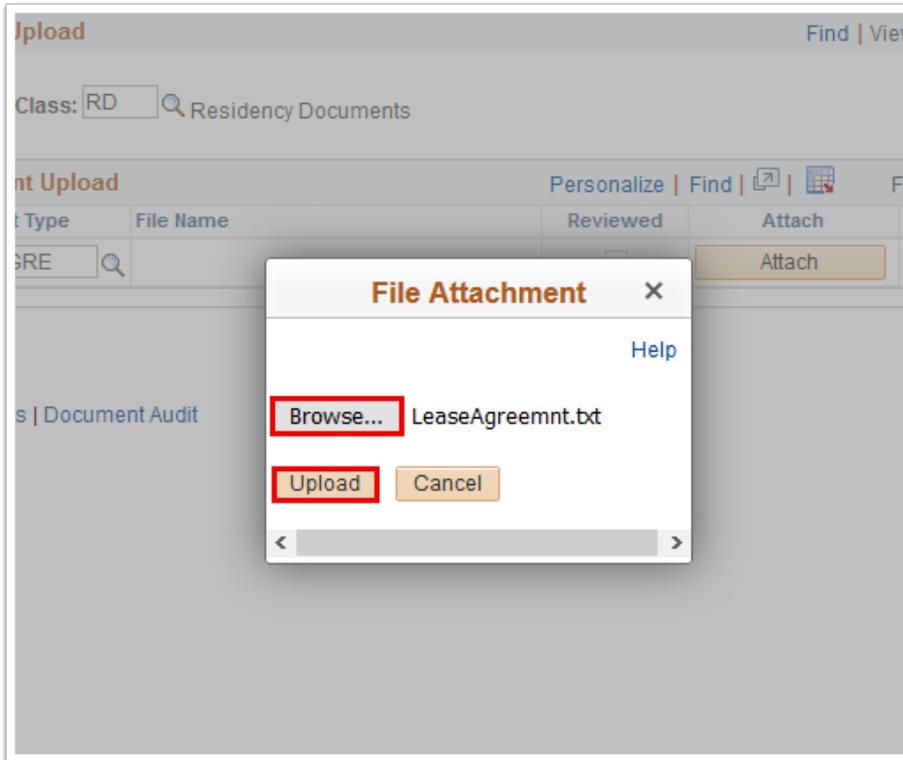


7. The **Upload Documents** page displays.
8. Click on the magnifying glass next to **Document Class** and select **Student Records**.
9. Under **Document Type** click on the magnifying glass and choosing the best option.
10. Select the **Attach** button



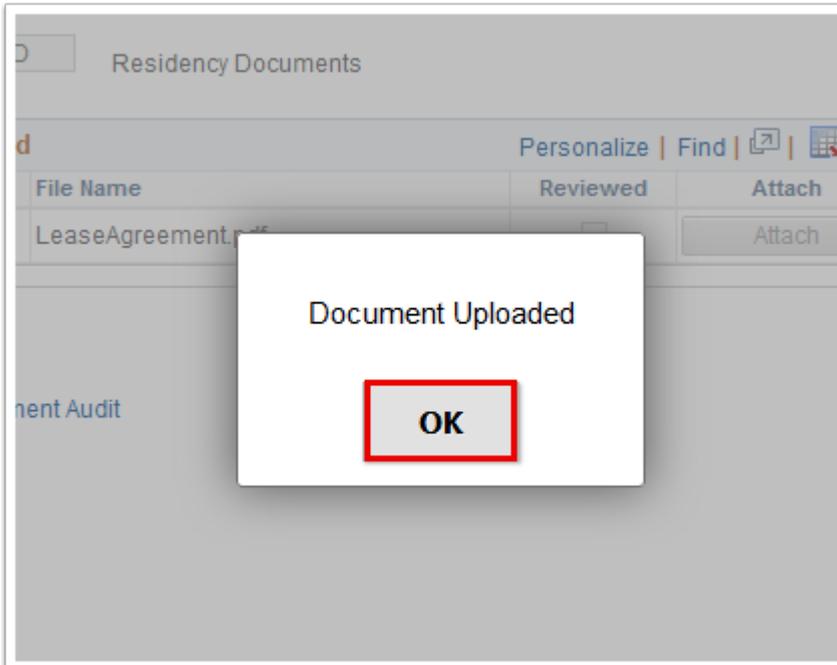
11. The **File Attachment** window displays.
12. Click on **Choose File to Browse** to your file.

13. Select **Upload**.



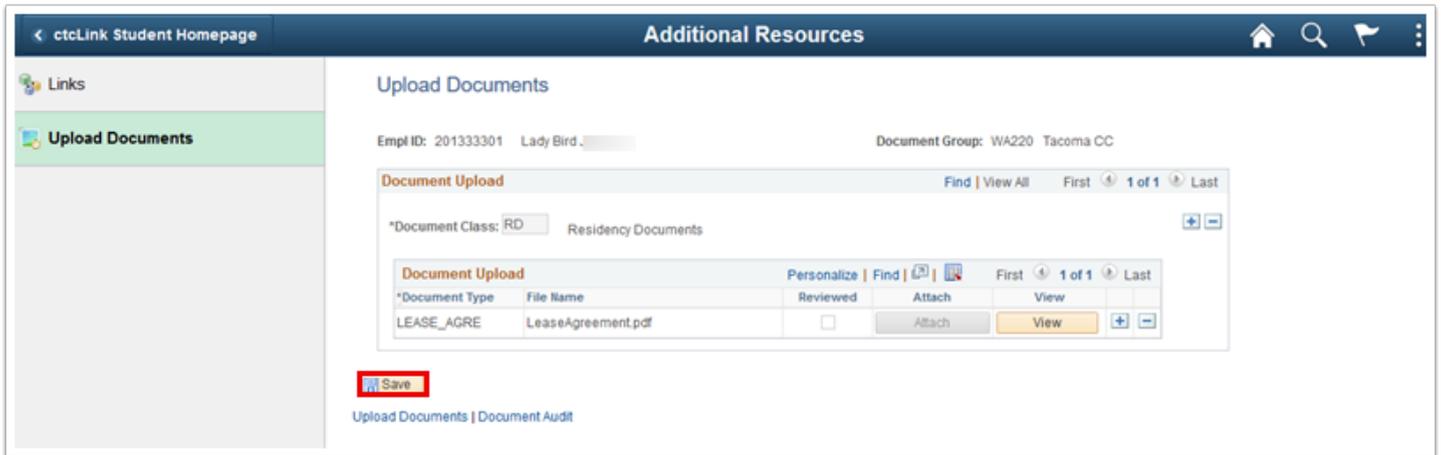
14. The **Document Uploaded** verification window displays.

15. Select **OK**.

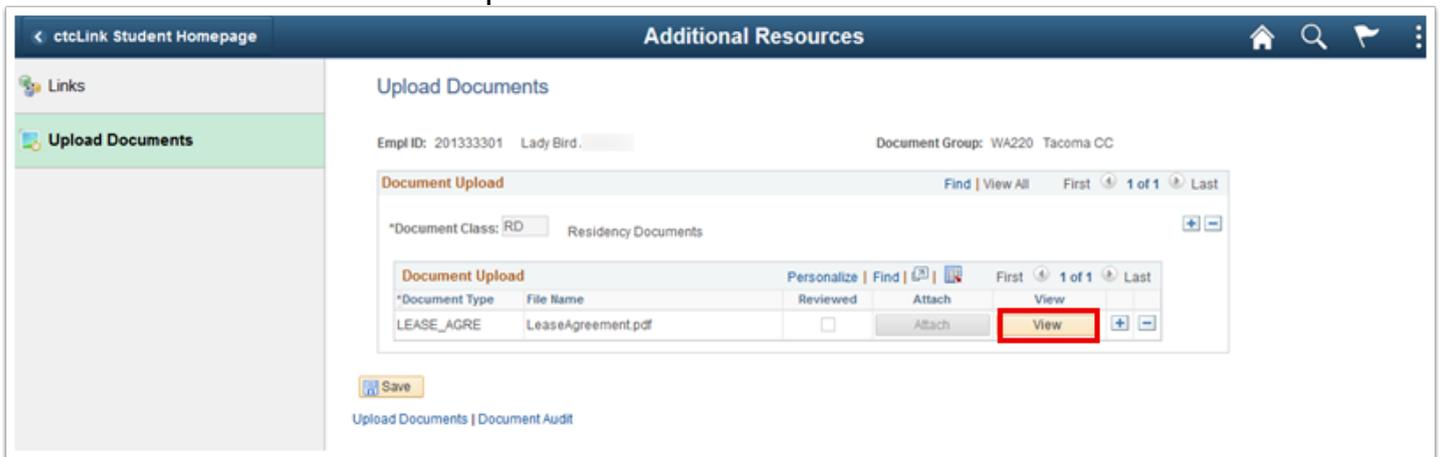


16. The **Document Uploaded** verification window disappears.

17. Select **Save**.



18. Select View to confirm the upload.



19. The uploaded document displays in a new window. Review it.

20. Close the window.

21. Process complete.