# **Student Upload Documents**

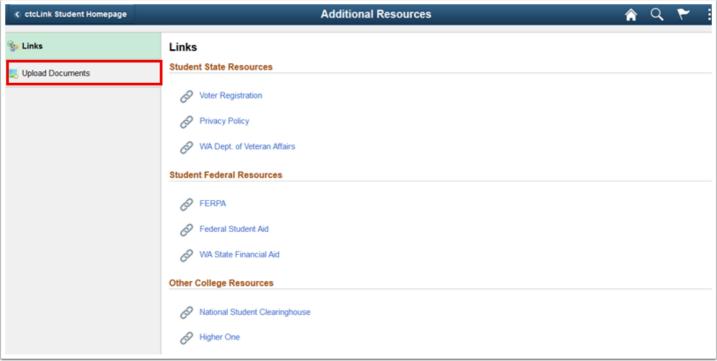
## **Student Upload Documents**

Navigation: Student Homepage

1. Select Additional Resources.



- 2. The Links pagedisplays.
- 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.

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Sea Links				
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TRequest Information				
	*Select Institution	Clark College		

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

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

#### 13. Select Upload.

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

#### 15. Select OK.

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- 16. The **Document Uploaded** verification window disappears.
- 17. Select Save.

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### 18. Select **View** to confirm the upload.

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	*Document Type File Name	Reviewed Attach	View				
	LEASE_AGRE LeaseAgreement.pdf	Attach	View + -				
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- 19. The uploaded document displays in a new window. Review it.
- 20. Close the window.
- 21. Process complete.