

## How to: Upload Attachments via your Student Center in SIS

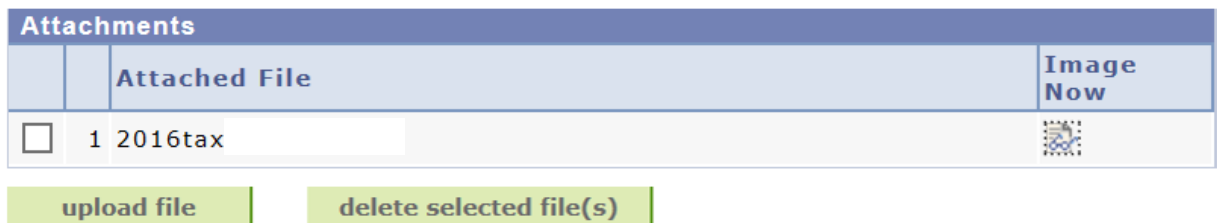
If a document being requested allows you to upload an attachment, you can do so from your desktop, laptop, or mobile device.

Once you have logged into SIS and accessed your To Do List, click on the requested items. Then simply follow the instructions below.

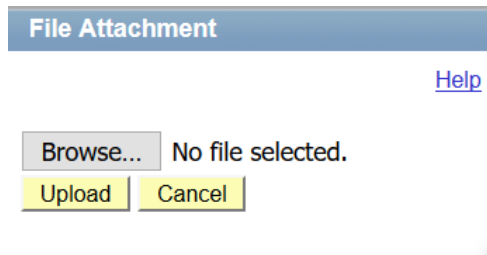
*Please note – You may print forms from the Financial Aid Office web page at [www.itcc.edu/financialaid](http://www.itcc.edu/financialaid). You must save the completed forms to your electronic device before uploading to your Student Center.*

### On a desktop or laptop:

1. Click on the “**Upload File**” button.



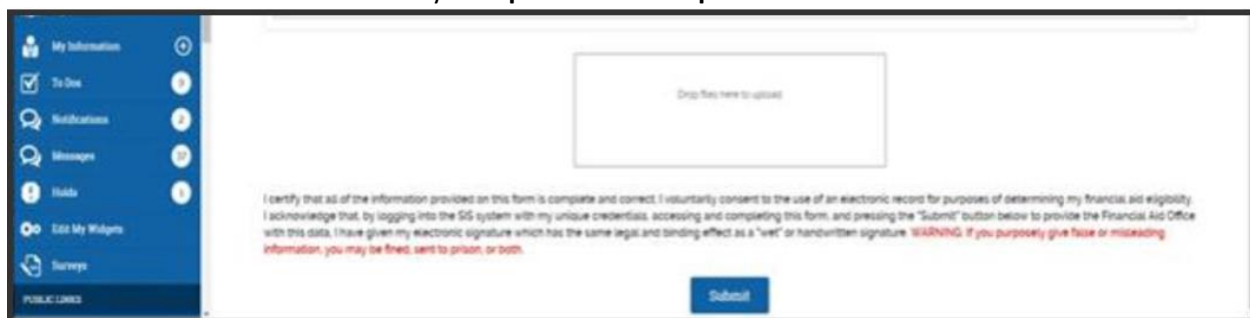
2. Find your file to upload, by clicking “**Browse...**”
3. Once you have selected the appropriate file, click “**Upload.**”



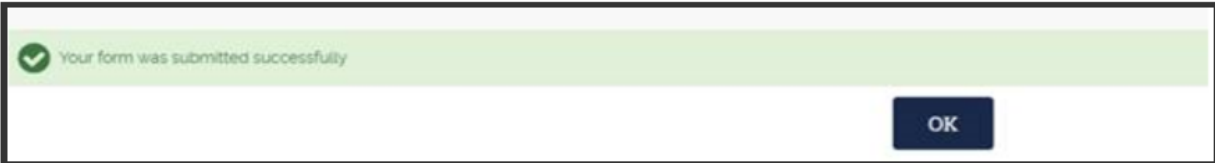
4. You may choose to confirm the document by clicking the “**View**” icon.
5. After ensuring that the required document is attached, and the form is completely filled out, click “**Submit.**”

### On a Mobile Device:

1. Click on the box indicated by “**Drop files here to upload.**”



2. Select the file. If it is an acceptable format, you will see it appear with a check mark. If it is not an acceptable format, you will receive an “X.” PDFs, PNGs or JPGs work best. If you receive the “X,” click “**Remove File**” and try another format.
3. Click “Submit.” You will receive the message below.



4. Click “OK.”