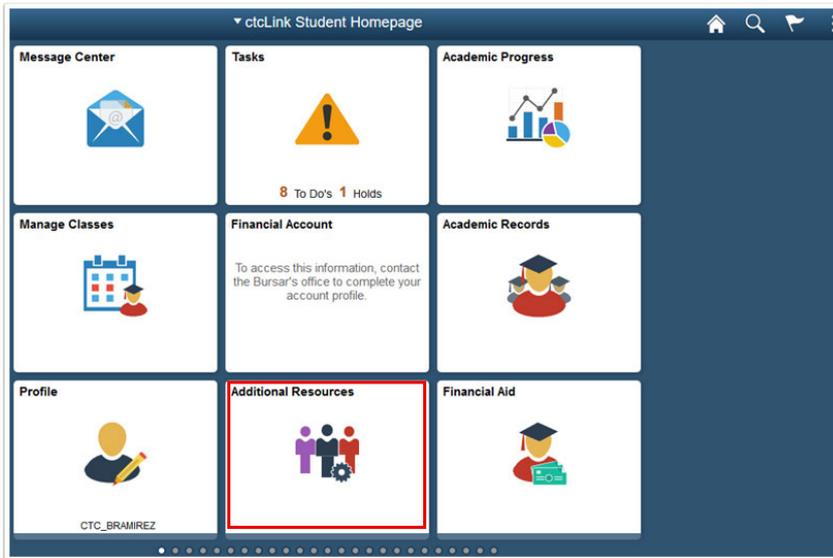


Student Upload Documents

Student Upload Documents

Navigation: Student Homepage

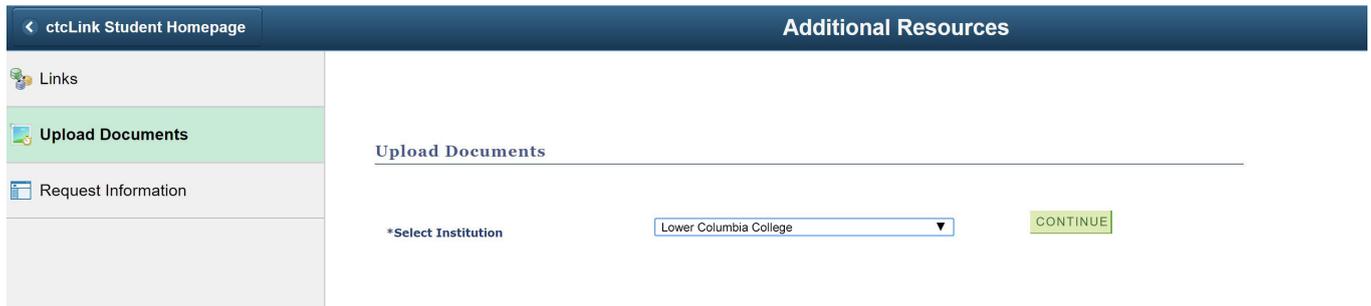
1. Select **Additional Resources**.



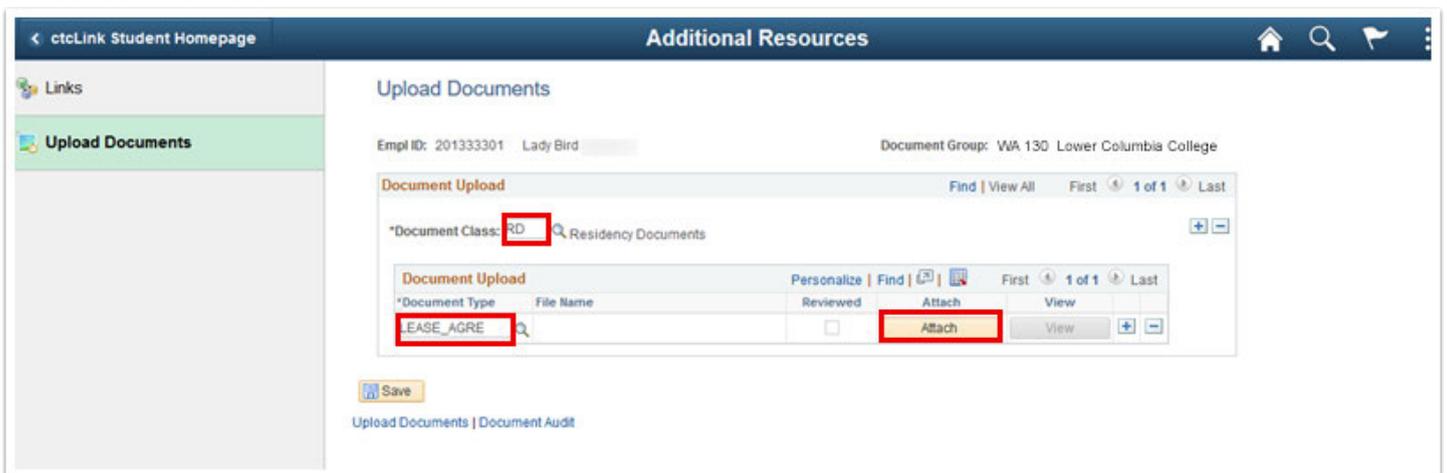
2. The **Links** page displays.
3. Select **Upload Documents**.



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

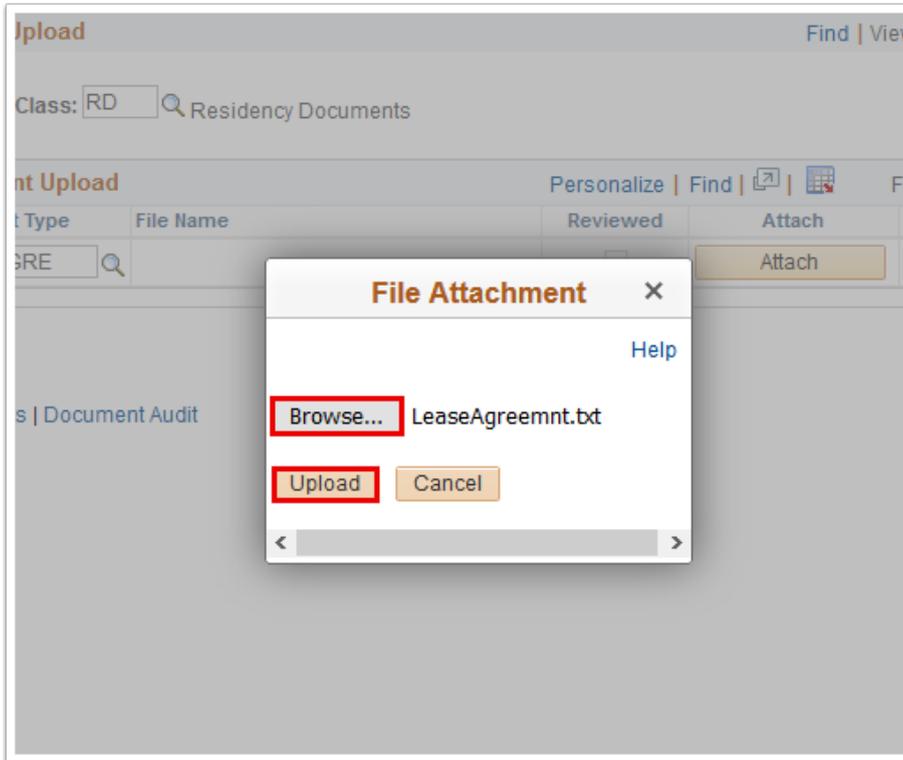


7. The **Upload Documents** page displays.
8. Click on the magnifying glass next to **Document Class** and select **Student Records**.
9. Under **Document Type** click on the magnifying glass and choosing the best option.
10. Select the **Attach** button



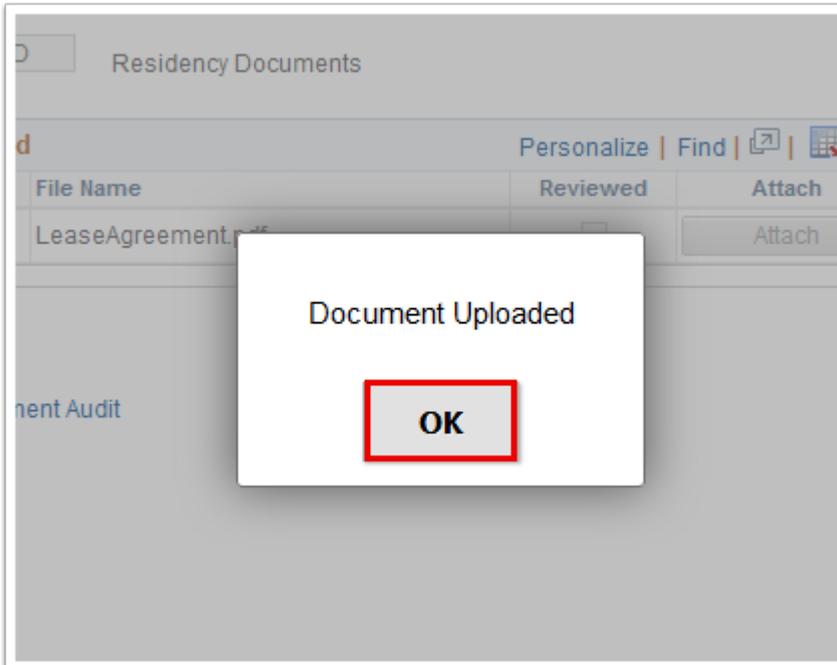
11. The **File Attachment** window displays.
12. Click on **Choose File to Browse** to your file.

13. Select **Upload**.



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

15. Select **OK**.



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

17. Select **Save**.

ctcLink Student Homepage Additional Resources

Links

Upload Documents

Upload Documents

Empl ID: 201333301 Lady Bird, Document Group: WA 130 Lower Columbia College

Document Upload Find | View All First 1 of 1 Last

*Document Class: RD Residency Documents

*Document Type	File Name	Reviewed	Attach	View
LEASE_AGRE	LeaseAgreement.pdf	<input type="checkbox"/>	Attach	View

Save

Upload Documents | Document Audit

18. Select View to confirm the upload.

ctcLink Student Homepage Additional Resources

Links

Upload Documents

Upload Documents

Empl ID: 201333301 Lady Bird, Document Group: WA 130 Lower Columbia College

Document Upload Find | View All First 1 of 1 Last

*Document Class: RD Residency Documents

*Document Type	File Name	Reviewed	Attach	View
LEASE_AGRE	LeaseAgreement.pdf	<input type="checkbox"/>	Attach	View

Save

Upload Documents | Document Audit

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

20. Close the window.

21. Process complete.