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.

<pre> ctcLink Student Homepage</pre>		Additional Resources
s Links		
📙 Upload Documents	Upload Documents	
Request Information		
	*Select Institution	Lower Columbia 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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	Upload Documents Document Audit							

- 19. The uploaded document displays in a new window. Review it.
- 20. Close the window.
- 21. Process complete.