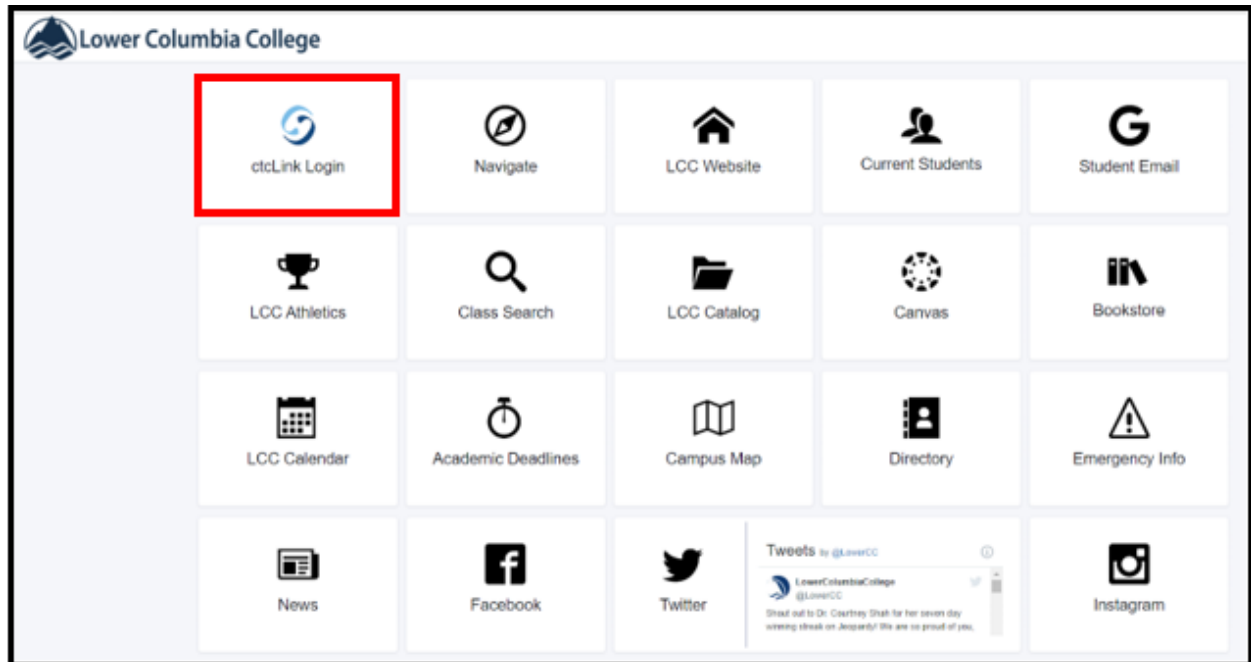


Student Upload Documents

Step 1. Navigate to the mobile version of ctcLink - <https://wa130.ctclink.us>

Step 2. Select the ctcLink Login tile.



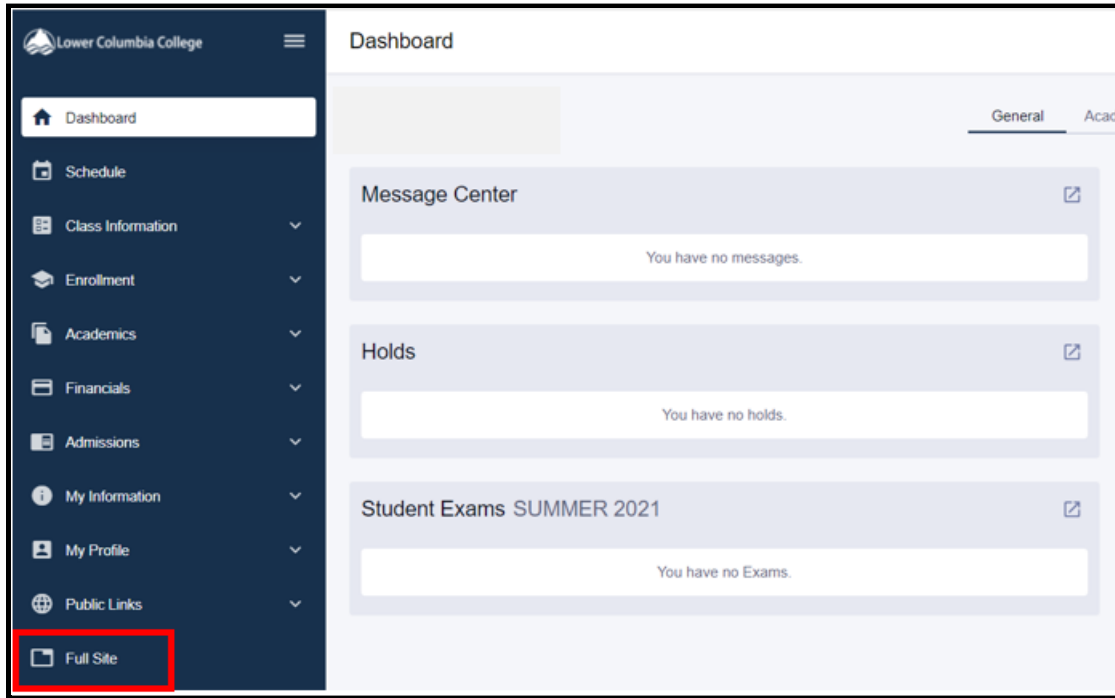
Step 3. Sign in to ctcLink using your ctcLink ID number and password.

*If this is your first time accessing ctcLink, use the **"First Time User"** link.*

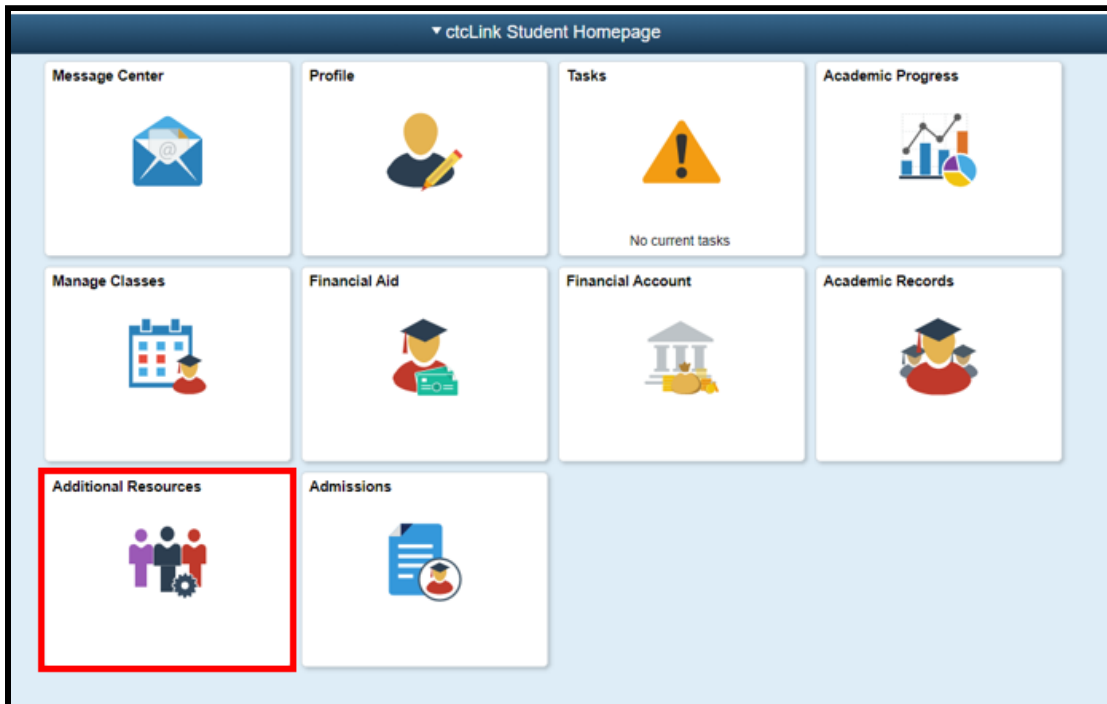
*If you have forgotten your password, use the **"Forgot your password?"** link to reset your password.*

A screenshot of the ctcLink login page. At the top, there is the ctcLink logo and the text 'WASHINGTON COMMUNITY AND TECHNICAL COLLEGES'. Below this is a login form with two input fields: 'ctcLink ID' and 'Password'. A blue 'Sign In' button is located below the password field. At the bottom of the form, there are two links: 'Forgot your password?' and 'First Time User?'. A link for 'How to Enable Screen Reader Mode' is also present above the 'Sign In' button.

Step 4: Select **Full Site** from the left side menu.



Step 5. Select the **Additional Resources** tile.

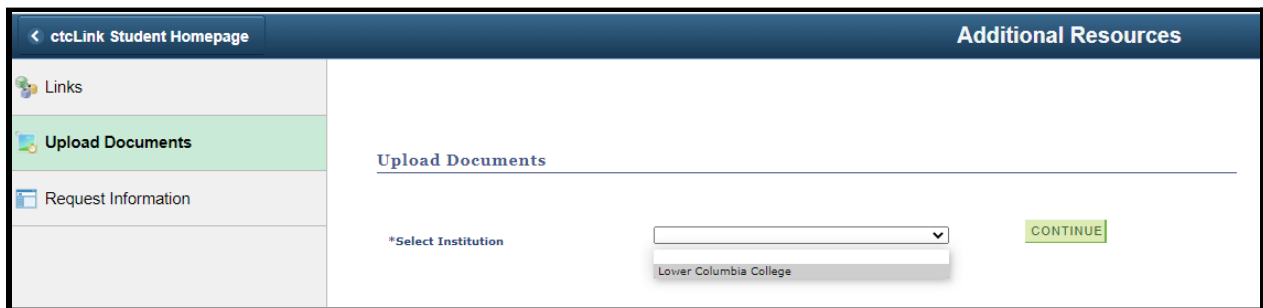


Step 6. The **Links** page displays. Select **Upload Documents** from the left side menu.



Step 7. The **Upload Documents** page displays. Click on the dropdown arrow and select Lower Columbia College from the menu.

Step 8. Select the **Continue** button.

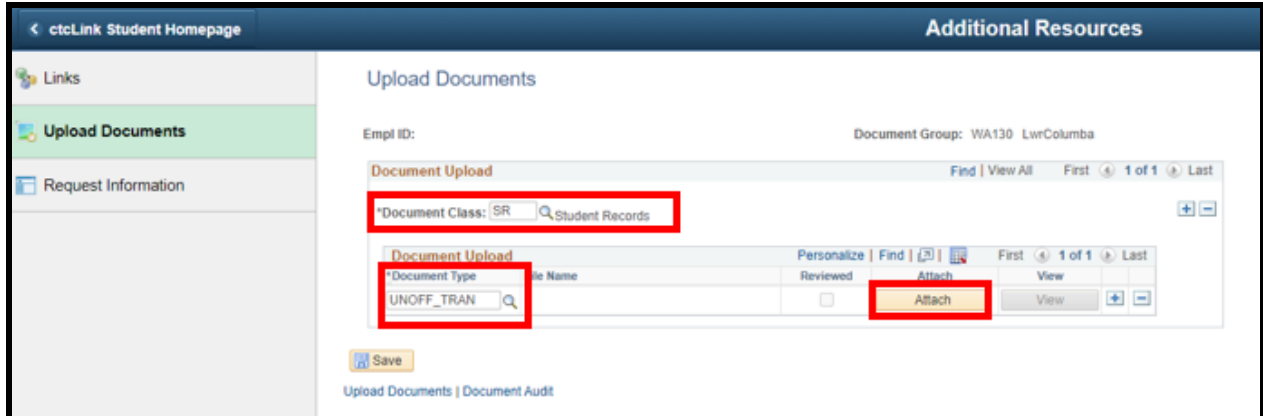


Step 9. The Upload Documents page displays.

Step 10. Click on the magnifying glass next to **Document Class** and select from the menu options (Student Records, Financial Aid).

Step 11. Under **Document Type** click on the magnifying glass and choose the best option.

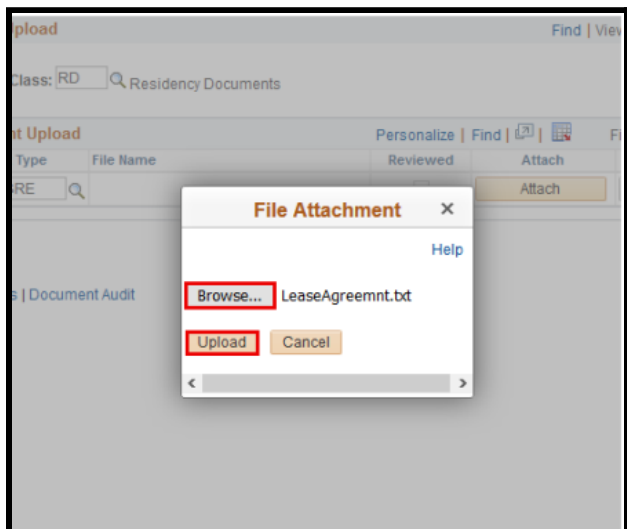
Step 12. Select the **Attach** button.



Step 13. The **File Attachment** window displays.

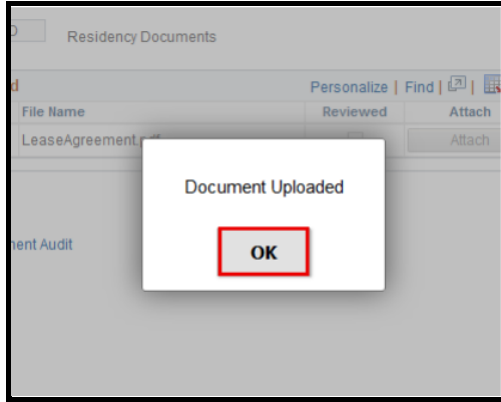
Step 14. Click on **Choose File** to Browse your files. Select the file to upload.

Step 15. Select **Upload**.

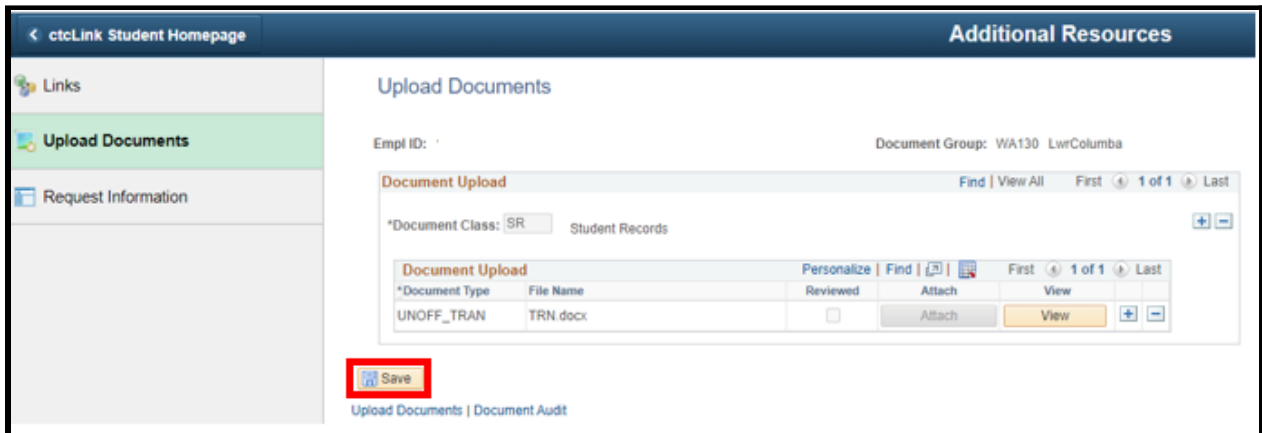


Step 16. The **Document Uploaded** verification window displays.

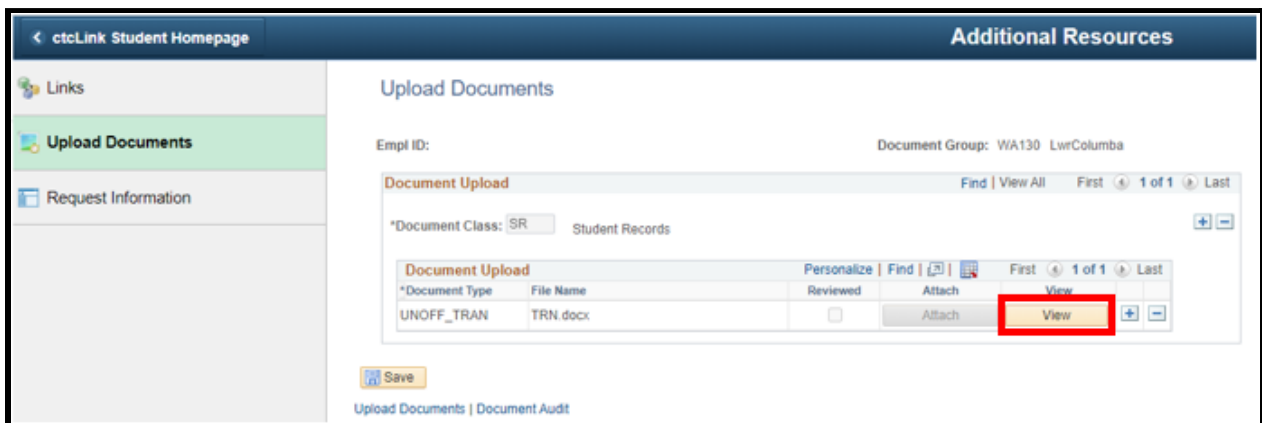
Step 17. Select **OK**.



Step 18. The **Document Uploaded** verification window disappears.
Step 19. Select **Save**.



Step 20. Select **View** to confirm the upload.



Step 21. The uploaded document displays in a new window. Review it.
Step 21. Close the window.
Step 22. Process complete.