How to Load Documents Into the Student Portal

The following documents can be uploaded into the Student Portal by the student.

- High School Transcript.
- College Transcript.
- GED
- Housing Contract.
- Bacterial Meningitis Immunization Record.
- Various Financial Aid Records.
- Social Security Number
- Shot Record

To upload one of the documents above into your Student Portal please follow the steps below.

1. After logging into your Student Portal, click the **Student Portal** link from the Student Portal menu and then click **Document Tracking**.
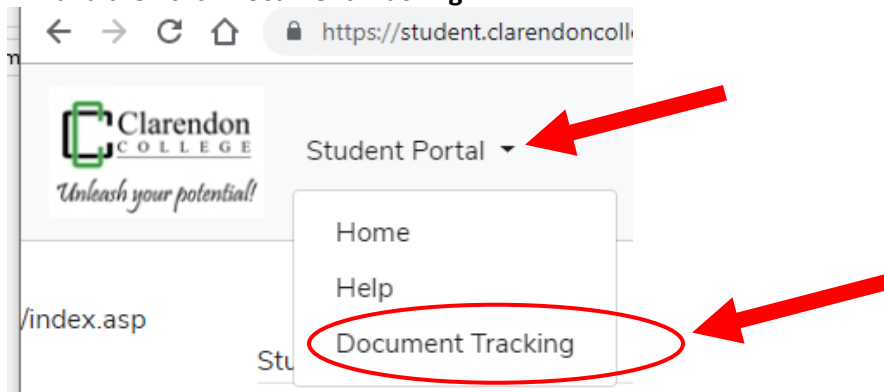

Image 1.

2. A document listing will appear; as shown in Image 2. This is a list of all the required documents that are needed from you to complete your registration. Please note those that are marked as **Incomplete**.
3. Click the Upload Document link next to the document to start the document upload process; as shown in Image 2 below.

Image	Department	Date	Document	Description	Document Status	Completion Date
Sign and Submit Document	ADMISSIONS	6/22/2020	TSI Emergency Waiver		Incomplete	
View Document	ADMISSIONS	6/22/2020	TSI Scores	Texas Success Initiative Scores, ACT, SAT	Incomplete	
View Document	ADMISSIONS	11/28/2022	Other	Various other documents that might be needed for the student.	Incomplete	
	ADMISSIONS	10/16/2023	College Prep Course	High School/Year	Incomplete	
	ADMISSIONS	10/16/2023	Admissions Checklist Letter	Admissions Checklist Letter	Incomplete	
Upload Document	ADMISSIONS	10/16/2023	Original Application	Social Security Number	Incomplete	
Upload Document	ADMISSIONS	10/16/2023	TSI Pre-Assessment Activity	TSI Pre-Assessment Activity	Incomplete	

Image 2.

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4. After clicking the **Upload Document** link, an Upload Document page will appear; as shown below in Image 3.
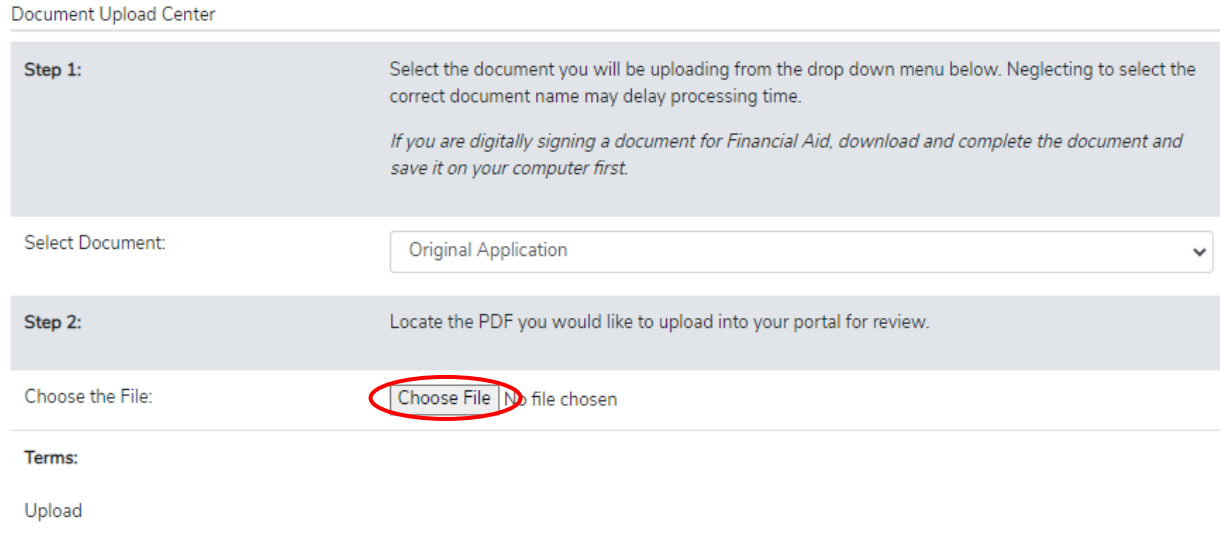5. Next, click the **Choose File** button to select the document you want to upload.

Image 3.

6. After clicking the **Choose File** button, as shown in Image 3, the File Chooser window will open. Please navigate your transcript using this window. Once you have found your document, double click the file or single click on the file and then click the **Open** button.
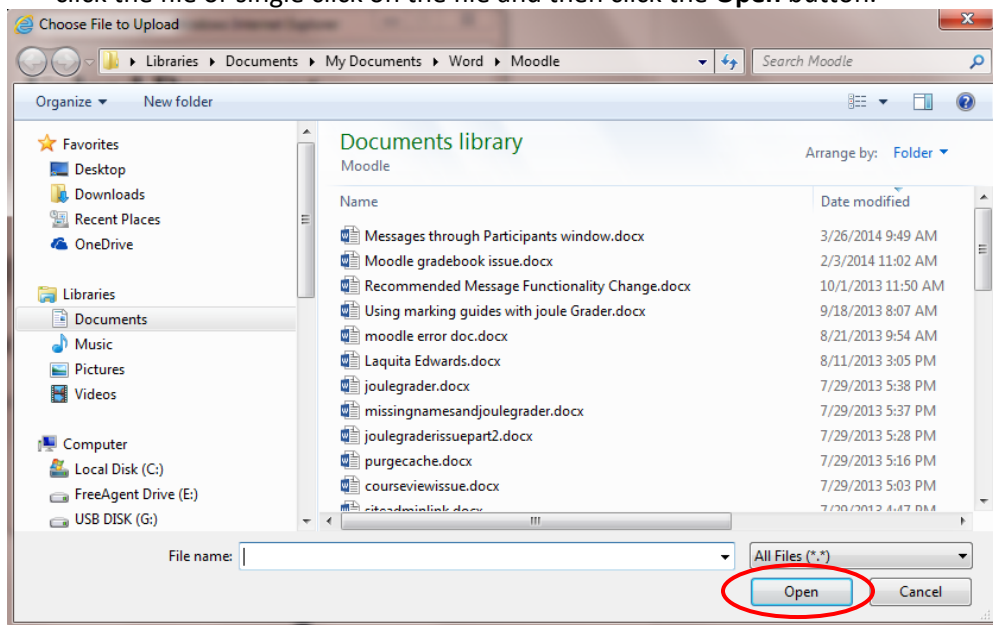

Image 4.

7. After clicking the **Open** button, the File Chooser window will close and the Document Upload Center window will now display the name of document file; as shown in Image 5.
8. Now click the **Upload Document** button to upload your document file into your Student Portal.

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Document Upload Center

Step 1:	Select the document you will be uploading from the drop down menu below. Neglecting to select the correct document name may delay processing time.
	If you are digitally signing a document for Financial Aid, download and complete the document and save it on your computer first.

Select Document:	TSI Pre-Assessment Activity ⌄

Step 2:	Locate the PDF you would like to upload into your portal for review.

Choose the File:	Choose File 2024-03-06_14-29.png

| Terms:	
Upload	

Upload Document

Image 5.

9. After your document has successfully loaded, it will no display the message **View Document**; as shown in Image 6. **PLEASE NOTE:** Your document will not be marked **Complete** until Admissions has reviewed it.

View Document	...S	10/16/2023	Original Application	Social Security Number	Incomplete
View Document	ADMISSIONS	10/16/2023	TSI Pre-Assessment Activity	TSI Pre-Assessment Activity	Incomplete

Image 6.

10. After you have successfully uploaded your document an email will be sent to the Clarendon College Admissions Department notifying them that a document has been uploaded; as shown in Image 7. After Admissions receives the notification email, they will then review your document.

Wed 3/26/2014 2:16 PM

webrelay@ClarendonCollege.com

A student has uploaded a document.

To   Registration
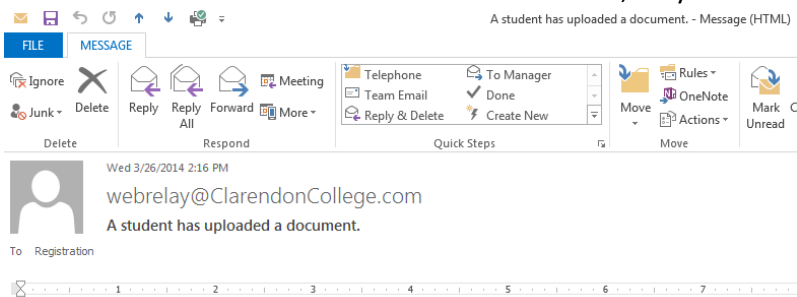
Student DocTrack Upload

Student Name: Daisy Duck

StudentUID: 64895 - StudentID: 00000036631

Document: Final transcript from student's high school.

Document Name: Student Portal Transcript Upload Test.docx

Please log in to CAMS to review this document and mark it complete.

Image 7.

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11. After you have uploaded the document, a **View Document** link will appear under Image column next to the uploaded document; as shown in Image 8 below. You can click this link to download and print the document at any time.

12. When the Admissions Department has reviewed your file, and if there are no questions, they will change the status of your document from **Incomplete** to **Complete** and the date it was posted as complete will also appear under the Completion Date column, as shown in Image 8 below. Also, notice that once the document has been marked as **Complete** the Document Upload link will not be available.

My Documents

☐ Include Completed Items?   Help?

List of Documents

Image	Department	Date	Document	Description	Document Status	Completion Date
View Document	ADMISSIONS	2/19/2014	Bacterial Meningitis Immunization Record	Shot Record	Completed	

Image 8.