

# 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.
- Housing Contract.
- Bacterial Meningitis Immunization 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 **Document Tracking** link from the Student Portal menu.

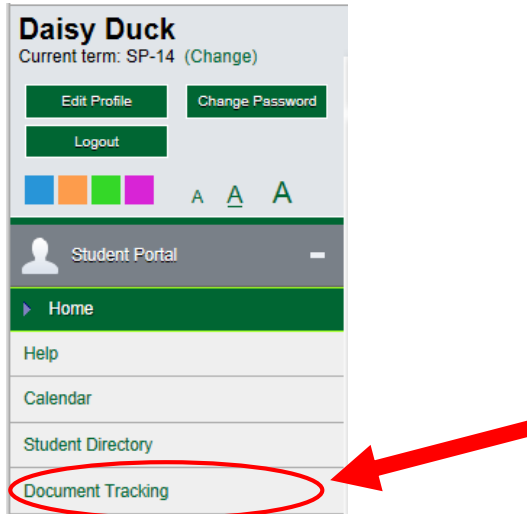


Image 1.

2. A document listing will appear. 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. Next, notice that the following documents High School Transcript, College Transcript, Housing Contract, and/or Bacterial Meningitis Immunization Record are the only ones that have a Document Status that is underlined; as shown in Image 2. Click the underlined **Incomplete** link next to the document to start the document upload process.

| Department | Date      | Document                                 | Description                                  | Document Status   |
|------------|-----------|--|--|-------------------|
| ADMISSIONS | 2/19/2014 | Bacterial Meningitis Immunization Record | Shot Record                                  | Incomplete        |
| ADMISSIONS | 2/19/2014 | Dorm Deposit                             | Money paid to reserve a dorm room.           | Incomplete        |
| ADMISSIONS | 2/19/2014 | High School Transcript                   | Final transcript from student's high school. | <u>Incomplete</u> |
| ADMISSIONS | 2/19/2014 | Housing Application                      | Application for Housing                      | Incomplete        |

Image 2.

## How to Load Documents Into the Student Portal

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

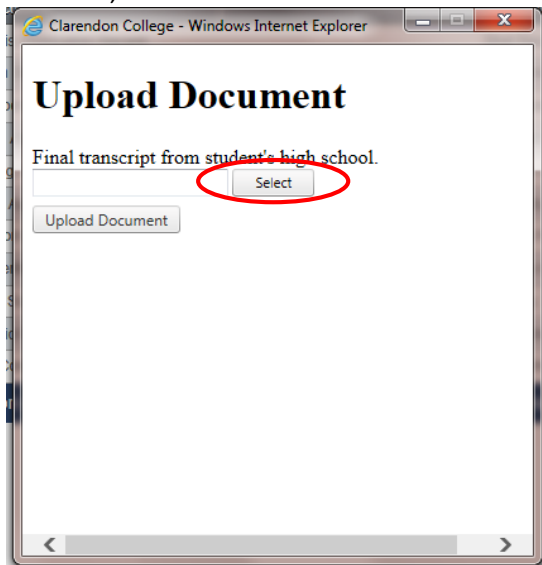


Image 3.

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

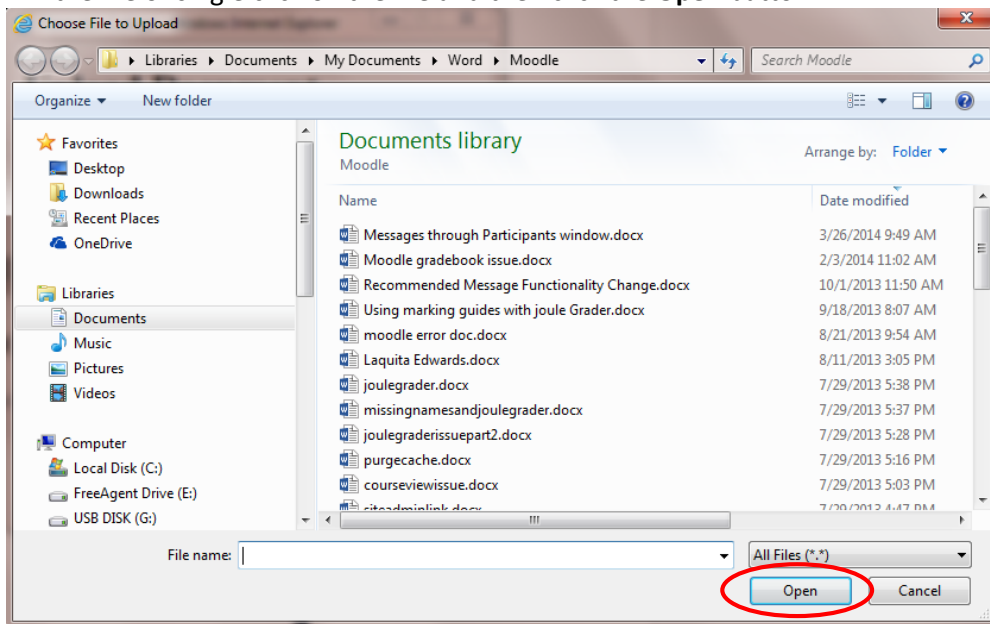


Image 4.

## How to Load Documents Into the Student Portal

7. After clicking the **Open** button, the File Chooser window will close and the Upload Document 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.

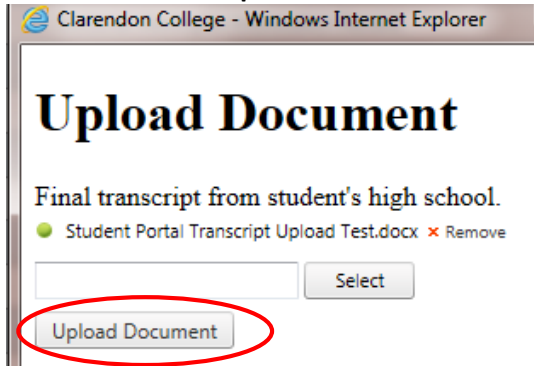


Image 5.

9. After your document has successfully loaded it will display a success message; as shown in Image 6.
10. Now click the **Close Window** button to close the Upload Document window.

### Upload Document

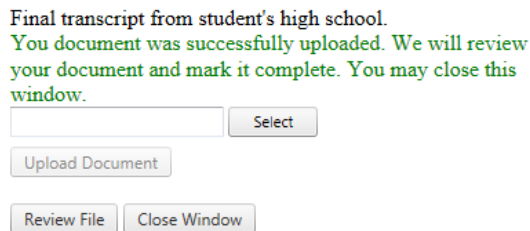
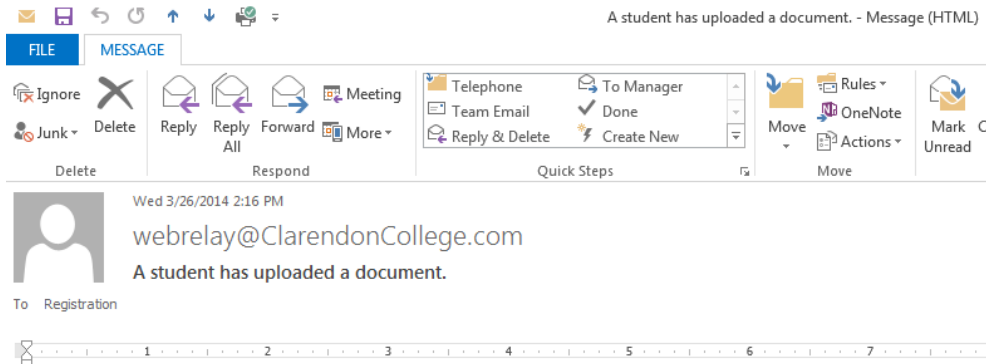


Image 6.

# How to Load Documents Into the Student Portal

11. After you have successfully uploaded your document a message will be sent to the Clarendon College Admissions Department notifying them that a high school transcript has been uploaded; as shown in Image 7.



## 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.

12. Your **My Documents** listing will now display the initials **IMG** next to the document. When the Admissions Department has reviewed your file and there are no questions, they will change the status of your transcript from **Incomplete** to **Complete** and the date it was posted as complete will also appear. Once the transcript has been marked as Complete the Document Upload link will not be available.

| Image      | Department | Date      | Document                                 | Description                                  | Document Status   | Completion Date |
|------------|------------|-----------|--|--|-------------------|-----------------|
|            | ADMISSIONS | 2/19/2014 | Bacterial Meningitis Immunization Record | Shot Record                                  | Incomplete        |                 |
|            | ADMISSIONS | 2/19/2014 | Dorm Deposit                             | Money paid to reserve a dorm room.           | Incomplete        |                 |
| <b>IMG</b> | ADMISSIONS | 2/19/2014 | High School Transcript                   | Final transcript from student's high school. | <b>Incomplete</b> |                 |
|            | ADMISSIONS | 2/19/2014 | Housing Application                      | Application for Housing                      | Incomplete        |                 |