

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**.

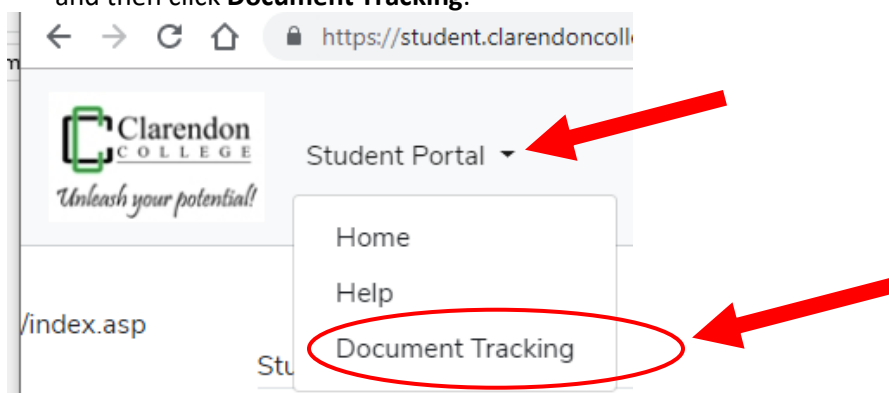
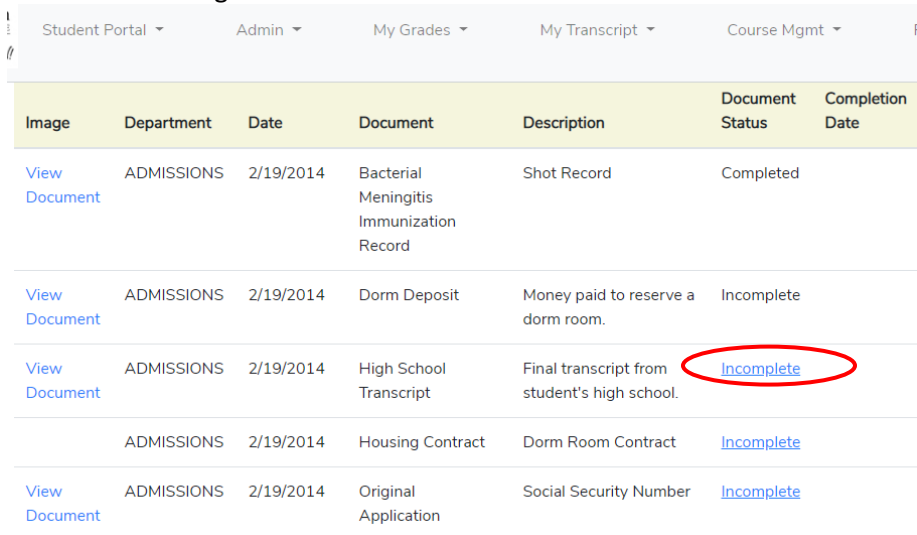


Image 1.

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 underlined **Incomplete** 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 |
|-------------------------------|------------|-----------|--|--|----------------------------|-----------------|
| View Document | ADMISSIONS | 2/19/2014 | Bacterial Meningitis Immunization Record | Shot Record | Completed | |
| View Document | ADMISSIONS | 2/19/2014 | Dorm Deposit | Money paid to reserve a dorm room. | Incomplete | |
| View Document | ADMISSIONS | 2/19/2014 | High School Transcript | Final transcript from student's high school. | <u>Incomplete</u> | |
| | ADMISSIONS | 2/19/2014 | Housing Contract | Dorm Room Contract | Incomplete | |
| View Document | ADMISSIONS | 2/19/2014 | Original Application | Social Security Number | 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.

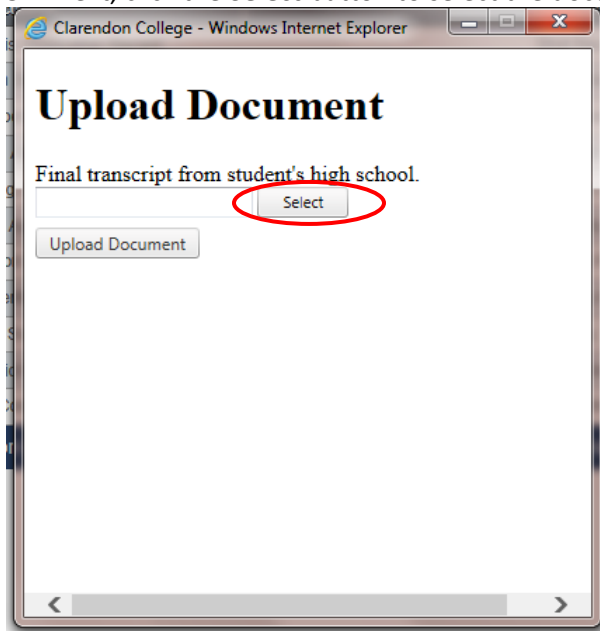


Image 3.

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 document, double click the file or single click on the file and then click the **Open** button.

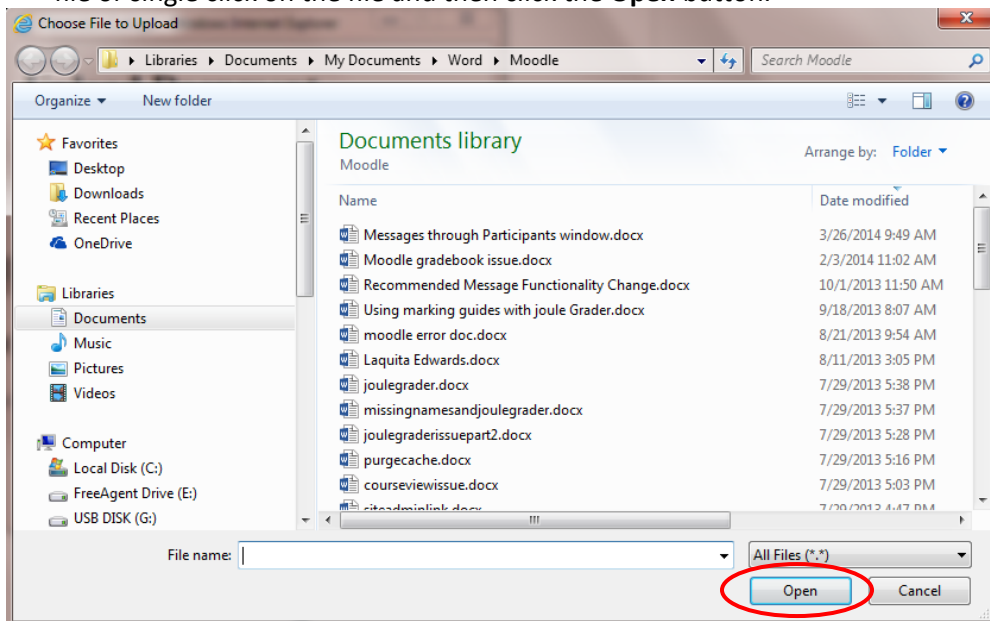


Image 4.

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.

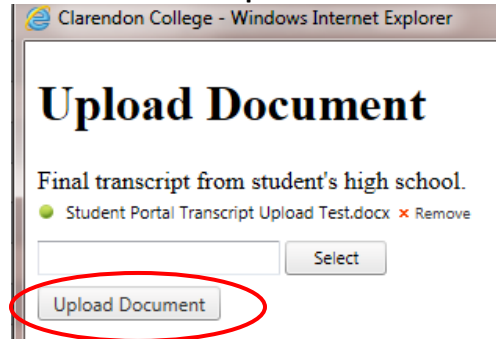


Image 5.

- 9. After your document has successfully loaded, it will display a success message; as shown in Image 6.
PLEASE NOTE: Your document will not be marked **Complete** until Admissions has reviewed it.
- 10. Now click the **Close Window** button to close the Upload Document window.

Upload Document

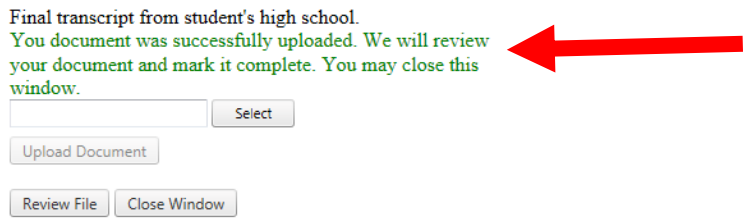
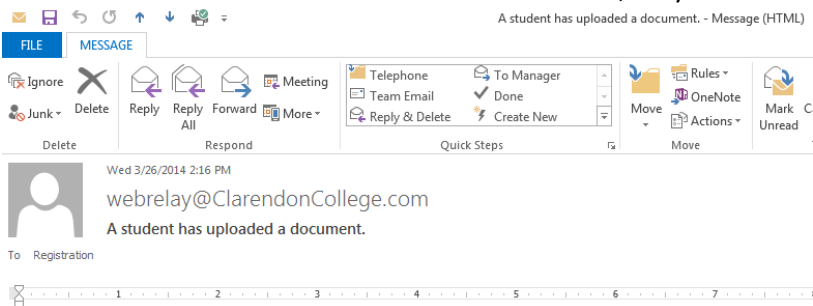


Image 6.

- 11. 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.



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.

How to Load Documents Into the Student Portal

- 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.
- 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.