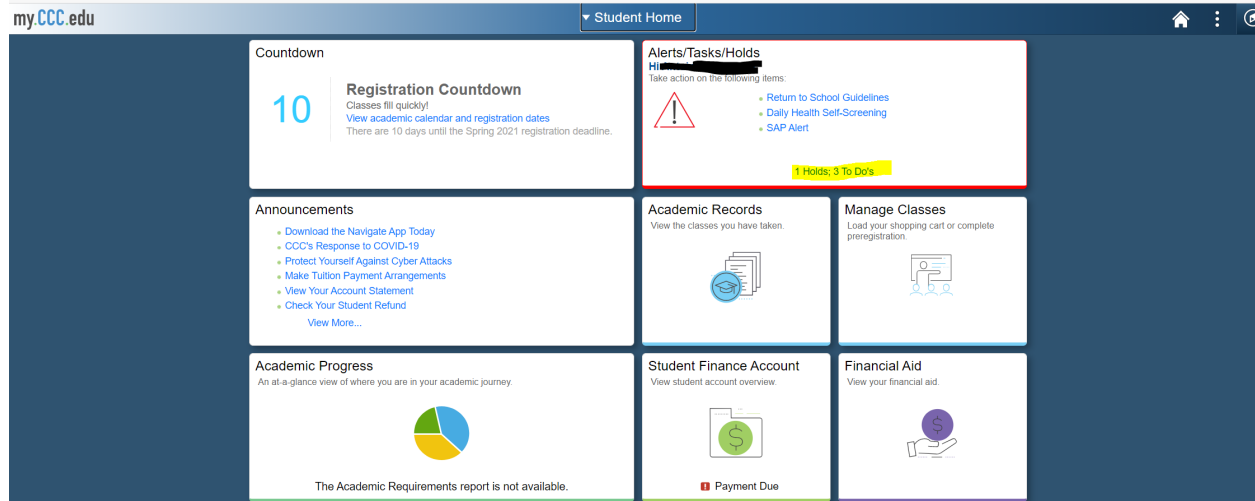


Financial Aid Document Upload Process

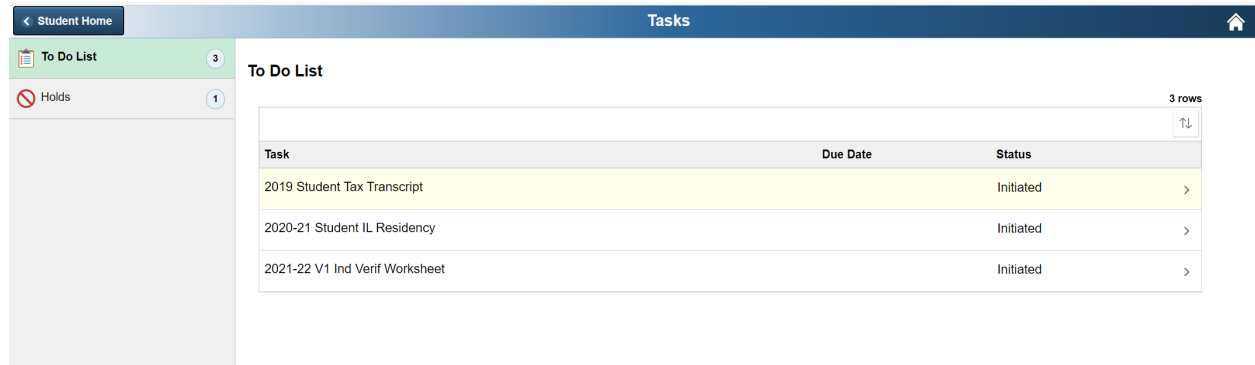
Student Process

The student will log into the student portal and click on their To Do List



The screenshot shows the 'Student Home' dashboard on my.CCC.edu. It features several widgets: a 'Registration Countdown' showing 10 days until the Spring 2021 deadline; an 'Alerts/Tasks/Holds' section with a warning icon and a list of items to check (Return to School Guidelines, Daily Health Self-Screening, SAP Alert); 'Announcements' including downloading the Navigate App and COVID-19 response; 'Academic Records' and 'Manage Classes' sections; 'Academic Progress' with a pie chart; 'Student Finance Account' showing a 'Payment Due' status; and 'Financial Aid'.

From there, they will click on the item they wish to upload. They will see all initiated checklists at this point.

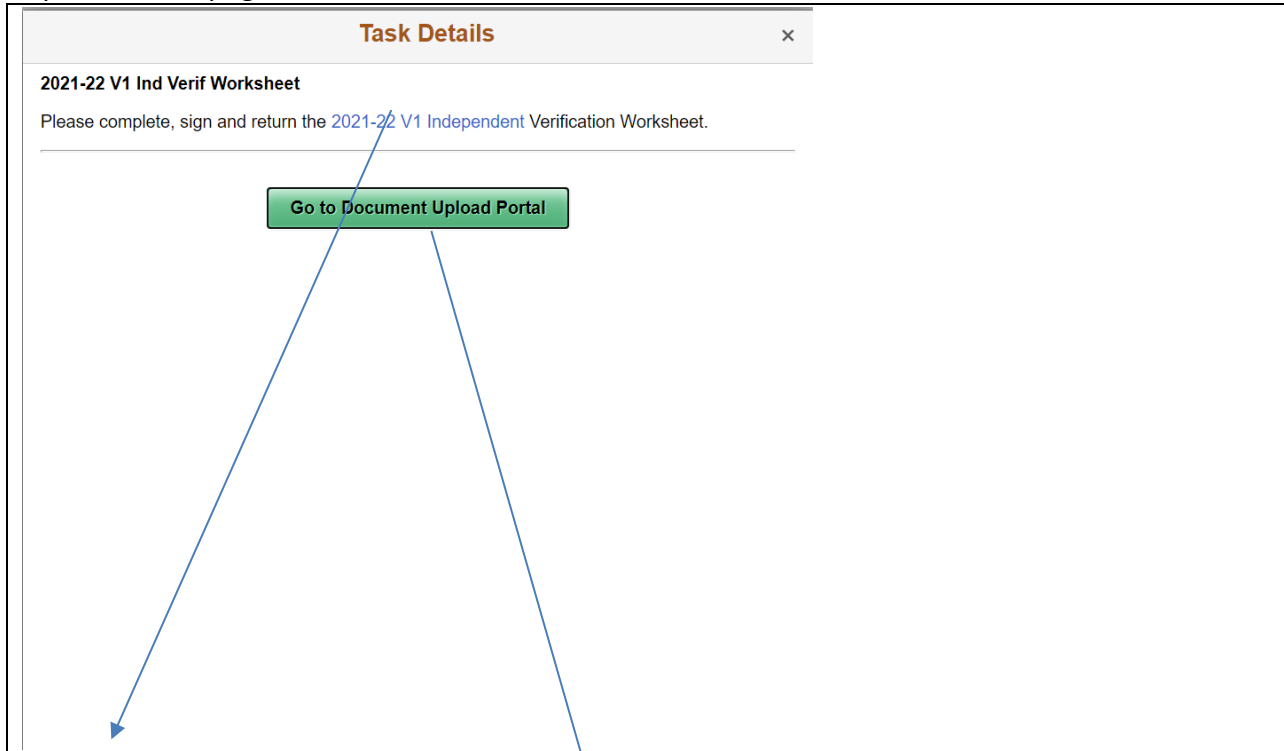


The screenshot shows the 'Tasks' section of the student portal. On the left, there are navigation options for 'To Do List' (3 items) and 'Holds' (1 item). The main area displays a table of tasks:

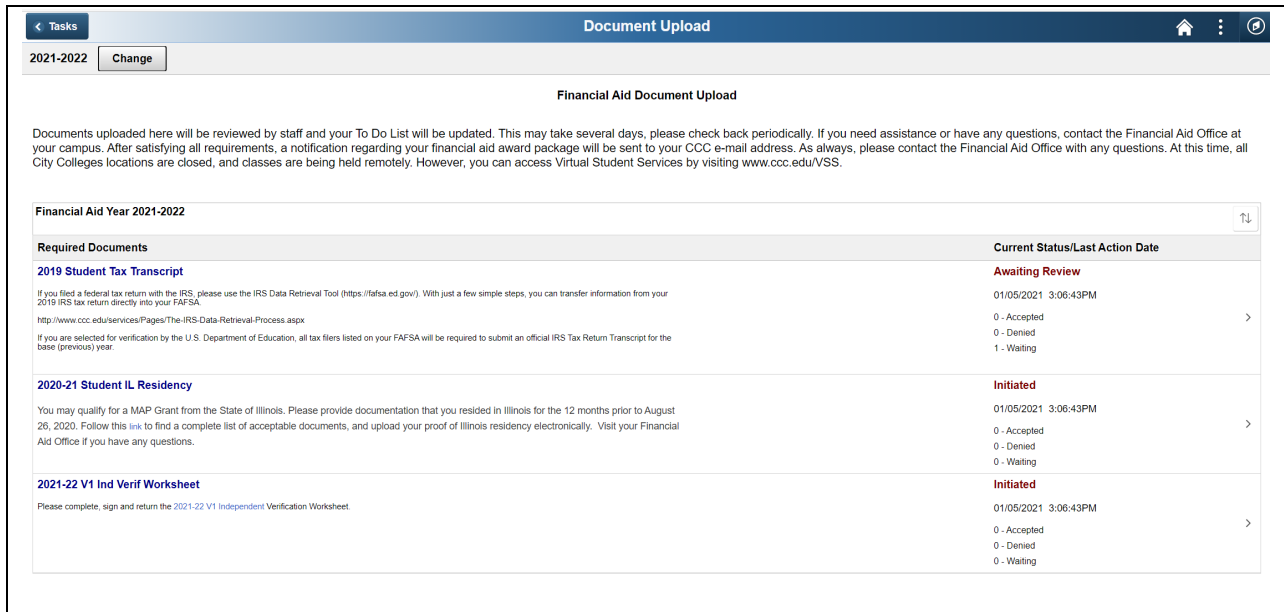
Task	Due Date	Status
2019 Student Tax Transcript		Initiated
2020-21 Student IL Residency		Initiated
2021-22 V1 Ind Verif Worksheet		Initiated

The table indicates that all three tasks are in the 'Initiated' status. There are 3 rows in total.

This will take them to the checklist item text and any links to any forms, such as the verification worksheet. Only checklist items that require a document will show on the Go To Document Upload Portal page.



The link will take them to the worksheet and the Go to Document Upload Portal button will take them here:



Required Documents	Current Status/Last Action Date
2019 Student Tax Transcript <small>If you filed a federal tax return with the IRS, please use the IRS Data Retrieval Tool (https://fafsa.ed.gov/). With just a few simple steps, you can transfer information from your 2019 IRS tax return directly into your FAFSA. http://www.ccc.edu/services/Pages/The-IRS-Data-Retrieval-Process.aspx <small>If you are selected for verification by the U.S. Department of Education, all tax filers listed on your FAFSA will be required to submit an official IRS Tax Return Transcript for the base (previous) year.</small> </small>	Awaiting Review 01/05/2021 3:06:43PM 0 - Accepted 0 - Denied 1 - Waiting
2020-21 Student IL Residency <small>You may qualify for a MAP Grant from the State of Illinois. Please provide documentation that you resided in Illinois for the 12 months prior to August 26, 2020. Follow this link to find a complete list of acceptable documents, and upload your proof of Illinois residency electronically. Visit your Financial Aid Office if you have any questions.</small>	Initiated 01/05/2021 3:06:43PM 0 - Accepted 0 - Denied 0 - Waiting
2021-22 V1 Ind Verif Worksheet <small>Please complete, sign and return the 2021-22 V1 Independent Verification Worksheet.</small>	Initiated 01/05/2021 3:06:43PM 0 - Accepted 0 - Denied 0 - Waiting

All initiated checklist items that require a document for the aid year will be displayed.



Student will click on the document and see:

Upload Document

Close

2019 Student Tax Transcript

If you filed a federal tax return with the IRS, please use the IRS Data Retrieval Tool (<https://fafsa.ed.gov/>). With just a few simple steps, you can transfer information from your 2019 IRS tax return directly into your FAFSA.

<http://www.ccc.edu/services/Pages/The-IRS-Data-Retrieval-Process.aspx>

If you are selected for verification by the U.S. Department of Education, all tax filers listed on your FAFSA will be required to submit an official IRS Tax Return Transcript for the base (previous) year.

Upload New Document↑↓

Filename / Action	Status/Date
Bookshelf_Cover-1-1500x700.jpg <div style="display: flex; gap: 10px;"></div>	Denied 12/30/2020 10:10AM Wrong Tax Year



They now have the ability to upload a document or delete a document that is not accepted.

Upload Document Close

2019 Student Tax Transcript

If you filed a federal tax return with the IRS, please use the IRS Data Retrieval Tool (<https://fafsa.ed.gov/>). With just a few simple steps, you can transfer information from your 2019 IRS tax return directly into your FAFSA.

<http://www.ccc.edu/services/Pages/The-IRS-Data-Retrieval-Process.aspx>

If you are selected for verification by the U.S. Department of Education, all tax filers listed on your FAFSA will be required to submit an official IRS Tax Return Transcript for the base (previous) year.

Upload New Document

Currently, you have no document(s) uploaded

When they click on the Upload New Document

File Attachment x

Choose From


My Device

Click on My Device and select the file you want to upload from your device.