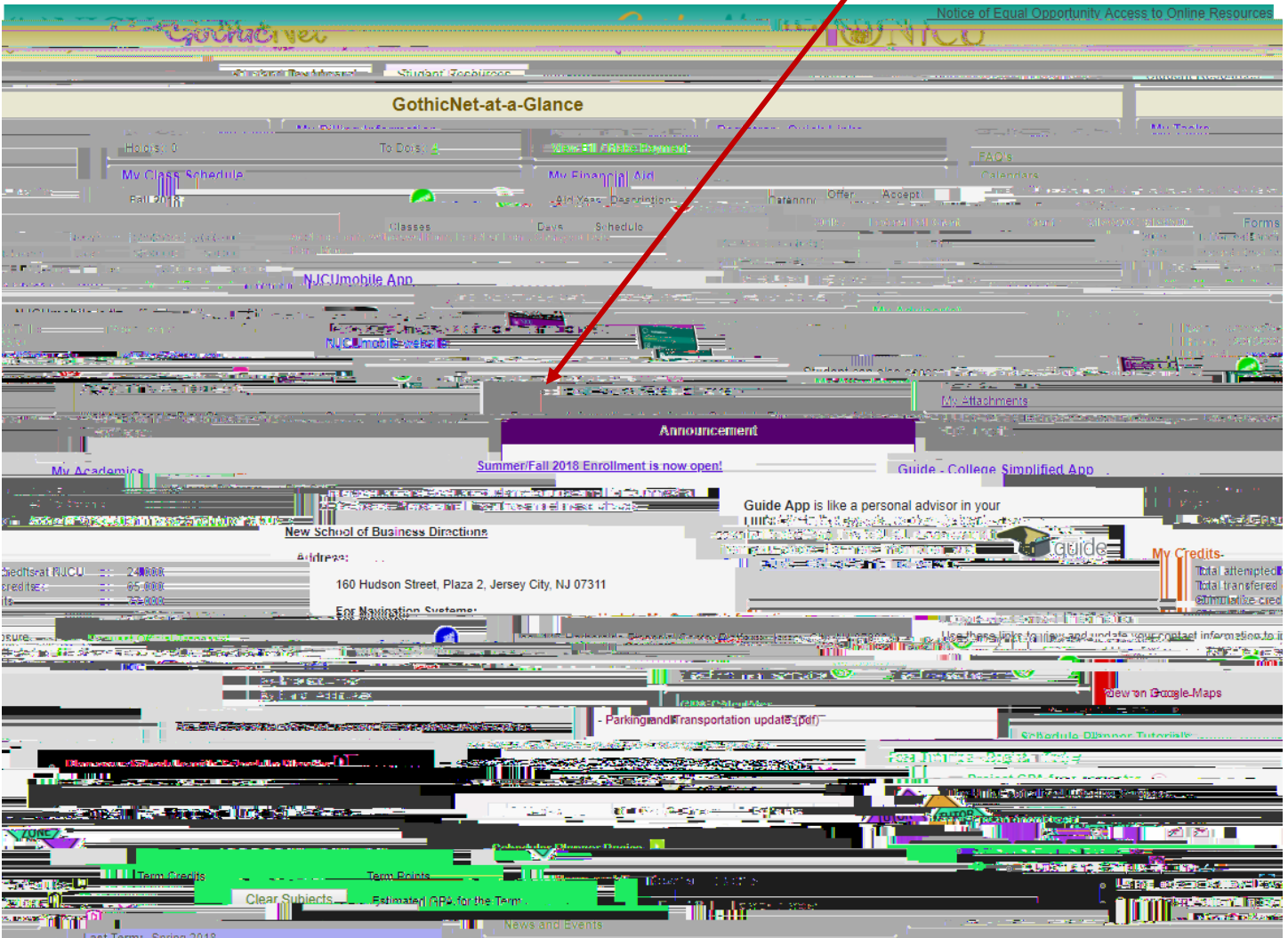


1. After logging into GothicNet portal, click on _____ from Student Dashboard



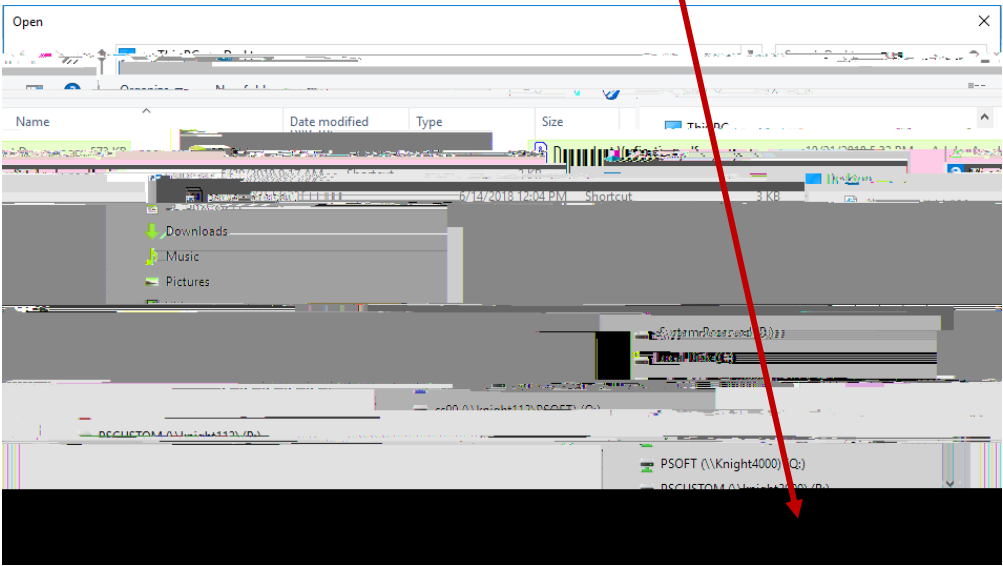
2. Student is immediately taken to the Attach Documents page. The Aid Year will default to the maximum Aid Year associated with academic.

3. To view a previously attached document click on [View Document](#).

4. To attach a new document click [Attach Document](#).

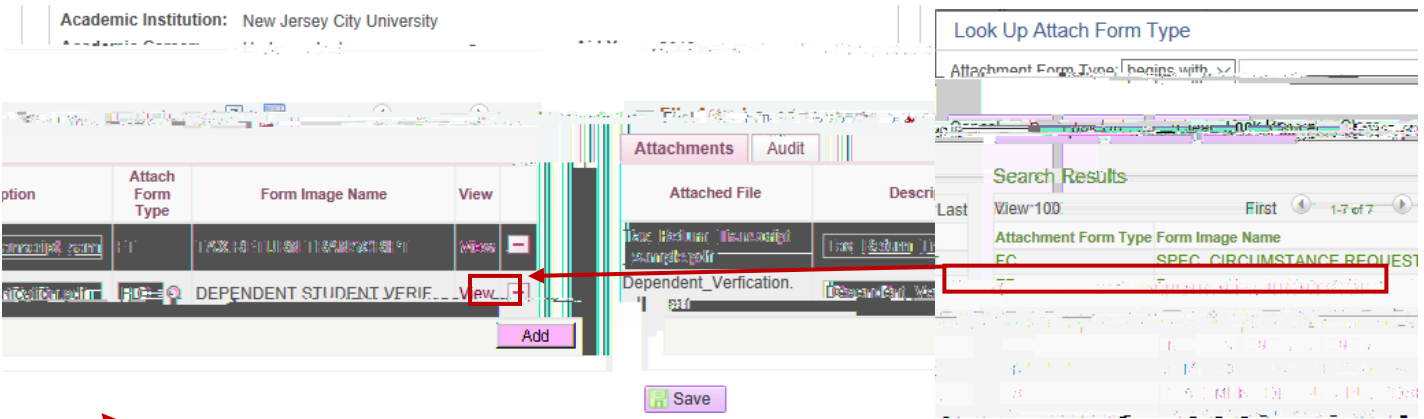
5. Click on [Browse My Computer](#) to select a document to attach from your computer. You may need to scan the document first and save it to your computer. unless it's already saved in a PDF or Document format (.pdf, .doc, .docx).

6. Select desired document and click to attach



7. Click on  to select

(THE ATTACH FORM TYPE CODE IS LOCATED AT THE TOP RIGHT CORNER OF THE FORM YOU'RE UPLOADING)



8. Click to complete document attachment. Simply close the browser tab when finished to return to the Student Dashboard to log out.