Uploading Financial Aid Documents from the NOVAConnect To Do List

1. Log in to **NOVAConnect** by clicking on **myNOVA** at www.nvcc.edu.
Note: File names with special characters such as ", . /?)(*&^%$#@!" etc. will not be processed. Firefox and Internet Explorer (IE) are the preferred browsers for uploading documents through the To Do List.
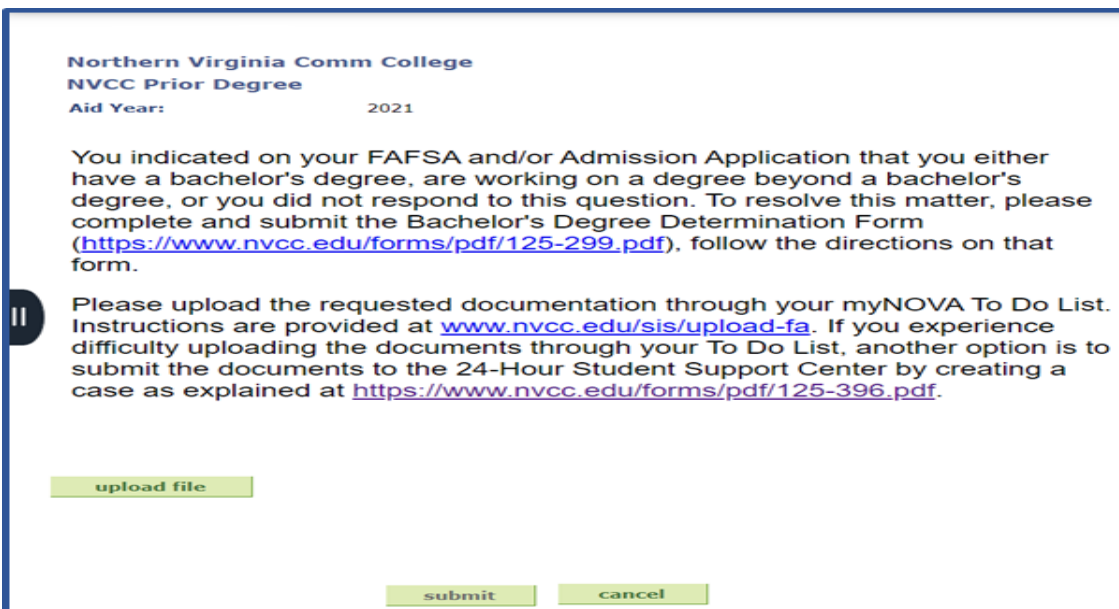2. Click on **SIS: Student Information System.**
3. Click on **My Student Information.**
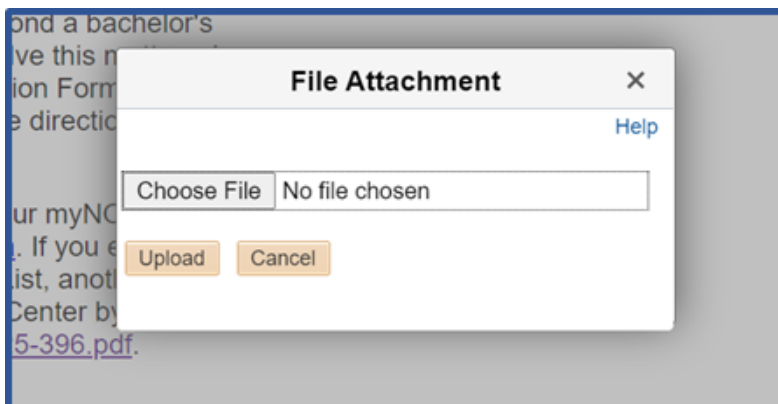4. Under the **To Do List**, click on the outstanding item.
**Note:** The outstanding item is shown in **bold until submitted**.
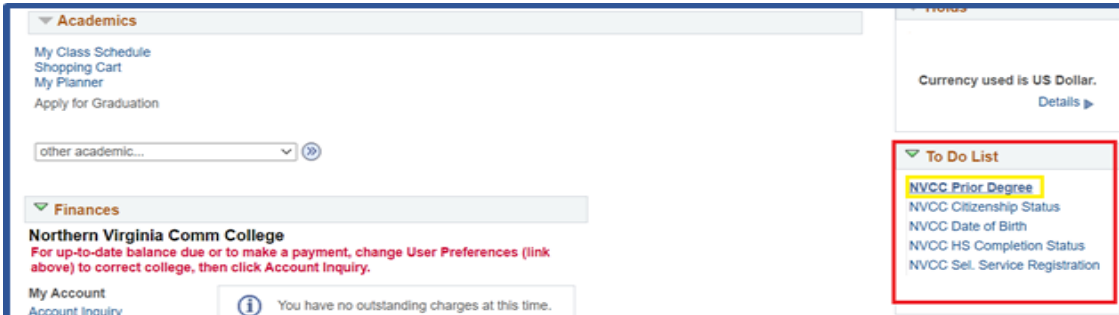
5. To upload the file, click **upload file** .

6. Choose a file that you would like to upload. Then, click **Upload**

Note: Depending on the requirements of the To Do List item, you may need to submit multiple documents to documents to complete one item. **You will <u>NOT</u> be able to upload additional documents or make any adjustments to the submitted documents once you click** **submit** Please review all uploaded documents carefully before submitting.
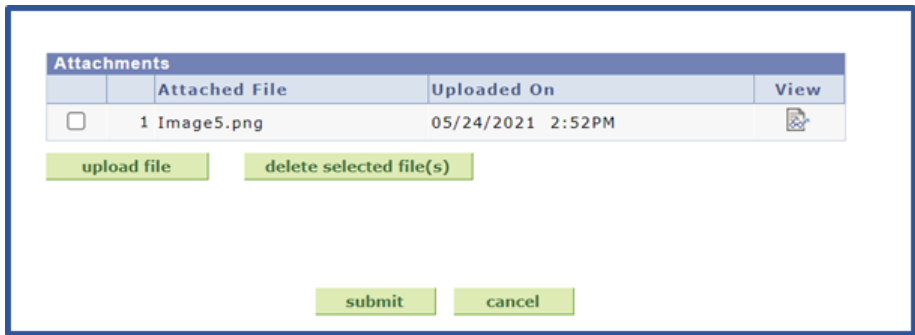
7. When you are finished uploading the file, click **View** to review all documents.
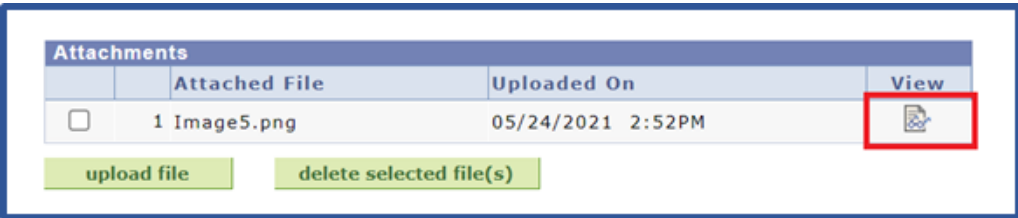
8. After reviewing, click [submit] .

<mark>The To Do List item will no longer be shown in bold type.</mark>

9. The **To Do List** item will also be marked as "**Received**" with the date and time the document was submitted.

Note: Please continue to check your To Do List. If documents are rejected, the To Do List item will be set back to "**Initiated**", which requires you to resubmit the correct/complete documents.

If you experience difficulty uploading documents through the To Do List, another option is to submit the documents to the Student Support Center by creating a case and securely uploading the documents as explained in the tutorial at https://www.nvcc.edu/forms/pdf/125-396.pdf.