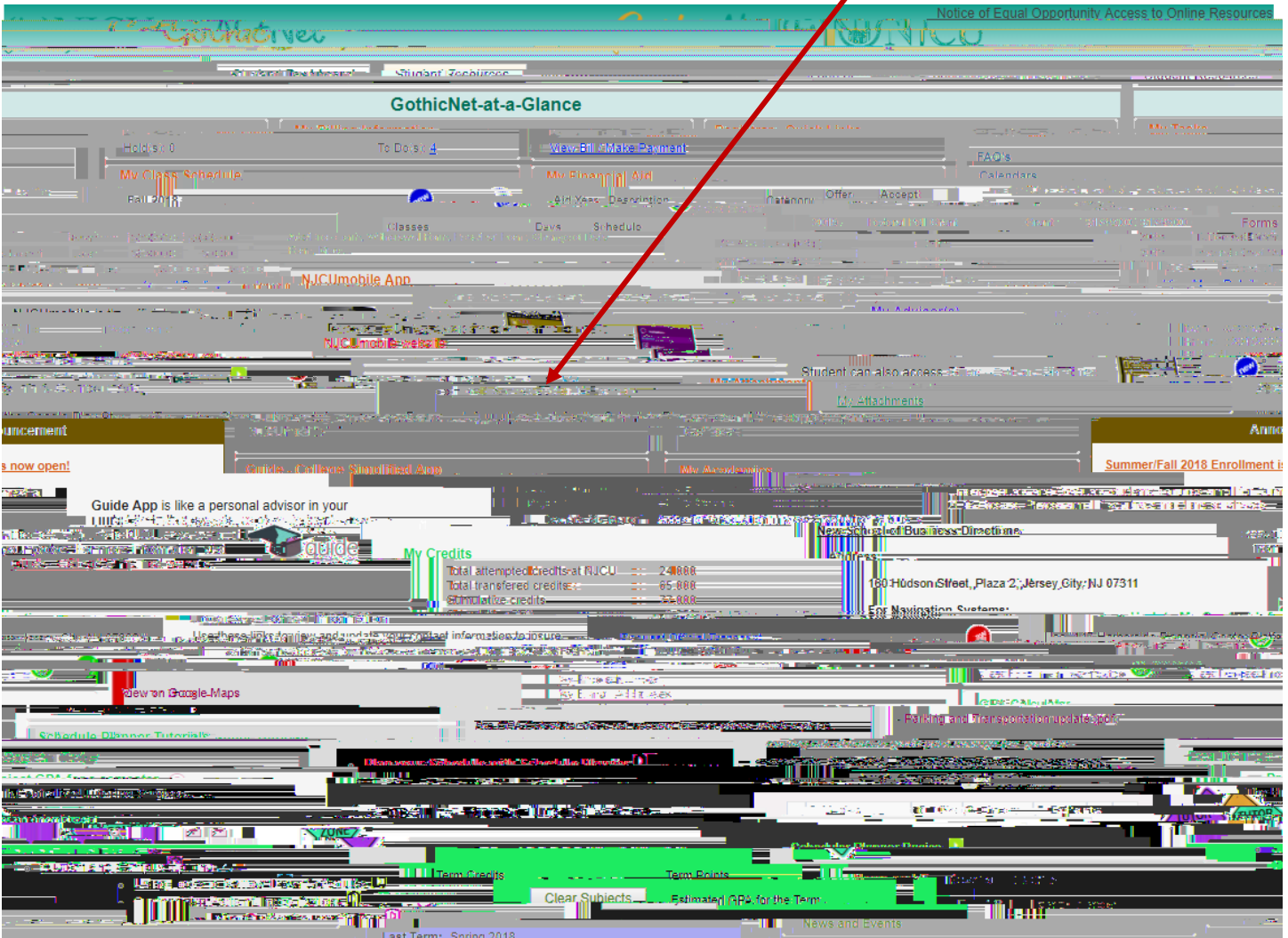


1. After logging into GothicNet portal, click on \_\_\_\_\_ from Student Dashboard



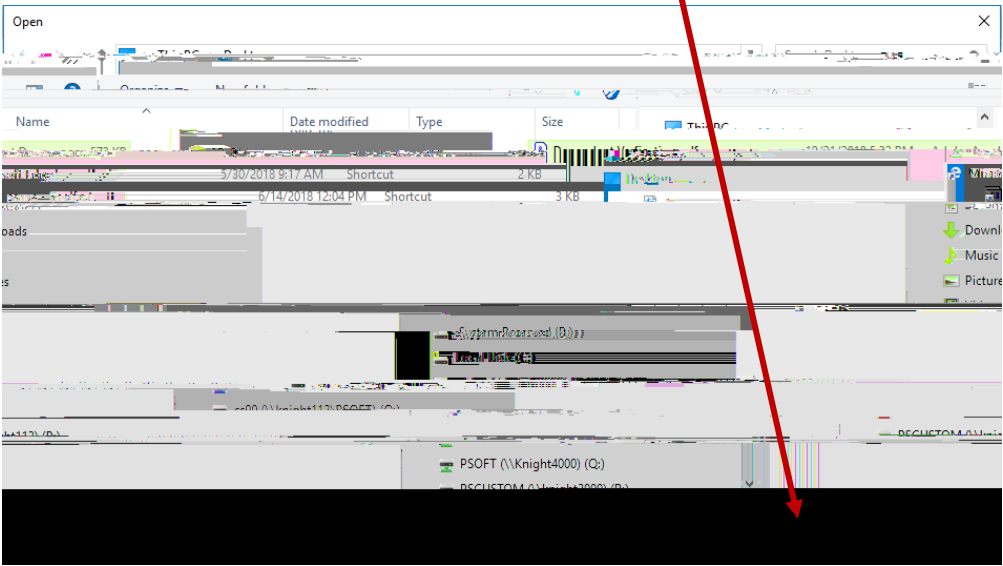
2. Student is immediately taken to the Attach Documents page. The Aid Year will default to the maximum Aid Year associated with academic.

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

4. To attach a new document click

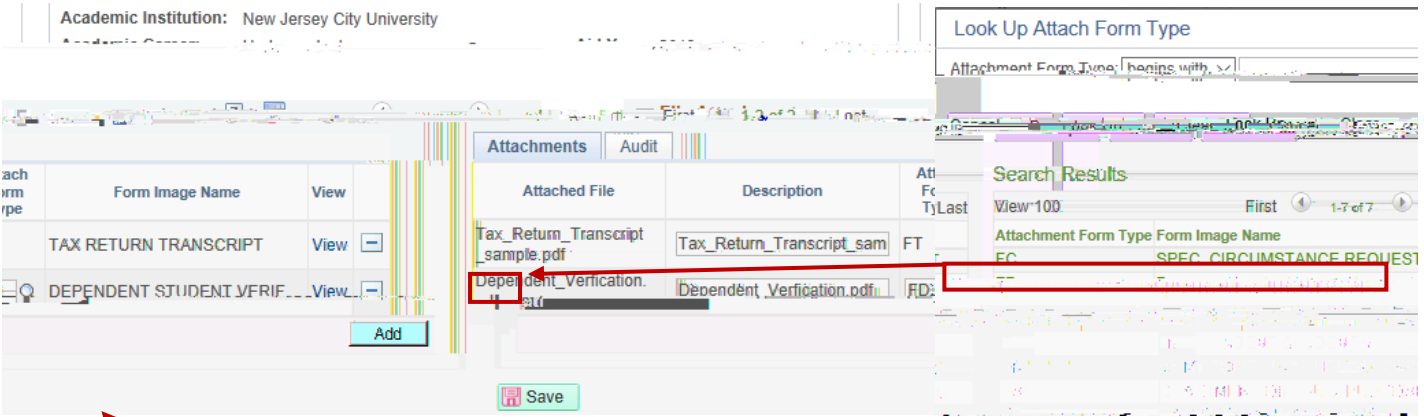
5. Click on [Attach Document](#) to select a document to attach from your computer. You may need to scan the document first and save it to your computer. unless it's already saved in a PDF or Document format (.pdf, .doc, .docx).


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.