

# Uploading Financial Aid Documents from the NOVAConnect To Do List

1. Log in to **NOVAConnect** by clicking on **myNOVA** at [www.nvcc.edu](http://www.nvcc.edu).

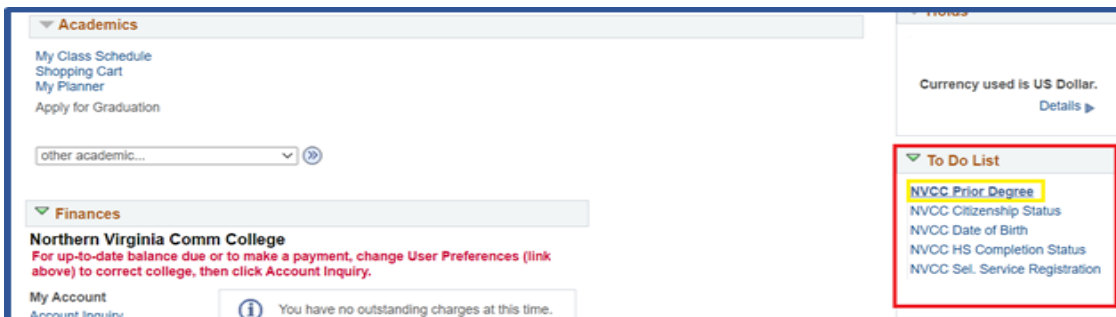
**Note:** Firefox and Internet Explorer (IE) are the preferred browsers for uploading documents through the To Do List.

2. Click on **SIS: Student Information System**.

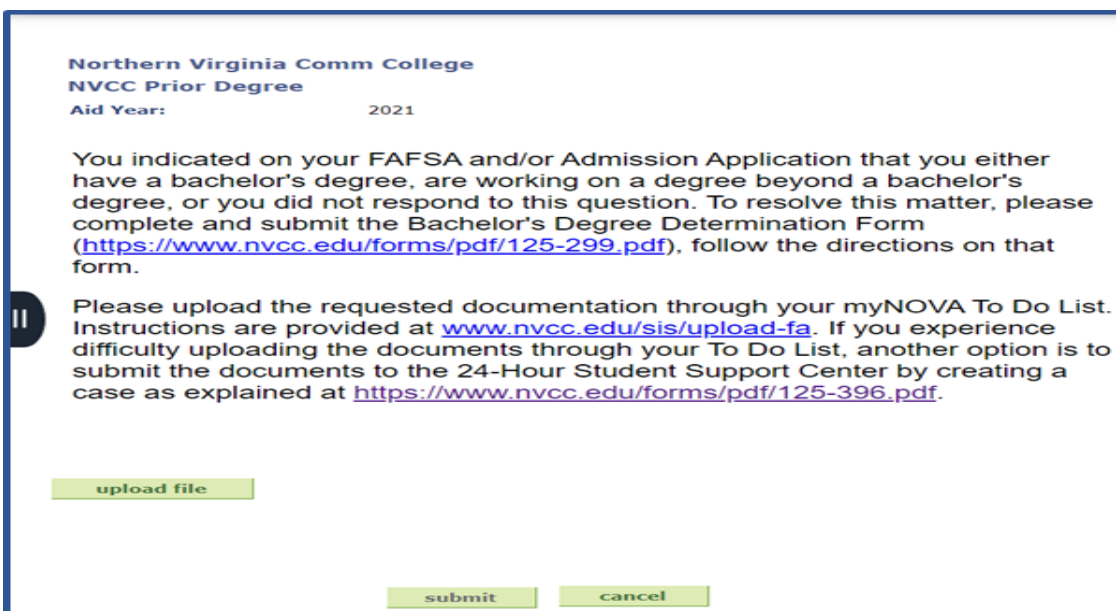
3. Click on **My Student Information**.

4. Under the **To Do List**, click on the outstanding item.

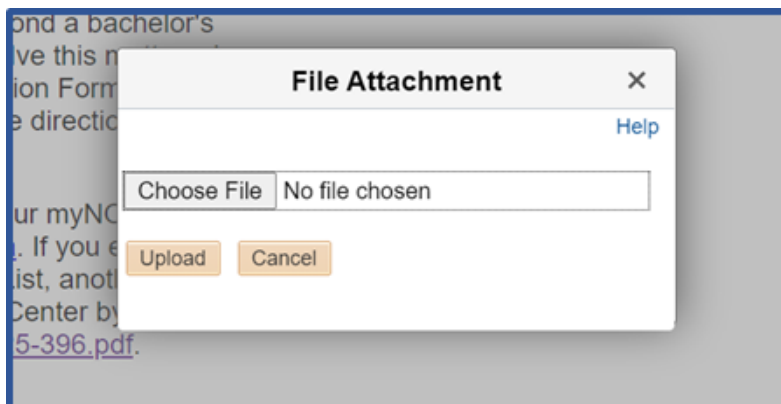
**Note:** The outstanding item is shown in **bold** until submitted.



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 NOT 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.

Attachments			
	Attached File	Uploaded On	View
<input type="checkbox"/>	1 Image5.png	05/24/2021 2:52PM	

upload file      delete selected file(s)

submit      cancel

7. When you are finished uploading the file, click to review all documents.

Attachments			
	Attached File	Uploaded On	View
<input type="checkbox"/>	1 Image5.png	05/24/2021 2:52PM	

upload file      delete selected file(s)

8. After reviewing, click .

**The To Do List item will no longer be shown in bold type.**

Apply for Graduation

other academic...

Finances

Northern Virginia Comm College

User Preferences

For up-to-date balance due or to make a payment, change User Preferences (link above) to correct college, then click Account Inquiry.

My Account

**To Do List**

NVCC Citizenship Status

NVCC Date of Birth

NVCC HS Completion Status

**NVCC Prior Degree**

NVCC Sel. Service Registration

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

Northern Virginia Comm College

**NVCC Prior Degree**

Aid Year: 2021

You indicated on your FAFSA and/or Admission Application that you either have a bachelor's degree, are working on a degree beyond a bachelor's degree, or you did not respond to this question. To resolve this matter, please complete and submit the Bachelor's Degree Determination Form (<https://www.nvcc.edu/forms/pdf/125-299.pdf>), follow the directions on that form.

**Received**

05/24/2021 3:06:20PM

**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 [Financial Aid 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>.