## Uploading Financial Aid Documents from the NOVAConnect To Do List

1. Log in to **NOVAConnect** by clicking on **myNOVA** at <u>www.nvcc.edu</u>.

**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**.

Apply for Graduation       other academic <ul> <li>(a)</li> <li>(b)</li> <li>(c)</li> <li(< th=""><th>Currency used is US Dollar. Details ▶</th></li(<></ul>	Currency used is US Dollar. Details ▶
	To Do List NVCC Prior Degree NVCC Citizenship Status
Northern Virginia Comm College For up-to-date balance due or to make a payment, change User Preferences (link	NVCC Date of Birth NVCC HS Completion Status NVCC Sel. Service Registration
Account inquiry You have no outstanding charges at this time.  5. To upload the file, click upload file	

	Northern Virginia Com NVCC Prior Degree Aid Year:	2021		
	have a bachelor's de degree, or you did no complete and submit	r FAFSA and/or Admission Application that you either gree, are working on a degree beyond a bachelor's ot respond to this question. To resolve this matter, please the Bachelor's Degree Determination Form <u>u/forms/pdf/125-299.pdf</u> ), follow the directions on that		
	Please upload the requested documentation through your myNOVA To Do Liss Instructions are provided at <u>www.nvcc.edu/sis/upload-fa</u> . If you experience difficulty uploading the documents through your To Do List, another option is to submit the documents to the 24-Hour Student Support Center by creating a case as explained at <u>https://www.nvcc.edu/forms/pdf/125-396.pdf</u> .			
1	upload file			
		cancel		
		submit cancel		

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

ond a bac lve this n ion Form		File Attachment	×
e directic			Help
ur myNC . If you e	Choose File		
ist, anoti Center by	Upload Can	cel	_
<u>5-396.pd</u>	<u>f</u> .		

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 <u>submit</u> Please review all uploaded documents carefully before submitting.

Attachn	nents			
	Attached File	Uploaded On	View	
	1 Image5.png	05/24/2021 2:52PM	<b>.</b>	
upload file     delete selected file(s)       submit     cancel				

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

Attached File	Uploaded On	View
1 Image5.png	05/24/2021 2:52PM	2

8. After reviewing, click **submit**.

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

Apply for Graduation	
II other academic	
▼ Finances	
Northern Virginia Comm College User Preferences	
For up-to-date balance due or to make a payment, change User Preferences (line above) to correct college, then click Account Inquiry.	
My Account	

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

Northern Virgini NVCC Prior Degr	5	Received 05/24/2021 3:06:20PM
Aid Year:	2021	
have a bachelo degree, or you complete and s	on your FAFSA and/or Admission Applica r's degree, are working on a degree bey did not respond to this question. To reso ubmit the Bachelor's Degree Determina <u>cc.edu/forms/pdf/125-299.pdf</u> ), follow th	yond a bachelor's olve this matter, please ation Form

**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 <u>Financial Aid Support Center</u> by creating a case and securely uploading the documents as explained in the tutorial at <u>https://www.nvcc.edu/forms/pdf/125-396.pdf</u>.