

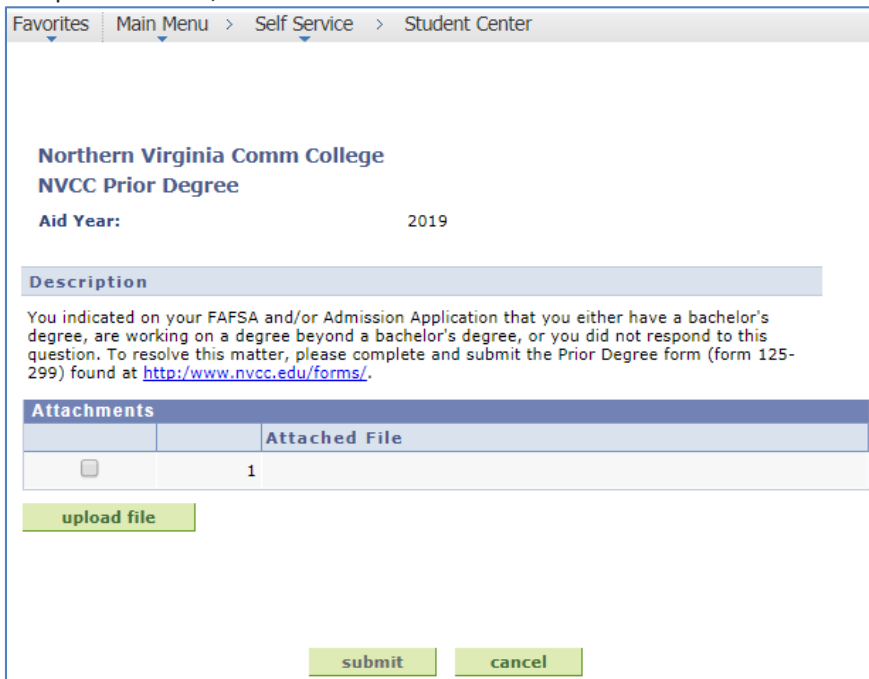
### Uploading Financial Aid Documents from the To Do List

1. Log in to **NOVAConnect** by clicking on **myNOVA** on the NOVA home page.
2. Click on **VCCS SIS: Student Information System**.
3. Click on **Self Service**.
4. Click on **Student Center**.
5. Under the To Do List, click on the outstanding item.

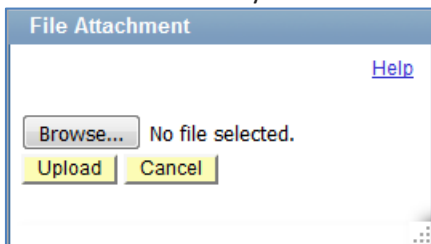
**Note:** the outstanding item is in **bold until submitted**.



6. To upload the file, click **upload file**.



7. Browse to a file that you would like to upload. Then, click **Upload**.



**Important:**

- Depending on the requirements of the To Do List item, you may need to submit multiple 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	Image Now
<input type="checkbox"/>	1 125-346-1 [redacted].pdf	
<input type="checkbox"/>	2 Supporting_Document_for_[redacted].pdf	

**upload file**   **delete selected file(s)**



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

**Description**

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 Prior Degree form (form 125-299) found at <http://www.nvcc.edu/forms/>.

Attachments		
	Attached File	View
<input type="checkbox"/>	1 125-299-Test.pdf	

**upload file**   **delete selected file(s)**

9. After reviewing, click **submit**.

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

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.

**To Do List**

- [NVCC FAFSA 2018-2019](#)
- [Intent to Enroll at NOVA 18-19](#)
- [NOVA Missing Signatures](#)
- [NVCC Prior Degree](#)**

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

**Northern Virginia Comm College**   **Received**

**NVCC Proof of Default Resolve**   01/09/2018 4:23:51PM

**Aid Year:**   2019

**Description**

We have been notified that you are in DEFAULT on a federal student loan. Please contact the agency listed on your Student Aid Report (SAR) or call 1-800-621-3115 to resolve this matter. You are not potentially eligible to receive any federal student aid until you submit the following items to the Financial Aid Office:

**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 and complete documents.