

## HOW TO UPLOAD FORMS

Uploading forms to txConnect is easy to do through txConnect using either a laptop or PC or mobile device. If you have any trouble, review the steps below to ensure successful document submission. Make sure to verify if a submission is required or not by reading each registration step carefully in txConnect.

Some registration steps have a blue Document (+) button in them for the submission of images or files to your campus for registration.

The screenshot shows a registration form with four numbered steps on the left: 4. EMERGENCY CONTACTS (Pending), 5. MEDICAL CONDITION (Pending), 6. IMMUNIZATIONS RECORD - UPLOAD (Pending), and 7. FERPA AND DIRECTORY INFORMATION NOTICE (Pending). The main form area contains fields for Birth Date (08/14/1994), Gender (M), and Birth Certificate Document. A red arrow points to a blue 'Document (+)' button next to the 'Upload Document Here:' label. Below this, there are sections for ETHNICITY/RACE with options for Hispanic/Latino, Race - American Indian, and Race - Asian, each with a 'Yes' or 'No' selection.

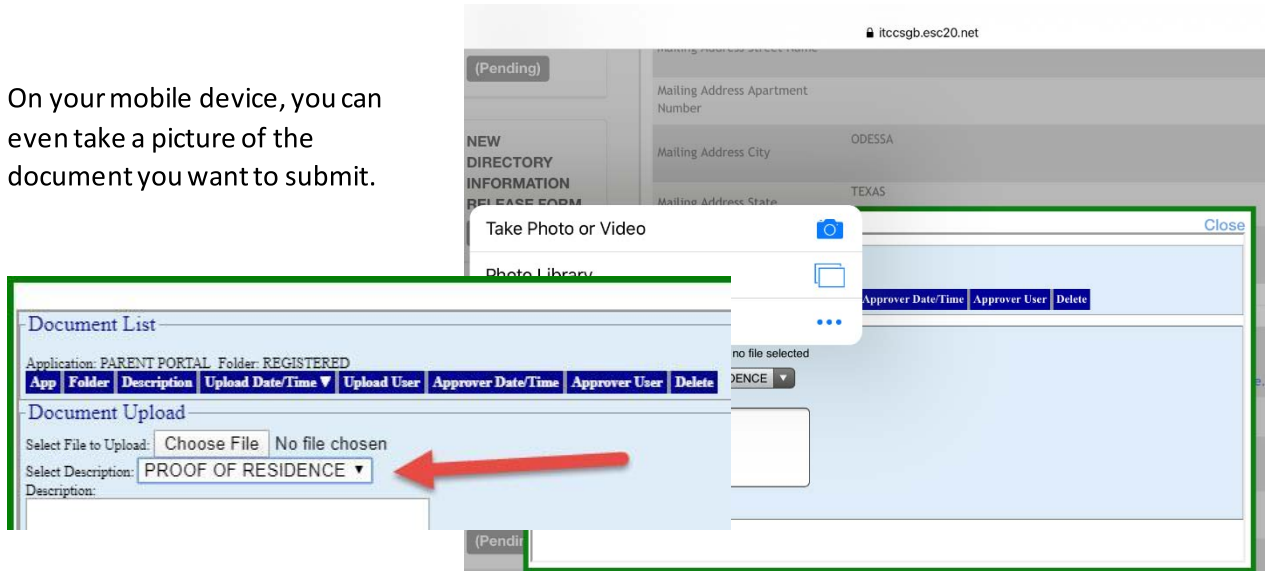
Not all of these buttons have to be pushed, so read the surrounding text to find out if you have to submit this document or not. In the example below, proof of residency is required, but some documents like birth certificates are only required if a student's name, date of birth, or gender is changed, as shown above. Make sure to read all text regarding each Document (+) button to see if you need to click it or not.

This screenshot shows a section titled 'Proof of Residency Document' with an 'Upload Document Here:' label and a blue 'Document (+)' button. Below the button, a yellow box contains the text: '(Proof of Residency is required each year. It must be one of the following: utility bill (water, gas or electric), lease agreement or mortgage statement. Proof of Residency will be required at campus registration. You may scan here or provide at the campus.)'

Once clicked, the Document (+) button opens the Document List window, where you can upload a file (like .pdf or .doc) or picture (like .jpg or .png or .tif).

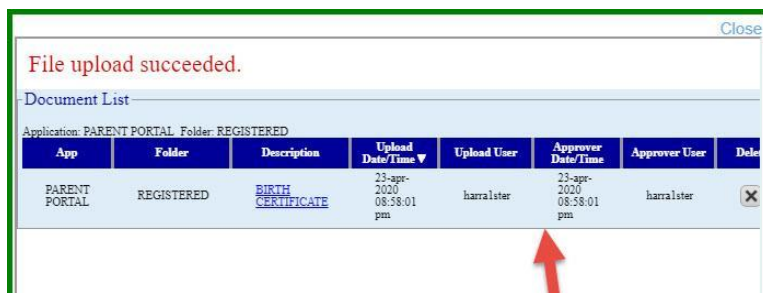
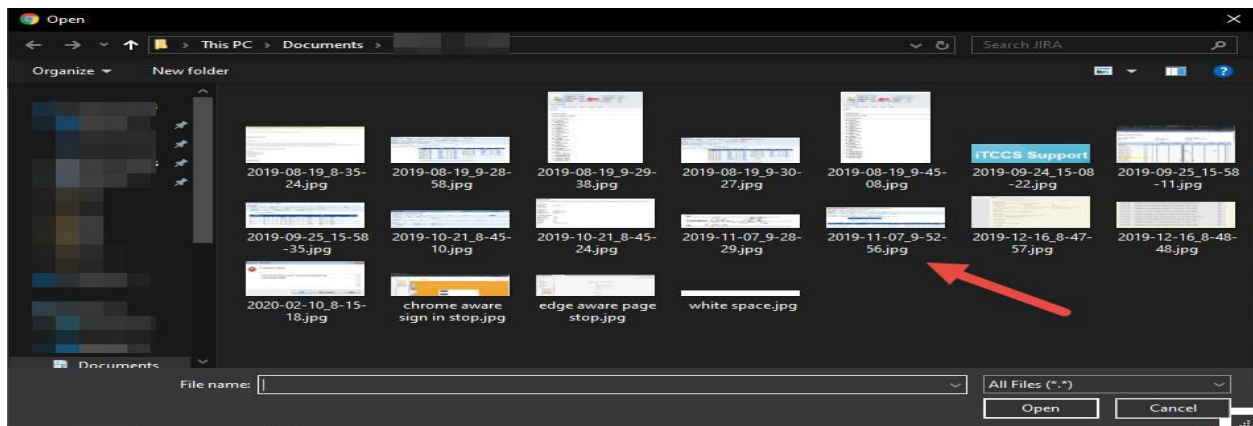
The screenshot shows a 'Document List' window with a 'Close' button in the top right. Below the title bar, it says 'Application: PARENT PORTAL Folder: REGISTERED'. There is a table with columns: App, Folder, Description, Upload Date/Time, Upload User, Approver Date/Time, Approver User, and Delete. Below the table is a 'Document Upload' section with a 'Select File to Upload:' label and a 'Choose File' button. A red arrow points to the 'Choose File' button. Below this is a 'Select Description:' dropdown menu with 'BIRTH CERTIFICATE' selected, and a 'Description:' text area. At the bottom of the window is an 'Upload File' button.

On your mobile device, you can even take a picture of the document you want to submit.



Each particular document has a unique description, so make sure that your document matches what the registration step is needing to submit.

If you click Browse on a mobile device or Choose File on a computer, you will be prompted to choose a file to submit. Make sure to navigate to your picture or document, and then select that correct file and click Open.



When you've selected the file and hit Open, it will show up in the Document List as a successful upload. It will show your account name as the Upload User.

If you accidentally picked the wrong document, just push the X under the Delete tab to remove the bad document or picture, shown below:



If you're happy with your document, click Submit or OK at the bottom of the window. It will return to the Document List window, and then just click Upload File at the bottom to finish the submission. This will now be complete and ready for your campus to review the document that was submitted.

