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

1. Log in to **NOVAConnect** by clicking on **myNOVA** at www.nvcc.edu.

Note: File names with special characters such as ", . /?)(\*&^%\$#@!" etc. will not be processed. 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**.

▼ Academics	110103
My Class Schedule Shopping Cart My Planner Apply for Graduation	Currency used is US Dollar. Details ▶
other academic ✓ ≫	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 above) to correct college, then click Account Inquiry. My Account	NVCC Date of Birth NVCC HS Completion Status NVCC Sel. Service Registration
Account Inquiry (i) 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 deg 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 it respond to this question. To resolve this matter, please the Bachelor's Degree Determination Form u/forms/pdf/125-299.pdf), follow the directions on that			
	Please upload the requested documentation through your myNOVA To Do List 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 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> .				
I	upload file				
		submit cancel			

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

ond a ba lve this n ion Form	File Attachment	×
e directic		Help
ur myNC . If you e list, anoti Center by <u>5-396.po</u>	Choose File No file chosen Upload Cancel	

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 submit 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>
	s	ubmit 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	
✓ 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 Virginia	Comm College	Received	
NVCC Prior Degre	e	05/24/2021 3:06:20PM	
Aid Year:	2021		
have a bachelor degree, or you d complete and su	n your FAFSA and/or Admission Applica 's degree, are working on a degree bey lid not respond to this question. To reso ubmit the Bachelor's Degree Determina <u>cc.edu/forms/pdf/125-299.pdf</u> ), follow th	vond a bachelor's olve this matter, please tion 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>Student 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>.