

Uploading Financial Aid Documents from the NOVAConnect To Do List

1. Log in to **NOVAConnect** by clicking on **myNOVA** at www.nvcc.edu. **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. Under **Self Service**, click on **Student Center**.
4. Under the **To Do List**, click on the outstanding item.

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

The screenshot shows a web interface with a search bar at the top containing 'other academic...'. Below it is a 'Finances' section for 'Northern Virginia Comm College' with a 'User Preferences' link and a note about updating balance or making payments. To the right is a 'To Do List' section with three items: 'NVCC FAFSA 2018-2019', 'NVCC Prior Degree' (highlighted in yellow), and 'Intent to Enroll at NOVA 18-19'. Below that is a link for 'NOVA Missing Signatures'.

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

The screenshot shows the 'NVCC Prior Degree' form in the 'Student Center'. It includes a breadcrumb trail: 'Favorites > Main Menu > Self Service > Student Center'. The form title is 'Northern Virginia Comm College NVCC Prior Degree' with an 'Aid Year' of 2019. A 'Description' section explains the purpose of the form. Below is an 'Attachments' table with one entry: a file icon, the number '1', and the text 'Attached File'. At the bottom of the form are 'upload file', 'submit', and 'cancel' buttons.

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

The screenshot shows a 'File Attachment' dialog box with a 'Browse...' button, the text 'No file selected.', and 'Upload' and 'Cancel' buttons. A 'Help' link is also present in the top right corner.

Important:


- a. 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

. 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	



7. 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	

8. After reviewing, click .

The To Do List item will no longer be shown 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**

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 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/complete documents.

If you experience difficulty uploading documents through the To Do List, another option is to submit the documents to the [24-Hour Student Support Center](#) by creating a case and securely uploading the documents as explained in the tutorial at <http://www.nvcc.edu/forms/pdf/125-396.pdf>.