Student Upload Documents

Purpose: Use this document to reference uploading student documents through the Additional Resources tile on the ctcLink Student Homepage.

Audience: Students; Student Services staff.

Staff are able to locate documents through the following Navigation: Menu > Peopletools > CTC Custom > Extensions > Upload Documents

Student Upload Documents

Navigation: Student Homepage

1. Select **Additional Resources**.
2. The **Links** page displays.
3. Select **Upload Documents**.
4. The **Upload Documents** page displays.
5. Enter **Select Institution**.
6. Select **Continue**.
7. The **Upload Documents** page displays.
8. Enter or look up the **Document Class**. (Look up tool is image of magnifying glass).
9. Enter or look up the **Document Type**.
10. Select **Attach**.
11. The **File Attachment** window displays.
12. **Browse** to your file.
13. Select **Upload**.
14. The **Document Uploaded** verification window displays.
15. Select **OK**.
16. The **Document Uploaded** verification window disappears.
17. Select **Save**.
18. Select **View** to confirm the upload.
19. The uploaded document displays in a new window. Review it.
20. Close the window.

Process complete.

ℹ Please get in touch with your college if you require immediate assistance with ctcLink. [Check out the contact information and highlights for each community and technical college.](#)