Document Upload Guide

Brief Overview:

Section 1. Collect all required documents

Section 2. Convert/scan to an acceptable file type (.pdf, .jpg, or .png) for each listed requirement

Section 3. Upload through your UIS Enterprise Self-Service Student Account

Upload Requirements:

- .pdf, .jpg, .png file types are acceptable. Do not use "PDF Portfolio" or "Secured PDF" file types.

- File should not be password protected.

- Worksheets and other required documents must be **SIGNED in ink** before scanning and uploading.

- The file size to upload is limited to 5MB. Scan in the lowest resolution that results in a legible document.

Troubleshooting Tips:

- On your UIS Enterprise Self-Service Student Account- If an error message is shown after attempting to upload a file:

    o Return to the main Requirements Page to start over before uploading a new file. Check the format and size of the file prior to uploading.

    o Portfolio PDFs and secured PDFs which require a password to open are not compatible with our system.

- On your UIS Enterprise Self-Service Student Account- If the "**UPLOAD**" link is **not shown** to the right of the requirement name:

    o That requirement may not accept uploaded documents. Refer to the instructions on that specific requirement (worksheet) on how to submit the documents. Contact the Office of Financial Assistance for additional help.

Additional Information:

- Once uploaded, documents cannot be viewed or edited by applicants. Ensure you are submitting the correct documents for the specified checklist item.

- If you do not have personal access to a scanner, check with your local office supply store (i.e. Staples, OfficeMax, Office Depot or FedEx Office) or public library for access to one.

- UIS students are eligible for a **free** version of Microsoft Office software through the University of Illinois Webstore: https://webstore.illinois.edu/shop/category.aspx?zcid=138&shopby=1
(scroll through the list for the latest Microsoft Office software available)

- Alternative ways to submit financial aid documents without using the upload feature include:

    o Faxing documents to 217-206-7376. Include your UIN on all documents you fax.

o   Sending documents by mail or in person at the office of Student Financial Aid & Scholarships:

- Office of Student Financial Assistance
  One University Plaza, MS UHB 1015
  Springfield, Illinois 62703

| Normal Office Hours |
| --- |
| Monday - Friday 8:30am-12:30pm |
| 1:30pm-5:00pm |

Section 1. Collect all required documents

1. Print the worksheet - It will be listed under "Unsatisfied Requirements" on the financial aid section in the UIS Enterprise Self-Service Student Account. Click on the worksheet name.

2. Carefully read the instructions on the worksheet for any additional documents you need to attach.

3. Worksheets and other documents that require signatures must be signed **in INK** before scanning.

4. The worksheet you are submitting should be the **first** (or top) page of your packet.

5. Scan each side of your document(s) if it is double sided with information.

Section 2. Convert/scan to an acceptable file type (.pdf, .jpg, or .png) for each listed requirement – See below for options a,b,c or d

a. Converting a Microsoft Word document to a PDF document: Microsoft Office software is currently **free** to UIS students to download via the Illinois Webstore – link shown on top (first) page of this guide. To convert a Microsoft Word document to a PDF file, follow the steps below:

1. The goal is to have an acceptable file type to upload. You can have multiple pages saved to one pdf file or you can save and upload files separately for the listed requirement. If you have multiple documents or images (screenshots, pictures, etc.) that are not in an acceptable file format, make sure you copy and paste each document (or image) to a Word document. Then you can use the "Save As" option to save this document as a PDF file (an acceptable file type).

2. From your Word document, click File then Save As and select file type as PDF (*.pdf).

FILE ➡ Save As ➡ PDF (*.pdf)
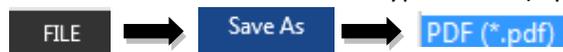
b. Using a scanner or other device:

i. Make sure your scanner/device is set to scan as one of the acceptable file formats (.pdf, .jpg, .png). Some scanners may have an option to scan a stack of documents or sometimes with a "plus" option when scanning. You can choose to use a .pdf file with multiple pages or you can save as separate files in an acceptable file type (.pdf, .jpg, .png) to upload.

ii. If you are using a scanning machine that only copies one page at a time into your computer, you can take the individual PDF documents and combine them into a single PDF file. To do this, you would need to use software such as Adobe Acrobat PRO or Adobe PDF Pack, which are available for purchase from the Adobe online store, and follow the steps (1-4) below:

1. Double click on the program icon ![Adobe icon] (if installed on your computer).

2. There may be a Task Menu displayed right away that lists different options. Click on the task for "Combine Files into PDF." Otherwise, you would have to go to the Menu options, click on "File," then "Create," and then "Combine Files into PDF." (do not use "PDF Portfolio" see #5 below in this section) Combine Files into PDF

3. You can then add (or drag) the multiple PDF files you want to include. Make sure the worksheet (that is completed and **SIGNED in ink**) is the **first file you add**. That way, it will appear as the top page of your packet. Then Click on the "Combine Files" button.

 Combine Files

4. After combining the files, you should now have one single PDF file with multiple pages. The worksheet should be the first page shown. Save this new file and upload it on the UIS Enterprise Self-Service Student Account.

5. Note: Do not upload a "**PDF Portfolio**" file on the UIS Enterprise Self-Service Student Account. If your scanned images are in a PDF portfolio file, you must extract the file from portfolio and save as a regular PDF file. To do so, open your portfolio file, right click the image, select "Extract from Portfolio" and "save".

6. Note: Do not upload a "**Secured PDF**" file (which requires a password to view) on the UIS Enterprise Self-Service Student Account. You must change the security settings to "no password". To do so, first open your document, enter your password to view it. Then go to the "File", then "Properties" and click on the Security tab and change from "password protected" to "none" and "save".

c. Using Cloud based storage and emails. For security reasons, be cautious when storing sensitive documents in a cloud server or emailing sensitive documents.

d. You can also contact your local office supply store or public library. Many of them can take your paper documents, scan them in an acceptable file type (.pdf, .jpg, .png) for a fee. Office supply stores include but are not limited to: OfficeMax   Office Depot   Staples   FedEx Office

Section 3. Upload through the UIS Enterprise Self-Service Student Account

1. Login at the UIS Enterprise Self-Service Student Account

2. Click on the tab "Financial Aid"

3. Next, click on the link for "Student Requirements" and the appropriate aid year.

4. If you have an unsatisfied requirement, it will be displayed.

   Note: Worksheets and appropriate documents must be **signed in ink** prior to uploading.

5. Click on the "**UPLOAD**" option displayed to the right of the requirement link and upload your packet. You can upload multiple files, one at a time, for the requirement(s) listed.

   Note: If the unsatisfied requirement listed on your record <u>does not</u> have an "**UPLOAD**" link to the right, it means that for this specific requirement, documents may not be able to be uploaded. Please contact Office of Financial Assistance.
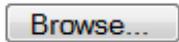
6. Click the [Browse...] button, then double click on your file you want to upload.
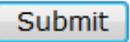
7. Click the [Submit] button. A message should appear: "Your document was successfully submitted." If you have additional files to upload for that requirement you can then go back and click on the "UPLOAD" link again.

   Note: Once uploaded, documents cannot be viewed or edited by applicants.

8. Please allow processing time for our office to review your uploaded documents. If the documents are satisfactory then the requirement listed on your UIS Enterprise Self-Service Student Account will be moved down to the section under "Satisfied Requirements." You (the student) will be notified via e-mail when the electronic financial aid notification is available.