Submitting Your Verification Documents

We have recently contacted you about missing verification. Verification is an additional step you must take to obtain aid for the 2023 - 2024 academic year. If you do not complete this additional step you will not be granted aid for the term you wish to enroll. To learn more about the verification process, please click here: Financial Aid Missing Documents.

You are able to complete verification online through your student portal. Please make sure to submit your documentation and allow sufficient time for your documentation to be reviewed.

Submitting Verification through OnBase (my.ccc.edu):

- Note the steps below to complete the verification process through your student portal (my.ccc.edu).
- Once you are logged in click on the box that states “Alerts/Tasks/Holds”
You will be sent to your To-Do List; you will need to complete the required Verification Req. You will need to complete each item on your To-Do List before your verification will be viewed. If you submit only one required missing document, your verification may be delayed.

To complete your checklist item, click on the blue word here, which will take you to the verification document that is needed to be completed.

Your checklist will appear; click on each item to complete.
In order to complete your verification worksheet please refer to the checklist in your to-do list and click on the light blue link. This link will direct you to the form where you can autofill and submit.