
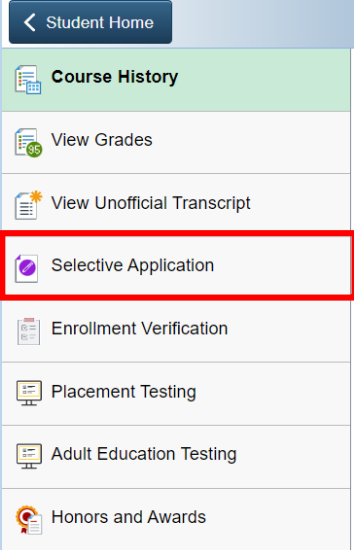
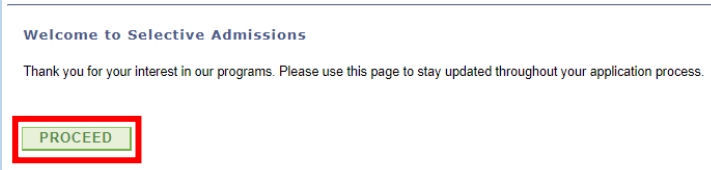







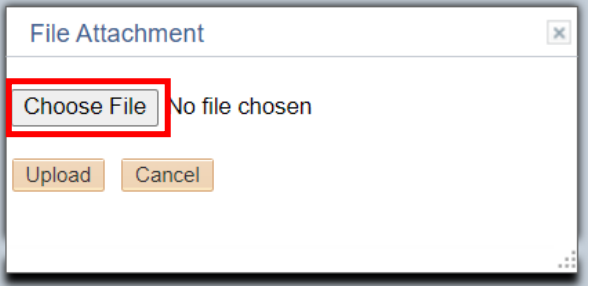


Uploading a document or an image within the Student Portal

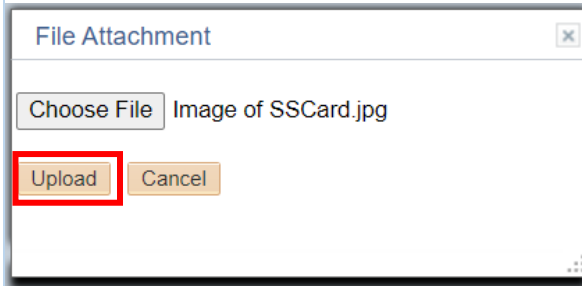
If your Selective Admission program requires documentation, you can upload an electronic document or image of the document to the Selective Admission Page in your Student Portal [my.ccc.edu]. Visit the program webpage, attend an orientation or contact the Office of Admissions for the details about the specific document required for admissions to the program. NOTE: successful upload of document meets the admission requirement but does not guarantee acceptance into the program.

The only file types that can be uploaded are .DOC; .GIF; .JPEG; .JPG; .PDF; .PNG files. The size of the file is limited to 4mb.

<p>1 Login to my.ccc.edu and navigate to Academic Records tile on the Student Portal Homepage.</p>	
<p>2 Click Selective Application from the menu on the left.</p>	
<p>3 Click Proceed to run the Academic Requirement audit.</p>	

<p>4 Click on the Attach File(s) icon within the Requirement List.</p> 	<p>WITHDRAW</p> <table border="1"> <thead> <tr> <th>Requirements List</th> <th>Item Status</th> <th>Due by</th> <th>Attach File(s)</th> </tr> </thead> <tbody> <tr> <td>Healthcare Worker Background</td> <td>Incomplete</td> <td>12/31/2022</td> <td></td> </tr> <tr> <td>Mandatory Information Session</td> <td>Incomplete</td> <td>12/31/2022</td> <td></td> </tr> <tr> <td>Non-CCC Official Transcripts</td> <td>Incomplete</td> <td>12/31/2022</td> <td></td> </tr> <tr> <td>Required Document Submission</td> <td>Completed</td> <td>12/31/2022</td> <td></td> </tr> <tr> <td>Upload Social Security Image</td> <td>Completed</td> <td>12/31/2022</td> <td></td> </tr> </tbody> </table>	Requirements List	Item Status	Due by	Attach File(s)	Healthcare Worker Background	Incomplete	12/31/2022		Mandatory Information Session	Incomplete	12/31/2022		Non-CCC Official Transcripts	Incomplete	12/31/2022		Required Document Submission	Completed	12/31/2022		Upload Social Security Image	Completed	12/31/2022	
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<p>5 Click on the Requirement List item to learn more about the requirement and what the image or scan should involve.</p>	<p>Take a photo of your required document or scan the document. Either should be accessible on your cell phone or computer.</p>																								
<p>6 Click Upload New Document.</p> <p>*Please Note: documents or images should be .DOC; .GIF; .JPEG; .JPG; .PDF; or .PNG file types.</p>	<p>UPLOAD NEW DOCUMENT</p> <p>Accepted file types: .DOC, .GIF, .JPEG, .JPG, .PDF, .PNG Upload file size is limited to 4mb. You can view uploaded documents for 30 days.</p>																								
<p>7 Click Choose File on the File Attachment pop-up.</p>																									
<p>8 Choose image or document from your folder.</p> <p>Click Open.</p>	<p>File name: <input type="text" value="Image of SSCard.jpg"/></p> <p>All Files (*.*)</p> <p>Open Cancel</p>																								

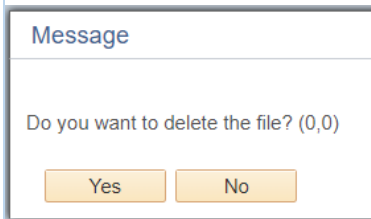
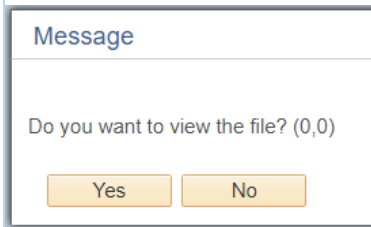
9 Click **Upload** on the File Attachment pop-up.



10 A successful upload appears like this.

You have the option to View or Delete the document when the file is **Awaiting Review**.

Uploaded Documents				
View	Delete	Attached File	Uploaded Date	Review Status
		Image_of_SSCard.jpg	01/27/2023 10:15AM	Awaiting Review



11 You can check the status of your document upload at any time you log into your Selective Admission Student Portal.

If the document upload is Accepted or Denied, you cannot Delete the upload.

Review this page if there is any relevant comments of your document upload.

Uploaded Documents			
View	Attached File	Uploaded Date	Review Status
	Image_of_SSCard.jpg	12/01/2022 1:58PM	Accepted

Review Date	Comment
12/07/2022	This meets the requirement item.