

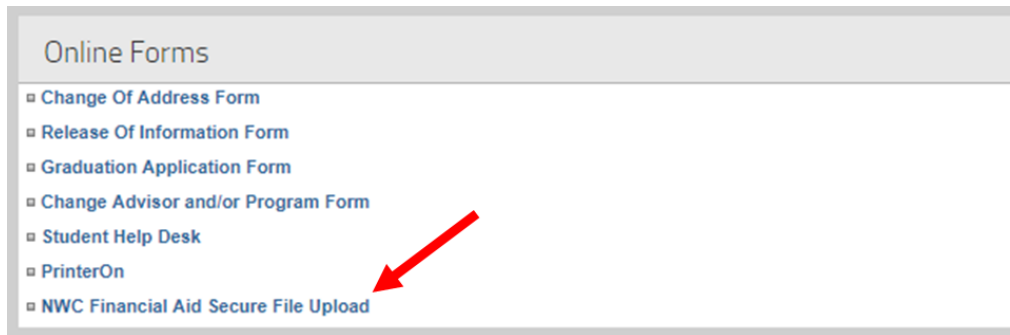


FINANCIAL AID OFFICE

SECURE FILE UPLOAD INSTRUCTIONS

For Submission of Documents Containing Personal Information

1. Log into your NWC student portal: <https://my.nwc.edu/>
2. On the home page, find the section called “Online Forms”. Click the “NWC Financial Aid Secure File Upload” link.



3. This will open a new browser with a link to your secure upload area. You can also use this page to send a link to your secure upload area in an email to others who may need to directly upload files on your behalf.

Secure File Upload Link

<https://area10.nwc.edu/NwcFormsAdmin/SecureFile/Upload/████████>

For you (the student) to upload a file as part of your financial aid application, click this link.

Email this link to someone


From ██████████@nwc.edu

To

Subject NWC Financial Aid file upload link

Body ██████████ has sent you a secure link to upload documents for Financial Aid at Northwest College.

<https://area10.nwc.edu/NwcFormsAdmin/SecureFile/Upload/████████>

 Northwest College | 231 West 6th Street | Powell, Wyoming, 82435 | 800.560.4692

[Send Email](#)

When sending a link to someone else, your name populates in these two areas, so they'll know who sent the email.

For you (the student) to send a link to someone else to upload a file as part of your financial aid application, type their email address into the box and click “send email” at the bottom.

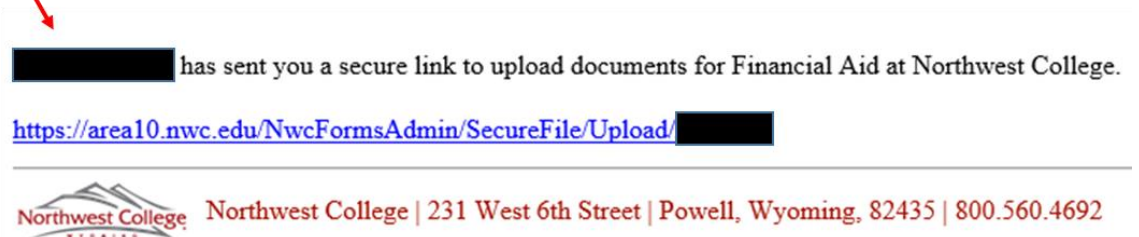
FINANCIAL AID OFFICE

SECURE FILE UPLOAD INSTRUCTIONS

For Submission of Documents Containing Personal Information

4. The person to whom you've sent the secure upload link will get an email that contains your secure link to upload file(s).

Your name will be here.

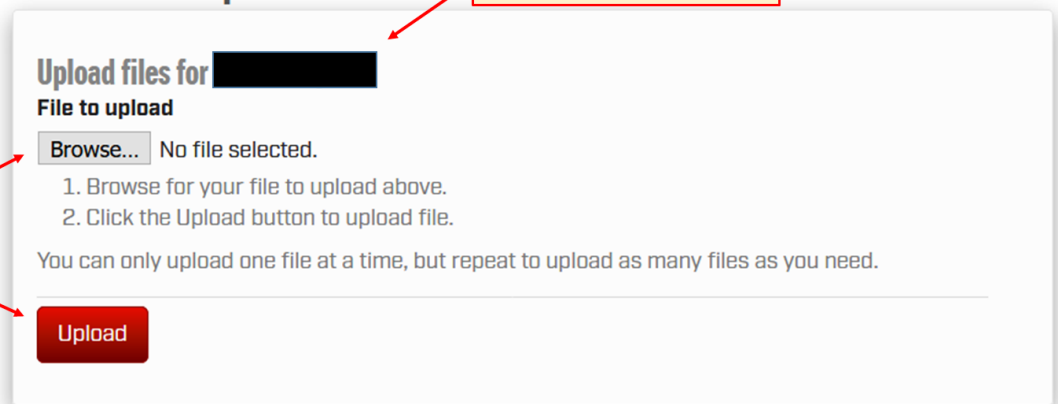


5. Clicking the email's secure link opens a new browser that can be used to upload a file securely.

Clicking the "Browse" button allows them to select a document from their computer, tablet, phone, etc. (whichever device they've used to open the email link). Then, click "Upload" and the document is securely delivered to the NWC Financial Aid Office.

Secure File Upload Area

Your name will be here.



Upload files for ██████████

File to upload

No file selected.

1. Browse for your file to upload above.
2. Click the Upload button to upload file.

You can only upload one file at a time, but repeat to upload as many files as you need.

6. After uploading, an alert will display on screen if the file is successfully uploaded, or an error if there is a problem. You can only upload one file at a time, but you can repeat this process for as many files as you need to upload.

7. **Caution:** *If you use your phone to take a photo of a document, make sure you've used **BLACK** ink, that all text/writing is clearly legible, and that the document completely fills the photo frame. If photos are not legible and able to be imaged adequately you will be asked to resubmit a legible copy.*