

## Pathway help: Secure Document Upload

1. Log into Pathway and click the Secure Document Upload tile

| U | MKC   | Pathway     |                   | Menu 👻 | Search in Menu   |                        | Q |                      | ¢ | :      | Ø |
|---|-------|-------------|-------------------|--------|------------------|------------------------|---|----------------------|---|--------|---|
|   | Stude | nt Center 🔻 |                   |        |                  |                        |   |                      | < | 2 of 2 | > |
|   |       |             | Manage Classes    |        | Academic Records | Academic Progress      |   | Personal Information |   |        |   |
| 0 |       |             | Financial Account |        | Financial Aid    | Secure Document Upload |   | Notifications        |   |        |   |

2. Select an Office/Department and Document Type from the drop downs and add a Comment/Note, if needed

| ✓ Student Center  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| Secure Document Upload  |  |  |  |  |  |  |
| Start by selecting the office or department, select the type of document, then<br>add attachment. Your contact information will be automatically associated with<br>the document. |  |  |  |  |  |  |
| Student ID  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |
| Office / Department   |  |  |  |  |  |  |
| ▼   |  |  |  |  |  |  |
| Document Type   |  |  |  |  |  |  |
| ▼   |  |  |  |  |  |  |
| Comments / Notes  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |
| Add Attachment  |  |  |  |  |  |  |

3. Find the file on your device or drag and drop the file to the dotted box.

| File Attachment | ×    |
|-----------------|------|
| Choose From     |      |
| My Device       |      |
|                 |      |
|                 | <br> |

## 4. Select Upload

| File Attachment | × |
|-----------------|---|
| Choose From     |   |
|                 |   |
| My Dev          |   |
| Upload Clear    |   |
| File Size: 72KB |   |
| ·               |   |

## 5. Select Done

| File Attachment                      | e |
|--------------------------------------|---|
| Choose From                          |   |
| My Device                            |   |
| WeekendReport.pdf<br>File Size: 72KB |   |
| Upload Complete                      | e |
|                                      |   |

6. You are done! Select **Close** to finish the process.

