

Get out of line and get Online!

San Jacinto College Financial Aid now offers the ability for financial aid students missing required documents to upload these from S.O.S (Student On-line System). This document will explain how to upload electronic documents within S.O.S. These documents will need to be scanned prior to being uploaded within the system (please see step 13. for document type). These can be scanned from any scanner at home or on campus.

To upload documents please use the following steps:

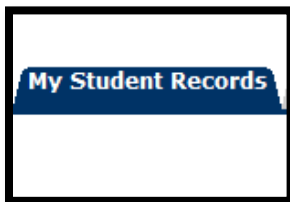
1. Go to www.sanjac.edu
2. Click on “My San Jac” this will be located in the upper left hand corner of the website.



3. Click on “S.O.S.”



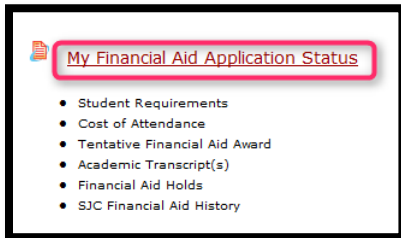
4. Log in using G# and Password.
5. Within S.O.S. click on “My Student Records” tab.



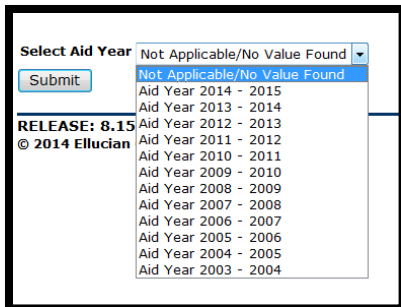
6. Click on “My Financial Aid” link.



7. Click on “My Financial Aid Application Status” link.



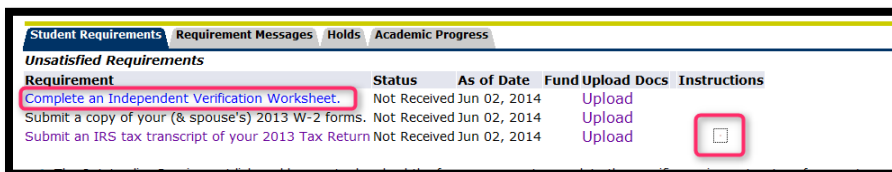
8. Select the aid year from the drop down menu.



9. Click on “Student Requirements” link. This link is embedded in the sentence “You have unsatisfied student requirements for this aid year.”



10. Click on requirements highlighted in blue to access an external URL for different documentation. Click on “instructions” to view instructions regarding the needed requirements.



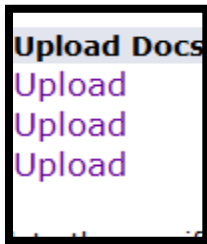
11. Each requirement needed will need to be scanned using a scanner and saved to the local computer used to upload the information via S.O.S.
- a. There are scanners located at each campus in the Interactive Learning Center (ILC), Library, and Student Development labs if needed. Please follow the link below for building locations.

[North Campus](#)

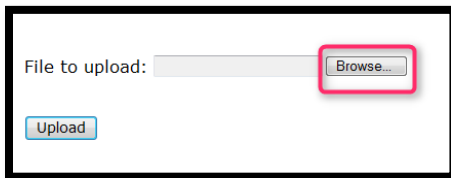
[Central Campus](#)

[South Campus](#)

12. Click on “Upload” on the corresponding document needing to be uploaded within the system.

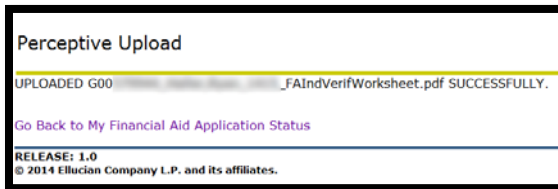


13. Click “Browse” to navigate to the scanned and saved document on the local computer.
- a. Please note that the system only takes .txt, .pdf, .tif, .doc, .docx, .jpg, .jpeg, .gif, .bmp formats for uploads. The file size needs to be less than 2MB when uploading.



14. Click “Upload”.

15. A message will appear “UPLOADED ____ file name____ SUCCESSFULLY”



16. Click “Go Back to My Financial Aid Application Status”

17. Repeat steps 9 thru 16 if multiple documents need to be uploaded.

18. When finished with all uploaded documents the status column will change to “Received Not Yet Reviewed”
19. Please print this page for your records stating the date you uploaded the required documentation to Financial Aid.

Student Requirements				
Requirement Messages	Holds	Academic Progress		
Unsatisfied Requirements				
Requirement	Status	As of Date	Fund Upload Docs	Instructions
Complete an Independent Verification Worksheet.	Received Not Yet Reviewed	Jun 02, 2014		
Submit a copy of your (& spouse's) 2013 W-2 forms.	Not Received	Jun 02, 2014	Upload	
Submit an IRS tax transcript of your 2013 Tax Return	Not Received	Jun 02, 2014	Upload	<input type="checkbox"/>