

# HOW TO UPLOAD TO-DO LIST ITEMS VIA THE STUDENT SUPPORT CENTER:

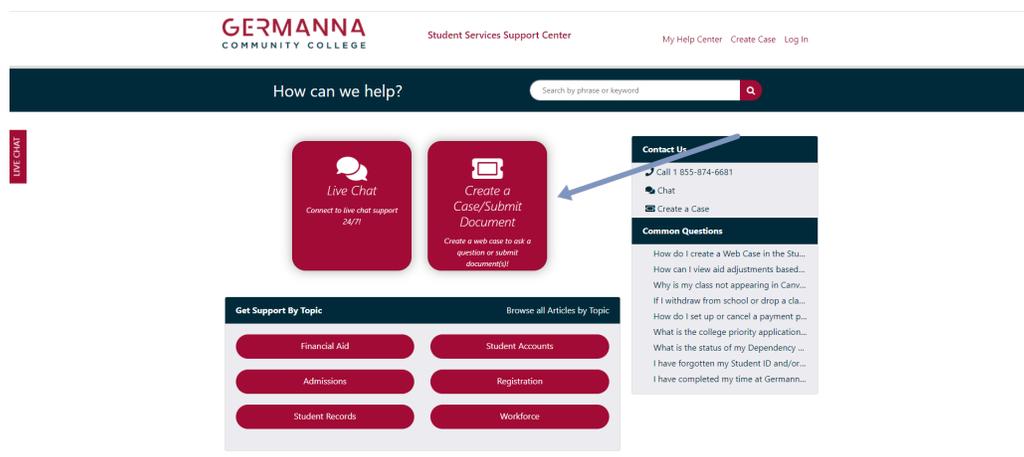
If the documents requested cannot be uploaded through SIS, students should use the Student Support Center/Create a Case function. This is the most secure way to electronically submit documents that are not available in SIS and/or require certified or hand signatures.

Download and complete the required forms as directed on the To Do List. Save completed forms/documents on your computer/device.

(Be sure you have the correct aid year.)

Save the completed form on your device or take a high-quality photo of the form. [Log into 24/7 Student Support Center](#)

Log In using your myGCC login and password. Click "Create a Case/Submit Document(s)



Using the drop-down menus, select Financial Aid, Submit Documents and the correct aid award year. (Remember Fall, Spring and Summer are one aid year. Ex: Fall 2020, Spring 2021 and Summer 2021 will all be the 2020-2021aid award year.)

Choose the "add" to search for completed forms/documents already saved on your computer/device.

Choose the correct forms/documents (example: Dependent household size form and Marriage Verification form).

Click "Submit Case"

**New Case** [x]

Need help? Simply fill out the information below so that we can best assist you.

Are you registered and have access to your student email? \*(If student profile cannot be found in SV, select "No")

\*  
Yes [dropdown arrow]

Request\*  
Financial Aid [dropdown arrow]

Request Type\*  
Submit Documents (Do Not Use for Calls) [dropdown arrow]

Financial Aid Award Year\*  
2021 - 2022 [dropdown arrow]

Case Summary\*  
Verification Documents [dropdown arrow]

Case Details\*  
[text area]

Upload Files (max 5) [i]  
[paperclip icon] No files selected. [dropdown arrow]

Upload Files (max 5) ⓘ



No files selected.

Name	Size	Actions
Dependent Household Size Form 21-22.pdf	200.02 KB	

All files size cannot exceed 20MB.

\*Required Field

Cancel

Submit Case