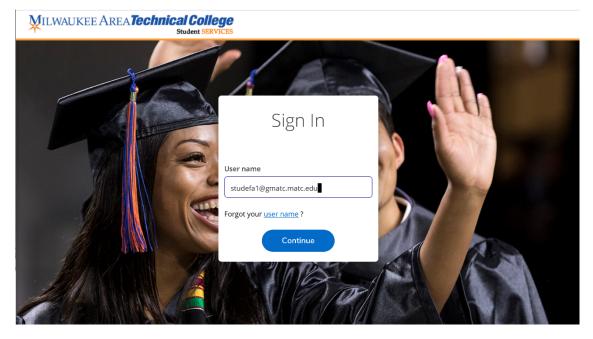
Document Attachment in Self-Service – Financial Aid

1. Sign In Self-Service SelfService.matc.edu

Enter your email as the User name: Example: studefa1@gmatc.matc.edu



Click Continue

Sign in with your MATC Email address and password



Sign in with your MATC email address and password

studefa1@gmatc.matc.edu	
•••••	

Sign in

2. On the Welcome Page, Click Financial Aid tab

		A studefa1	[→ Sign out	(2) Help
Hello, Welcome to Colleague Self-Service! Choose a category to get started.				
Student Finance Here you can view your latest statement and make a payment online.	B Financial Aid Here you can access financial aid data, forms, etc.			
Tax Information Here you can change your consent for e delivery of fax information.	Student Planning Here you can search for courses, plan your terms, and schedule & re	jister your course sectio	ns.	
Course Catalog Here you can view and search the course catalog.	Grades Here you can view your grades by term.			
Graduation Home Here you can view and submit a graduation application.				

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- 3. Click on Required Documents to see items being requested.
 - All outstanding documents will have an Incomplete Status.
 - Any documents that allows and attachment will have a Manage icon appear in the 'Attachments column'

MILWAUKEE AREA Tech	A studefa1	〔→ Sign out	(?) Help					
ancial Information · Financial Aid · Required Documents								
Required Financial Aid D	locuments							
Be sure to submit ALL required document	nts before their due date to make sure your Financial Aid package is not delayed.							
Select an Award Year: 2020/2021 FA Award Year								
Document	ument Explanation Due Date Status		Status	Attachments				
2018 Student Fed 1040 Form	We will need a signed copy of your Tax Return to complete the verification process. Please bring that in as soon as possible.		Incomplete	Manage	•			
20-21 Dep V1 Verification	2020-2021 Dependent V1 Verification Worksheet		Incomplete	Manage	0			
Bachelor Degree Confirmation	You stated that you either have a Bachelor's degree or working on a Graduate/PhD. We will need you to complete the Bachelor's <u>more</u> Bachelor Degree Confirmation		Incomplete	🗎 Manage	0			
20-21 FAFSA Received	Jacking Segue Sommingues	12/02/2020	Received					

4. Click on Manage Icon next to the document you would like to upload a.) Attachment window will appear

Attachments	×
Upload new attachment Browse Upload Clear Accepted File Types: (.pdf) Maximum File Size: (20 MB)	
No attachments found.	
Close	

b.) Click Browse to locate the file you would like to upload. Once the file is highlighted, click 'Open' to select file

Choose File to Upload	d				×
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File	name	e: 2020-21_v1_verification_worksheet_dependent_filla	ы ~	Custom Files (*.pdf)	~
			(Open	Cancel
				\smallsetminus	.:

File name should not contain any special characters like \$, #, -, ! File name should be a .pdf document

c.) Document will show in the Upload new attachment field, Click Upload

Attachments						
Upload new attachment						
C:\Users\mayo_\Desktop\MATC FA in Browse Upload Clear						
Accepted File Types: (.pdf)						
Maximum File Size: (20 MB)						
No attachments found.						

Close

d.) Message will appear to show that the documents has been attached. Note that the green bar will disappear quickly.

¥ R	equired Documents - Self-Servi × +							-	a ×
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=	MILWAUKEE AREA Tech	hnical College Student SERVICES					A studefa1	〔→ Sign out	⑦ Help
 ↑ ↓ ↓	Exancial Information · Exancial Adi · Required Documents Equired Financial Add Documents Equired Financial Add Documents Be sure to submit ALL required documents before their due date to make sure your Financial Add package is not delayed. Select an Award Year, 2020/2021 FA Award Year · Document Explanation 2018 Student Fed 1040 Form We will need a signed copy of your 2020 21, yl_werfication_worksheet_independent_fillable.pdf has been uploaded successfully Upload new attachment Diverse File You file chosen Upload Corr Co						Attachments Manage Manage Manage		Aid Office
		will need you to complete the Bach Bachelor Degree Confirmation	Maximum File Size: (20 MB)						
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- e.) Repeat for each file you need to Upload to this document request
- f.) Click Close
- 5. Once attach the Manage icon will appear with the number of files attached to the requested document.

MILWAUKEE AREA Technical College Student SERVICES										
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Required Financial Aid Documents										
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6. Repeat for other documents that are being requested.