

Uploading Documents

Must-Haves When Uploading a Document:

- First and foremost, you must have the document in an electronic format. So, if you're starting from a paper document, you'll have to scan it and send that scanned file to yourself. You can take a picture of that document and use that file as well.
 - Details for how to scan/take a picture with your phone are below.
- If you don't have the physical document, you will need to contact the person who has it and ask for an electronic copy. Then, you'll download and save that file to your computer.

Things to note:

- **Keep in mind that electronic files usually must be in one of the following formats in order to be uploaded: PDF, TIF, JPG, JPEG, GIF, PNG, BMP.**
- Organization of your Documents
 - How your name your documents will help you in locating them once it is time to upload.
 - It is recommended to name each file with your child's last name, first initial and then a descriptor of the document itself. See below for examples:
 - Birth Certificate: "doe, j birth certificate"
 - Lease: "doe, J lease"
 - Immunization info: "doe, J immunization"

How to use your Phone/Camera to Scan a Document:

- Install a free scanning app. Google Drive is considered a scanning app that will work well for your needs.
- Take pictures of the documents and save each as a PDF.
- Save the PDFs in easily accessible locations on your device.

How to Use Your Printer/Scanner to Scan a Document:

- Follow directions per your manufacturer's handbook to scan each document and send to a computer (or upload to a USB drive).
- Typically, this will be as simple as pressing a "scan" button and choosing where you want the scan to be sent to.
- **Select the PDF file format before scanning.** The default may not be PDF, instead of being a TIF or something else. This can result in poorer quality and larger file sizes.
- Ensure the document is going to be sent to the correct place, or you might be in for a bit of confusion when you can't find the document. Double-check if the scanner can email it to you. Enter your email.

How to Upload Documents to OnCourse:

- There are multiple areas within the online registration portal where you will be asked to upload documents. You will look for the [blue](#) "Attach File" button, and from there select the file you are looking for.
 - Typically, you will find the tab or button labeled "Add Files". You'll then find and select the files either on your computer or on a flash drive, external drive, or memory card. You'll then click the "Open" button which begins the uploading process.
- Once you upload a document, you will see the document title appear on our screen.
- Multiple documents can be uploaded within the one "Attach file" tab. Each will appear on the screen as the upload is complete.