

# Student Document Attachment Instructions

1. After logging into GothicNet portal, click on [My Attachments](#) from Student Dashboard

The screenshot shows the GothicNet Student Dashboard. A red arrow points from the top right towards the 'My Attachments' link in the 'My Advisor(s)' section. The dashboard includes various sections such as 'My Tasks', 'My Class Schedule', 'My Billing Information', 'My Financial Aid', 'Registrar - Quick Links', 'Schedule Planner', 'My Academics', 'My Credits', 'GPA Calculator', 'Free Tutoring - Register Today', and 'News and Events'.

**My Tasks**  
Hold(s): 0 To Do(s): 4

**My Class Schedule**  
Fall 2018 new [Class Search](#)

Classes	Days	Schedule
FS 140-1 LEC (1654)		Online
FS 334-1 LEC (1657)		Online
SECU 150-1 LEC (2492)		Online

[Enroll for Courses \(Open\)](#) [View My Grades](#) [Evaluate Courses](#)

**Schedule Planner**

- [Access Schedule Planner](#)
- [Plan your Schedule with Schedule Planner](#)
- [How to Access Schedule Planner](#)

For more information, look for the Schedule Planner area of this Dashboard

**My Academics**  
Academic Program : Fire Science  
Major : BS-Fire Science  
Declare My Major [Apply for Graduation](#) [View Graduation Status](#)

**My Credits**  
Total attempted credits at NJCU : 24.000  
Total transferred credits : 65.000  
Cumulative credits : 77.000  
Cumulative GPA : 3.250

[Request Official Transcript](#) [View Unofficial Transcript](#) new  
[View Enrollment Verification](#) new [View Degree Progress](#) new

**GPA Calculator**  
The GPA Calculator does not account for exceptions which replace existing calculations in grade point average (i.e. grade re-computation, fresh start). This tool is for estimation purposes only.  
Project GPA for a semester [?](#)

Subject	Credits	Grade	Q. Points
1		A	

Term Credits  Term Points  
Estimated GPA for the Term

Last Term: Spring 2018

**My Billing Information**  
[View Bill / Make Payment](#)

**My Financial Aid**

Aid Year	Description	Category	Offer Balance	Accept Balance
2019	Federal Pell Grant	Grant	\$1745.00	\$1745.00
2019	Tuition Aid Grant	Grant	\$2666.00	\$2666.00
2019	Federal Direct Sub Loan 1	Loan	\$5500.00	\$ 0.00
2019	Federal Direct Unsub Loan 1	Loan	\$2000.00	\$ 0.00

[View More Details](#) [Accept/Decline Awards](#)

**My Advisor(s)**  
Name : Anna Scanniello Scott Fisher  
Phone : 201/200-3370  
Email : [ascanniell@njcu.edu](mailto:ascanniell@njcu.edu) [sfisher2@njcu.edu](mailto:sfisher2@njcu.edu)

**My Attachments**  
[My Attachments](#)

**Announcement**  
[Summer/Fall 2018 Enrollment is now open!](#)  
Undergraduate and Graduate students can now enroll for Summer/Fall 2018 classes. Please enroll if you have not done so already.  
**New School of Business Directions**  
Address:  
160 Hudson Street, Plaza 2, Jersey City, NJ 07311  
For Navigation Systems:  
Use "147 Harborside Financial Center Platform, Jersey City, NJ 07302." which is the address for the New York Sports Club, located at the main entrance to the building.  
[View on Google Maps](#)  
- Parking and Transportation update (pdf)

**Free Tutoring - Register Today**  
The Hub Centralized Tutoring Services  
[Register for an appointment](#)

**News and Events**  
[Event Calendar](#)  
[News and Events](#)

**Registrar - Quick Links**  
**FAQ's**  
**Calendars**  
Undergraduate Acad. Calendar, Graduate Academic Calendar, University Calendars  
**Forms**  
Add/Drop Form, Withdrawal Form, Pass/Fail Form, Change of Data Form, More...  
**NJCUmobile App**  
NJCUmobile is the official mobile app of New Jersey City University. For more information, visit [NJCUmobile website](#).  
Student can also access [Guide - College Simplified App](#) within NJCUmobile App.  
Visit the Google Play Store or iTunes App Store and search for NJCUmobile.  
**Guide - College Simplified App**  
**Guide App** is like a personal advisor in your pocket that allows you to receive alerts, view essential to-do's, and link to NJCU services right from your phone. For more information, visit [Guide - College Simplified website](#).

**Update My Contact Information**  
Use these links to view and update your contact information to insure you receive important University communications  
[My Addresses](#)  
[My Phone Numbers](#)  
[My E-mail Addresses](#)  
[How to Update Contact Info](#)

**Schedule Planner Tutorials**  
[Plan your Schedule with Schedule Planner](#)  
[How to Access Schedule Planner](#)

**Schedule Planner Tutorial Videos**  
[Scheduler Planner Basics](#)  
[Customizing Campus Options](#)  
[Using Locks to Narrow Down Schedules](#)  
[Customizing Parts of Terms Options](#)  
[Using Custom Course Options](#)

## Student Document Attachment Instructions

2. Student is immediately taken to the Attach Documents page. The Aid Year will default to the maximum Aid Year associated with academic.

Academic Institution: New Jersey City University  
Academic Career: Undergraduate      Aid Year: 2019

File Attachments      Personalize | Find | |      First ◀ 1 of 1 ▶ Last

Attachments      Audit

Attached File	Description	Attach Form Type	Form Image Name	View
Tax_Return_Transcript_sample.pdf	Tax_Return_Transcript_sam	FT	TAX RETURN TRANSCRIPT	View

Add

Save

3. To view a previously attached document click on **View**.
4. To attach a new document click **Add**

File Attachment

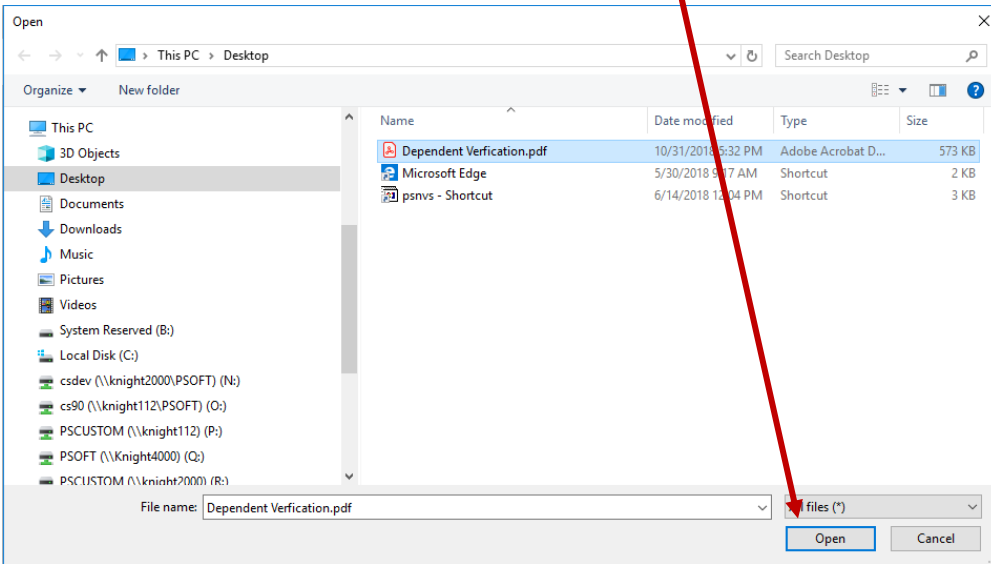
Help

C:\Users\tdonelan\Desktop\Dependent Verification.pdf

5. Click on **Browse** to select a document to attach from your computer. You may need to scan the document first and save it to your computer. unless it's already saved in a PDF or Document format (.pdf, .doc, .docx).

# Student Document Attachment Instructions

6. Select desired document and click **Open** to attach



7. Click on  to select **Attach Form Type**.

*(THE ATTACH FORM TYPE CODE IS LOCATED AT THE TOP RIGHT CORNER OF THE FORM YOU'RE UPLOADING)*

The screenshot shows a web application interface. On the left, the 'File Attachments' section displays a table with two rows:

Attached File	Description	Attach Form Type	Form Image Name	View
Tax_Return_Transcript_sample.pdf	Tax_Return_Transcript_sam	FT	TAX RETURN TRANSCRIPT	View
Dependent_Verification.pdf	Dependent_Verification.pdf	FD	DEPENDENT STUDENT VERIF.	View

A red box highlights the 'FD' value in the 'Attach Form Type' column. A red arrow points from this box to the 'Look Up Attach Form Type' search window on the right. The search window shows a dropdown menu with 'begins with' selected and a search button. Below the search window, a table of search results is displayed:

Attachment Form Type	Form Image Name
FC	SPEC. CIRCUMSTANCE REQUEST
FD	DEPENDENT STUDENT VERIF.
FH	HIGH SCHOOL COMPLETION STATUS
FI	INDEPENDENT STUDENT VERIF.
FN	STMT. OF EDUC. PURP - NOTARY
FS	STATEMENT OF EDUC. PURPOSE
FT	TAX RETURN TRANSCRIPT

A red arrow points from the 'FD' value in the search results table back to the 'FD' value in the main table. At the bottom left, a 'Save' button is highlighted with a red arrow.

8. Click **Save** to complete document attachment. Simply close the browser tab when finished to return to the Student Dashboard to log out.