How to upload required Financial Aid documents in Trailhead

**Step 1:** Login to Trailhead and choose Financial Aid from left-hand toolbar.

**Step 2:** In the blue “Requirements” section, you can upload documents to satisfy your outstanding requirements.

**Step 3:** Choose the outstanding requirement you want to upload. Only outstanding requirements will show here. If your requirement is pending or completed, you cannot upload new documents. Contact financial aid with questions about pending or completed requirements.

**Step 4:** Select the document that will satisfy that requirement from your device. You may upload multiple documents for the same requirement. For example, if you scanned a tax return transcript and
Step 5: Once you have uploaded all forms for any outstanding requirements (can be done one at a time or all together), submit your documents.

Step 6: After submitting, the upload "form" will be saved and return you to Trailhead.