HOW TO UPLOAD TO-DO LIST ITEMS VIA THE STUDENT SUPPORT CENTER:
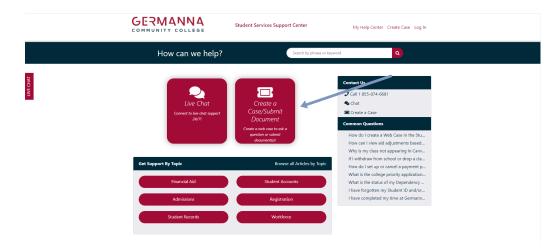
If the documents requested cannot be uploaded through SIS, students should use the Student Support Center/Create a Case function. This is the most secure way to electronically submit documents that are not available in SIS and/or require certified or hand signatures.

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"

Upload Files (max 5) **i**

📎 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