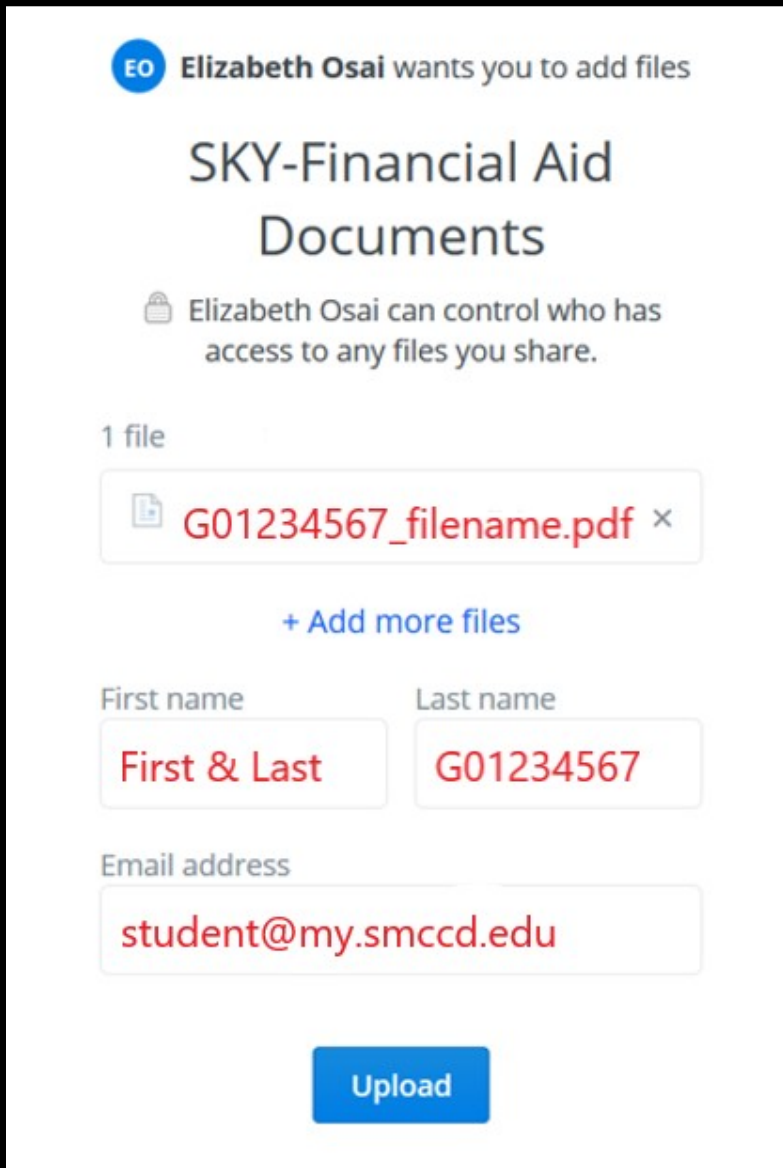


## Submit documents securely with DropBox

Ensure your student ID number is on every document you are uploading

1. Go to the [DropBox link](#)
2. Click on the **Choose files** button and locate the file(s) you want to submit
  - a. **\*Include your student ID number to your filename**
  - b. In the **First name** field, **\*ENTER YOUR FIRST AND LAST NAME**
  - c. In the **Last name** field, **\*ENTER YOUR STUDENT ID NUMBER**
  - d. Enter your **Email address** for a confirmation
  - e. Click on **Upload** button

\*Instructions to ensure we can identify your documents and link them to your financial aid file



The screenshot shows a Dropbox sharing interface. At the top, it says 'Elizabeth Osai wants you to add files'. Below that is the title 'SKY-Financial Aid Documents'. A lock icon indicates that Elizabeth Osai can control access. There is one file listed: 'G01234567\_filename.pdf'. Below the file list is a '+ Add more files' link. The form includes three input fields: 'First name' with the value 'First & Last', 'Last name' with the value 'G01234567', and 'Email address' with the value 'student@my.smccd.edu'. A blue 'Upload' button is at the bottom.

EO Elizabeth Osai wants you to add files

### SKY-Financial Aid Documents

Elizabeth Osai can control who has access to any files you share.

1 file

G01234567\_filename.pdf ×

+ Add more files

First name: First & Last

Last name: G01234567

Email address: student@my.smccd.edu

Upload