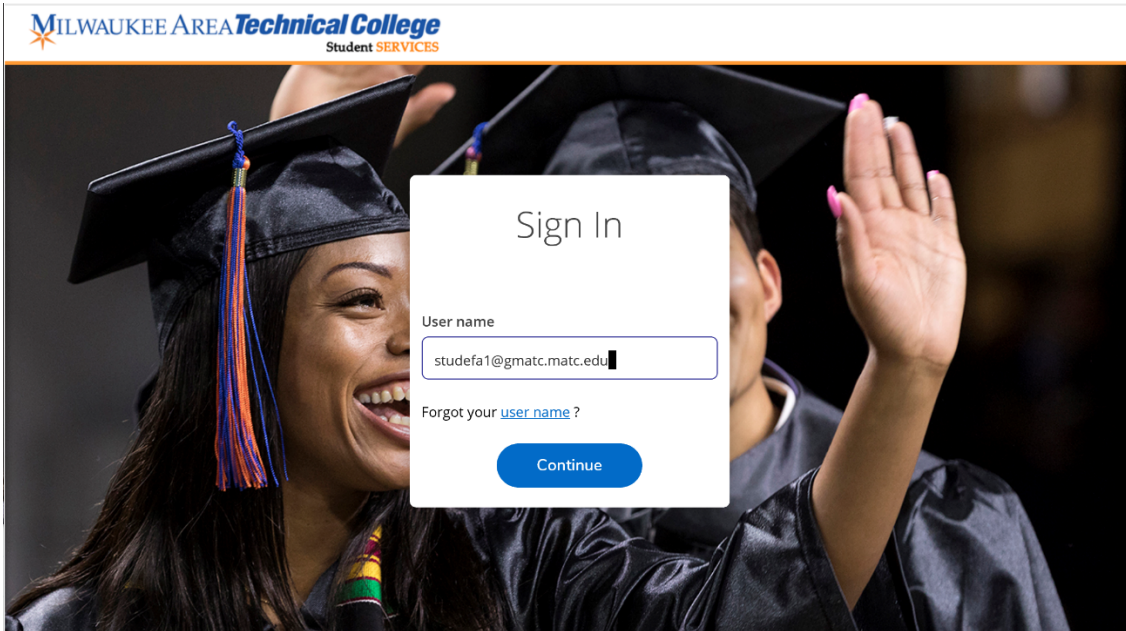


## Document Attachment in Self-Service – Financial Aid

1. Sign In Self-Service [SelfService.matc.edu](https://SelfService.matc.edu)

Enter your email as the User name: Example: [studefa1@gmatc.matc.edu](mailto:studefa1@gmatc.matc.edu)



Click Continue

Sign in with your MATC Email address and password



Sign in with your MATC email address and password

Sign in

2. On the Welcome Page, Click Financial Aid tab

MILWAUKEE AREA Technical College Student SERVICES

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

- Student Finance**  
Here you can view your latest statement and make a payment online.
- Tax Information**  
Here you can change your consent for e-delivery of tax information.
- Course Catalog**  
Here you can view and search the course catalog.
- Graduation Home**  
Here you can view and submit a graduation application.
- Financial Aid**  
Here you can access financial aid data, forms, etc.
- Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Grades**  
Here you can view your grades by term.

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3. Click on Required Documents to see items being requested.

- All outstanding documents will have an Incomplete Status.
- Any documents that allows and attachment will have a Manage icon appear in the 'Attachments column'

MILWAUKEE AREA Technical College Student SERVICES

Financial Information > Financial Aid > Required Documents

Required Financial Aid Documents  
Be sure to submit ALL required documents before their due date to make sure your Financial Aid package is not delayed.

Select an Award Year: 2020/2021 FA Award Year [Contact Financial Aid Office](#)

Document	Explanation	Due Date	Status	Attachments
2018 Student Fed 1040 Form	We will need a signed copy of your Tax Return to complete the verification process. Please bring that in as soon as possible.		Incomplete	<a href="#">Manage</a>
20-21 Dep V1 Verification	<a href="#">2020-2021 Dependent V1 Verification Worksheet</a>		Incomplete	<a href="#">Manage</a>
Bachelor Degree Confirmation	You stated that you either have a Bachelor's degree or working on a Graduate/PHD. We will need you to complete the Bachelor's ... <a href="#">more</a> <a href="#">Bachelor Degree Confirmation</a>		Incomplete	<a href="#">Manage</a>
20-21 FAFSA Received		12/02/2020	Received	

4. Click on Manage Icon next to the document you would like to upload

a.) Attachment window will appear

Attachments ×

Upload new attachment

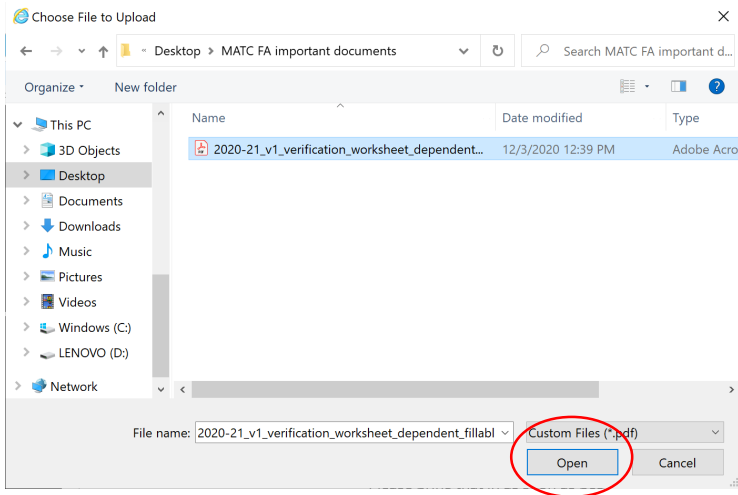
[Browse...](#) [Upload](#) [Clear](#)

Accepted File Types: ( .pdf )  
Maximum File Size: ( 20 MB )

No attachments found.

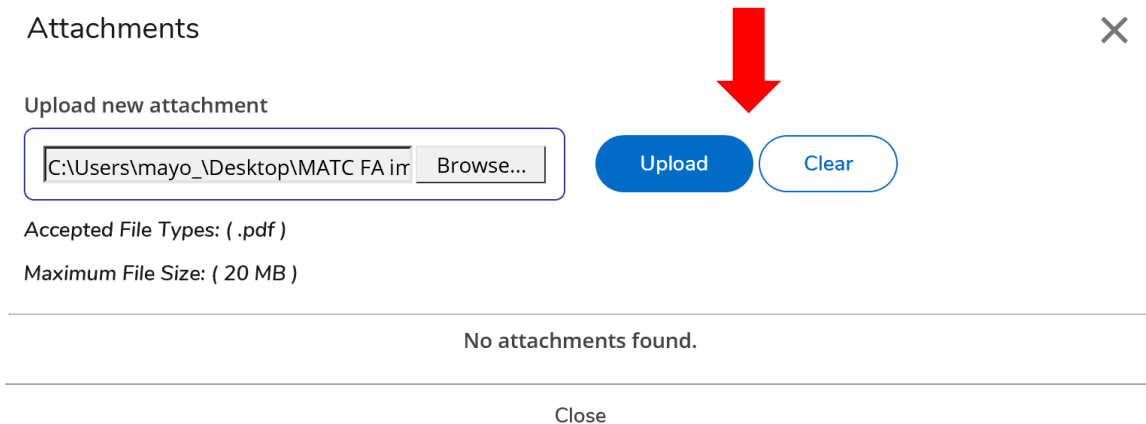
Close

b.) Click Browse to locate the file you would like to upload. Once the file is highlighted, click 'Open' to select file

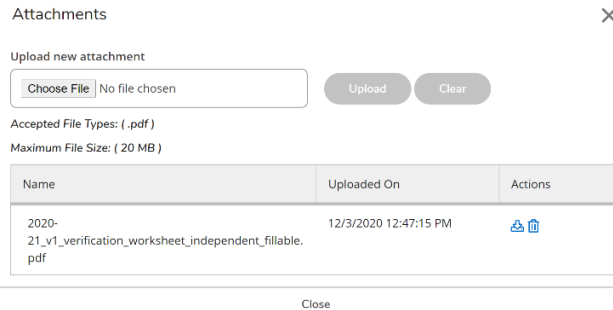
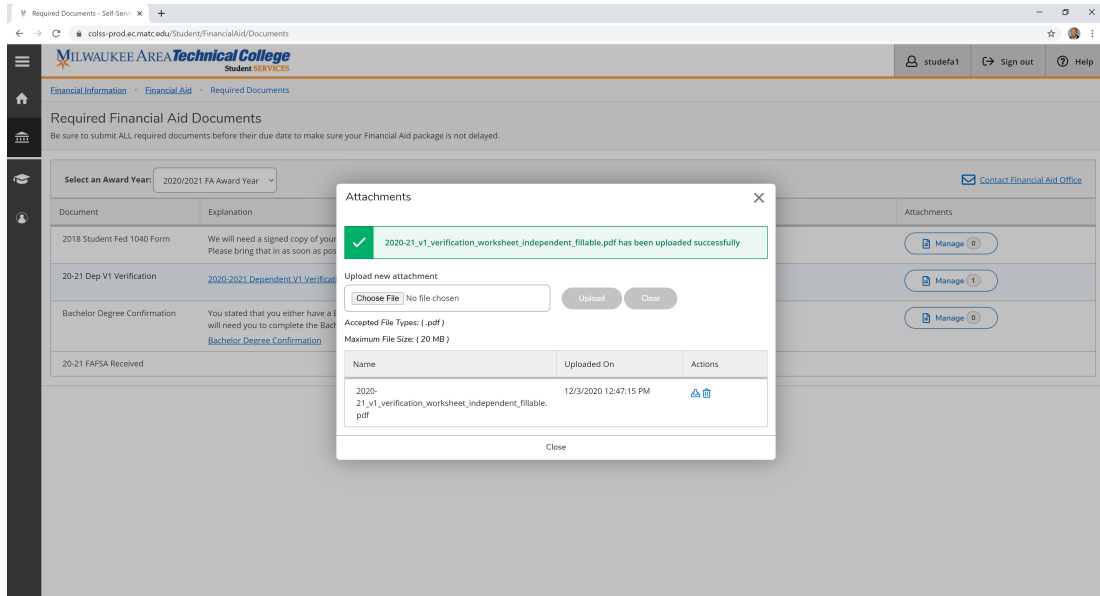


File name should not contain any special characters like \$, #, -, !  
File name should be a .pdf document

c.) Document will show in the Upload new attachment field, Click Upload

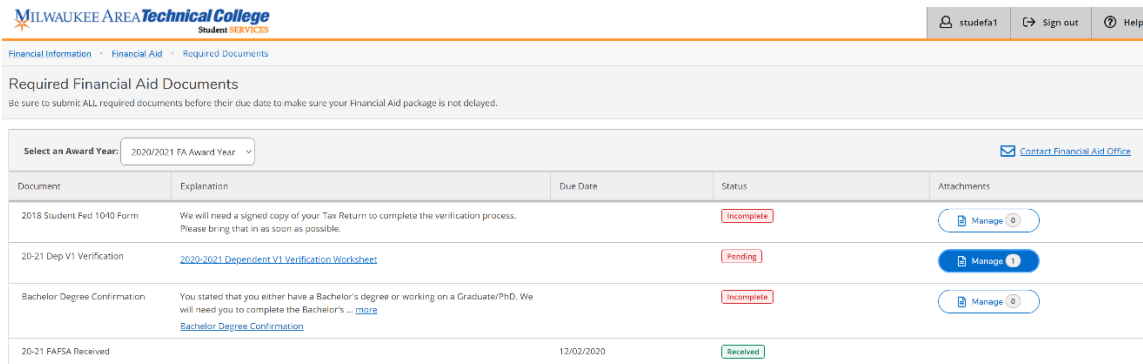


- d.) Message will appear to show that the documents has been attached. Note that the green bar will disappear quickly.



- e.) Repeat for each file you need to Upload to this document request  
 f.) Click Close

5. Once attach the Manage icon will appear with the number of files attached to the requested document.



6. Repeat for other documents that are being requested.