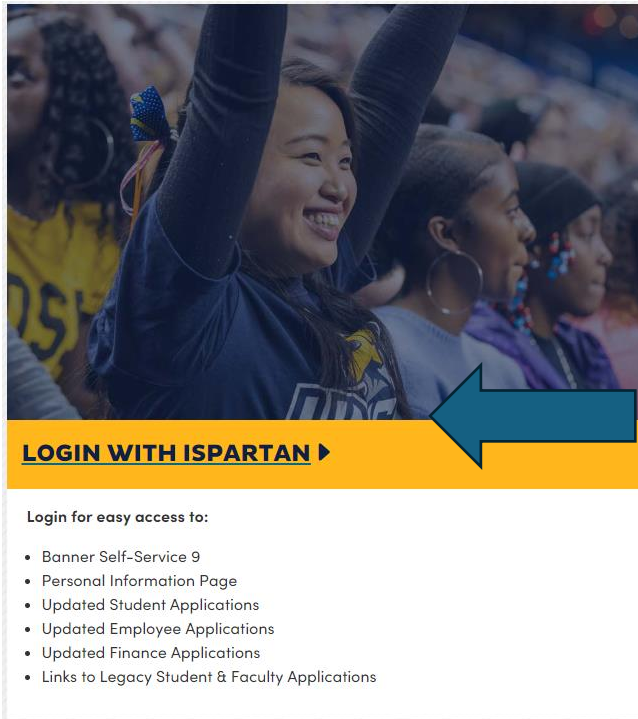


INSTRUCTIONS ON HOW TO UPLOAD A DOCUMENT FOR THE FINANCIAL AID OFFICE

Login to UNCGenie via ISpartan



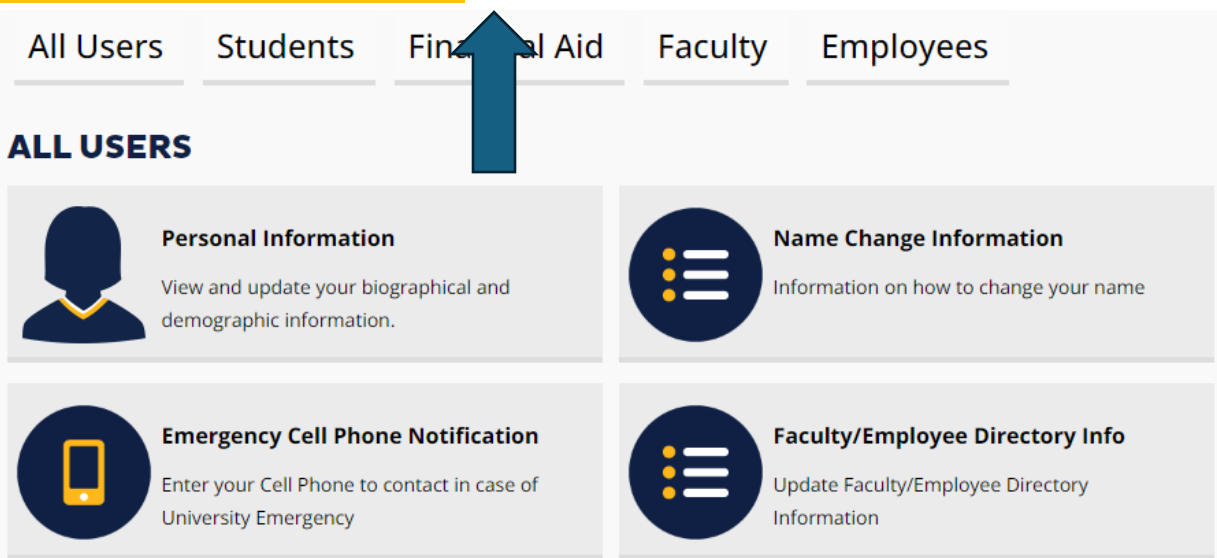
LOGIN WITH ISPARTAN ▶

Login for easy access to:

- Banner Self-Service 9
- Personal Information Page
- Updated Student Applications
- Updated Employee Applications
- Updated Finance Applications
- Links to Legacy Student & Faculty Applications





Complete the following steps to upload a document:

- Click the Financial Aid Tab



All Users Students **Financial Aid** Faculty Employees


ALL USERS


 <p>Personal Information View and update your biographical and demographic information.</p>	 <p>Name Change Information Information on how to change your name</p>
 <p>Emergency Cell Phone Notification Enter your Cell Phone to contact in case of University Emergency</p>	 <p>Faculty/Employee Directory Info Update Faculty/Employee Directory Information</p>

- Click Financial Aid Main Menu

All Users Students **Financial Aid** Faculty Employees

STUDENTS - FINANCIAL AID


 **Financial Aid Main Menu**
Award offer, award history, college financing plan, etc.



- Click Financial Aid Document Upload Process

General Links

- Federal Aid Application or Renewal Application
- General Financial Aid Information**
- Scholarship Universe Application
- Financial Aid Document Upload Process
- Emergency Loan Application



- Select appropriate aid year and submit.

Financial Aid Document Upload Process

It is suggested to make a screen shot of the document upload screen or print the screen after submitting.

Select the aid year from the pull-down list below.

Please select Aid Year:

RELEASE: UCG 8.2

© 2024 Ellucian Company L.P. and its affiliates.

- Select appropriate document type and submit.

Select the document type you wish to upload from the pull-down list below. If you are unsure

Selected Aid Year: 2024-25 Academic Year
Please select the Document Type:

RELEASE: UCG 8.2

© 2024 Ellucian Company L.P. and its affiliates.

- Choose your file and upload.

Selected Aid Year: 2024-25 Academic Year
Selected Document Type: Satisfactory Academic Progress Appeal

Select the file(s) for upload from your computer.

Note: The file(s) may not be greater than 8 MB.

You may upload PDF, MS Word and JPEG documents

Document Upload:

Choose File No file chosen

Upload

⚠ Please allow **7** working days to complete the processing of your document

When completed...

[Click Here](#) to upload a different document type

- or -

[Click Here](#) to Exit to Financial Aid Main Menu

RELEASE: UNCG 8.2

- Verify your document was uploaded successfully.

Selected Aid Year: 2024-25 Academic Year
Selected Document Type: Satisfactory Academic Progress Appeal

Select the file(s) for upload from your computer.

Note: The file(s) may not be greater than 8 MB.

SAP Appeal.jpg was successfully uploaded

[Upload another document of type "sap appeal"](#)



⚠ Please allow **7** working days to complete the processing of your document

When completed...

[Click Here](#) to upload a different document type

- or -

[Click Here](#) to Exit to Financial Aid Main Menu

RELEASE: UCG 8.2

© 2024 Ellucian Company L.P. and its affiliates.