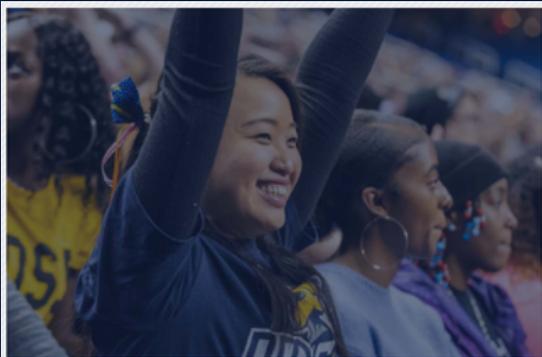


How To: UNCGenie Document Uploader



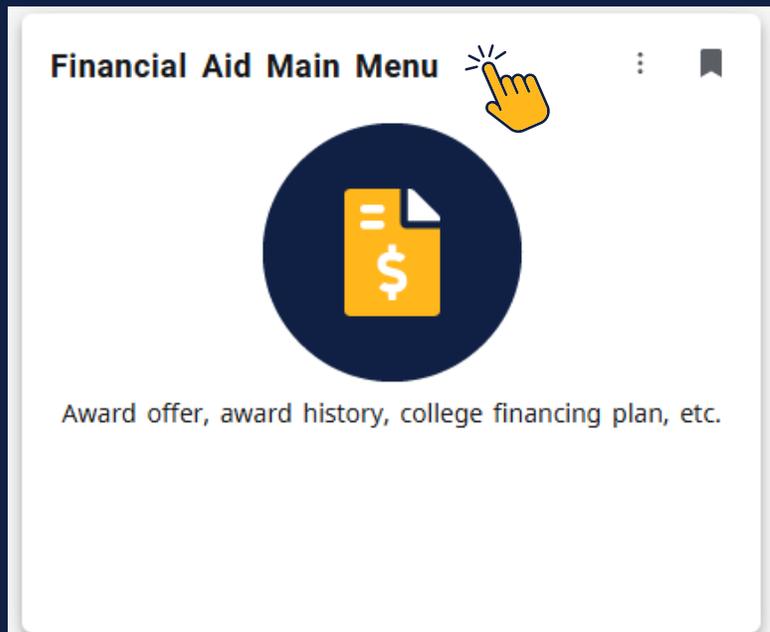
LOGIN WITH ISPARTAN ▶

Login for easy access to:

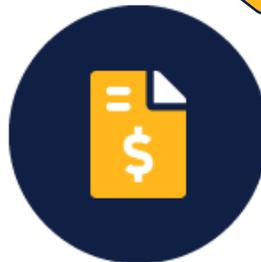
- Ellucian Experience Portal
- Banner Self-Service 9
- Personal Information Page
- Updated Student Applications
- Updated Employee Applications
- Updated Finance Applications
- Links to Legacy Student & Faculty Applications

Step 1: Go to UNCGenie and login with your iSpartan credentials

Step 2: Select the Financial Aid Main Menu



Financial Aid Main Menu



Award offer, award history, college financing plan, etc.

General Links

Federal Aid Application or Renewal Application

General Financial Aid Information

Scholarship Universe Application

Financial Aid Document Upload Process

Emergency Loan Application



Step 3: Locate the section titled General Links at the bottom of the page and select the Financial Aid Document Upload Process

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

Please select Aid Year: 2024-25 Academic Year

Submit



Step 4: Select the applicable aid year and submit

Selected Aid Year: 2024-25 Academic Year

Please select the Document Type: Satisfactory Academic Progress Appeal

Submit



Step 5: Select the type of document you are uploading and click 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. Keep t are requested for details of this 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

Step 6: Choose the document you would like to submit from your device and upload it

Financial Aid Document Upload Process

It is suggested to make a screen shot of the document upload screen or print the screen after s are requested for details of this 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.

Uploader Instructions.docx was successfully uploaded

[Upload another document of type "sap_appeal"](#)



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

Step 7: Once you receive the message that your document was successfully uploaded, you can upload additional documents on the same screen if necessary