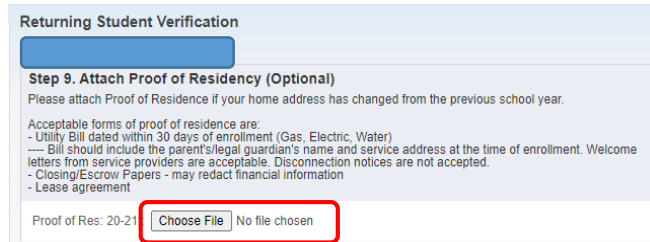


Attach a Document in Skyward

During New Student Enrollment or Returning Student Verification, you may need to attach a document.

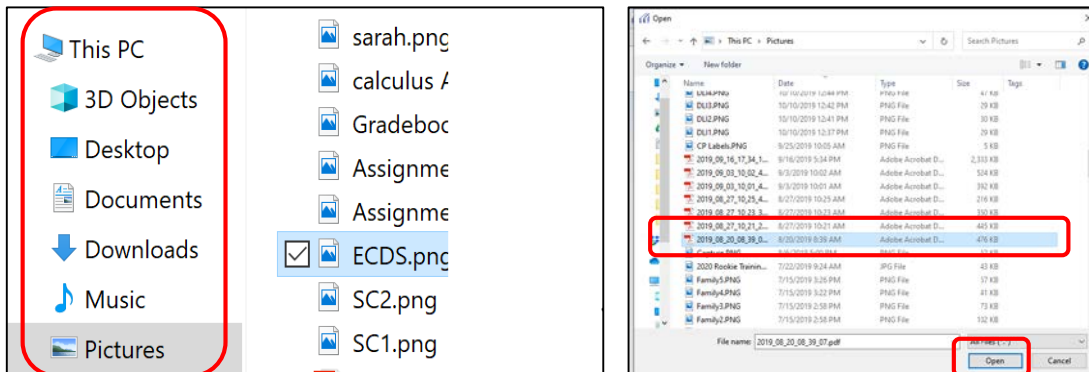


Various devices allow you to browse the device and attach documents/photos. Below are some screenshots from a personal computer/laptop, an iPhone, and an Android Phone.


Personal Computer/Laptop

After clicking **Choose File** you may see the following and will need to navigate to your saved document or take a photo of the document.

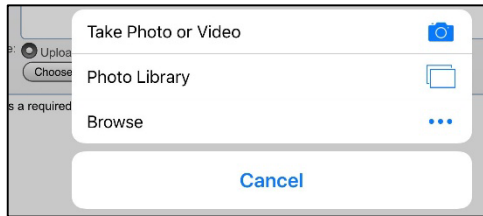
Navigate to the folder where your document/photo is saved. Select the document/photo to upload. Click Open.



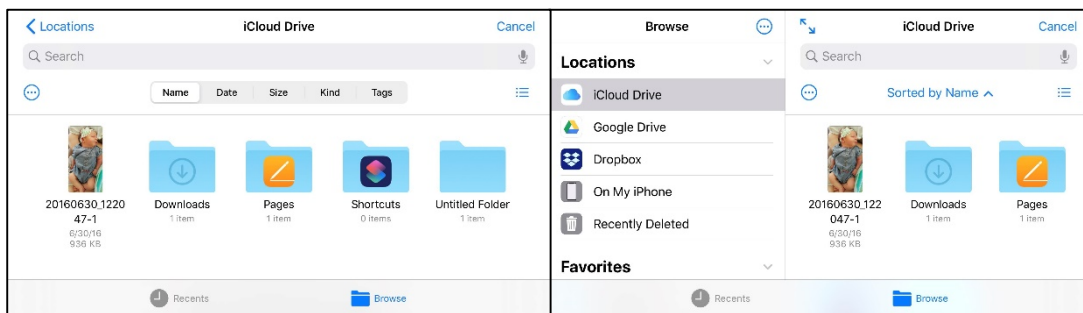
iPhone/iPad

After clicking  you may see the following and will need to navigate to your saved document or take a photo of the document.


Select to Take Photo, Photo Library or Browse.

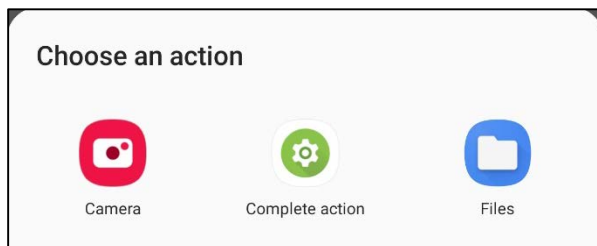


- Take Photo will take you to your camera. Snap the picture and then select Use Photo. The photo will be added as an attachment to Skyward.
- Photo Library will take you to your photos on the device. Select a photo. The photo will be added as the attachment to Skyward.
- Browse will take you to your device folders. You may have previously saved a utility bill or other document or even a screenshot of a document. Navigate to the folder and document, then select. This will attach your document/photo to Skyward. Below are sample screens from the iPhone.



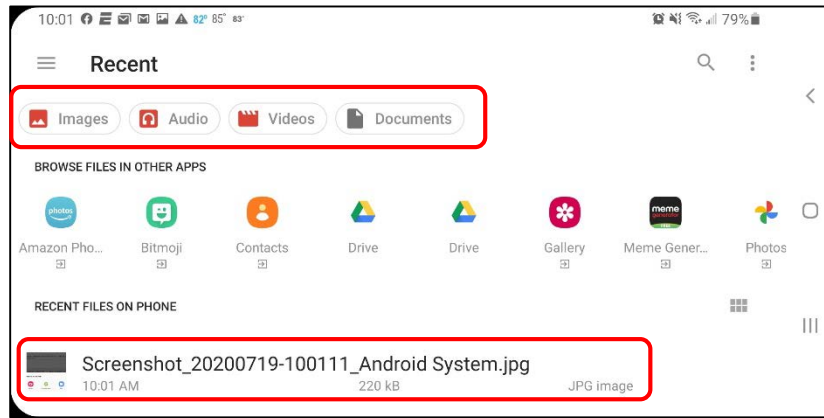
Android Device

After clicking  you may see the following and will need to navigate to your saved document or take a photo of the document.



- Camera will take you to your camera. Snap the picture and then select Use Photo. The photo will be added as an attachment to Skyward
- Files will take you to your device folders. You may have previously saved a utility bill or other document or even a screenshot of a document. Navigate to the folder and document, then select. This will attach your document/photo to Skyward. Below are sample screens from the iPhone.

- Select the type document/photo you are looking for and then scroll to find the desired document/photo.
- Click the document/photo and it will be added as an attachment to Skyward.



Document Attached

The results of your efforts will be a document that is correctly attached within Skyward. You will see the file name in place of the Choose File button.

