

## How to Upload File on Student account

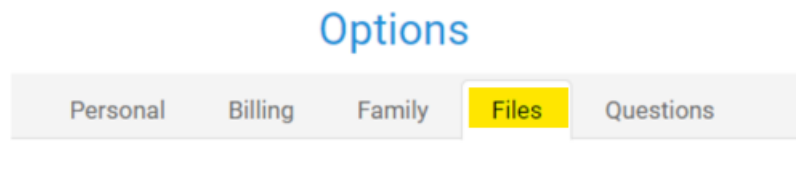


Please ensure to save your proof of social assistance document(s) and registration form as one pdf file.

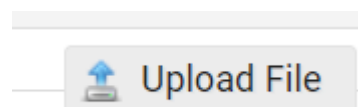
1. Log into your account.
2. Once you're logged in, click **Options** (located at the top right of the page).



3. On the Options menu, select **Files** tab.



4. Under **Files**, click the **Upload File** icon.



5. On the **Upload File** dialogue box, click **Select File**.

The screenshot shows a dialog box titled "Upload File" with "Upload" and "Cancel" buttons in the top right. Under the "File Details" section, there are input fields for "Name" and "Description". Below these is a "File" field with a yellow "Select File" button highlighted.

6. Select your **proof of document and registration form file**, then click **Upload**.

The screenshot shows the same "Upload File" dialog box. The "Upload" button in the top right is now highlighted in yellow, indicating it has been clicked.

7. Once uploaded, a file uploaded notice will appear, and your file will now be available for viewing under **Files**.

The screenshot shows the TDSB user interface. At the top, there is a navigation bar with "Programs" and "Logout" links. A green notification box displays "✓ File uploaded". The TDSB logo and name are on the left, and navigation icons for "Programs", "Calendar", "Information", "Options", and "Cart" are on the right. Below the navigation bar, there is a section titled "Options" with tabs for "Personal", "Billing", "Family", "Files", and "Questions". The "Files" tab is selected and highlighted in yellow. An "Upload File" button is visible in the top right of the "Files" section. Below the tabs is a table listing the uploaded files.

Name	Description	Uploaded On
proof_of_document_registration_form.pdf		2023-05-19 11:13:43



8. Lastly, students **must email** to inform Learn4Life that their documents and request for registration have been uploaded and are ready for review.

Please email at [communityprograms@tdsb.on.ca](mailto:communityprograms@tdsb.on.ca)

Subject line: **Proof of Social Assistance Document and Registration Form Upload**