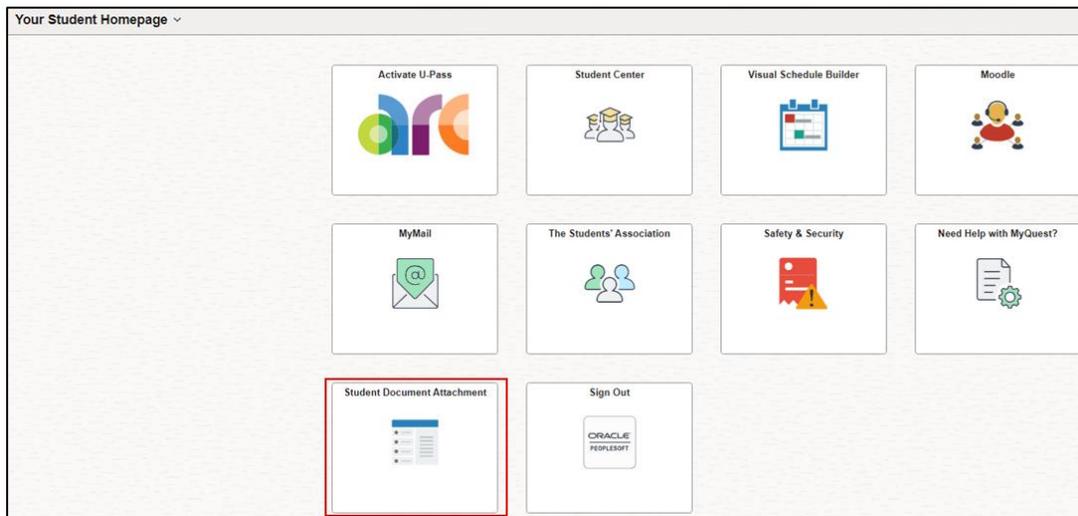


How to Upload Documents for Students

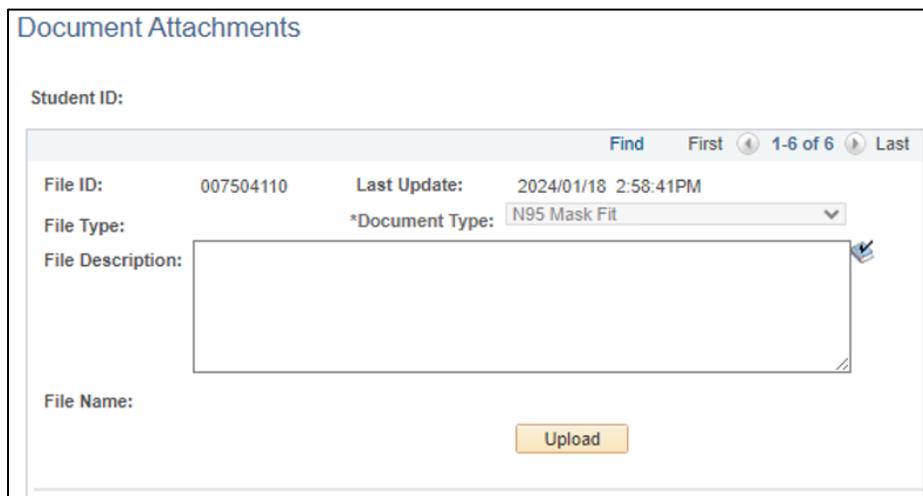
Students are now able to upload To Do List documents using the self-serve Student Document Attachment tile on your MyQuest Student Homepage

Step 1: Open your MyQuest Student Home page

Step 2: Choose the Student Document Attachment tile



Step 3: Upload the document that matches the document type shown in the “upload container” Each document has its own “upload container”



The 'Document Attachments' form contains the following fields and controls:

- Student ID: [input field]
- File ID: 007504110
- Last Update: 2024/01/18 2:58:41PM
- File Type: [input field]
- *Document Type: N95 Mask Fit (dropdown menu)
- File Description: [text area]
- File Name: [input field]
- Upload: [button]

Step 4: Add any notes you feel are important in the File Description field.

Step 5: Click the upload button.

Step 6: Click “yes” to confirm upload. Once you click confirm you will not be able to upload additional documents of this type.

Confirm upload (2001,126)

If you proceed, you will not be able to upload any additional documents of this type. Are you sure you want to upload Test7.docx?

Step 7: Once you select yes, the “upload container” will be greyed out and you can no longer upload to that container.

File ID:	00750418	Last Update:	2024/01/18 3:15:45PM
File Type:	DOCX	*Document Type:	Its Your Move Certification <input type="button" value="v"/>
File Description:	<div style="border: 1px solid gray; height: 60px; width: 100%;"></div>		
File Name:	Test7.docx		

Repeat these steps for each document required for your To Do List.

Important: Please ensure that each document name is unique before uploading it. The length of the document name (including spaces) must be no more than 60 characters.

Important: There are no restrictions to the type of file that can be uploaded. It is ideal to upload a PDF file whenever possible, to keep the sizes at the minimum.

- If you run into an error that does not allow you to upload a certain document type, reach out to the appropriate email below.

For any questions about this process please email the appropriate email below:

- **Faculty of Health Students:** healthtodolist@norquest.ca
- **Community Studies Students:** WILtodolist@norquest.ca