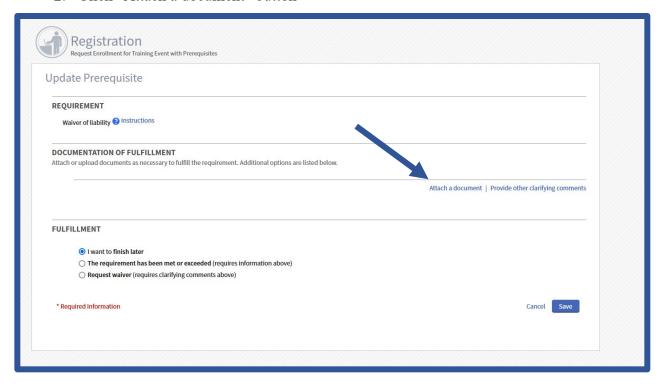# How To Upload Prerequisites When Registering For A Class

When enrolling in a class that requires documents (pre-requisites) to be uploaded prior to being approved for enrollment, please follow the example below:
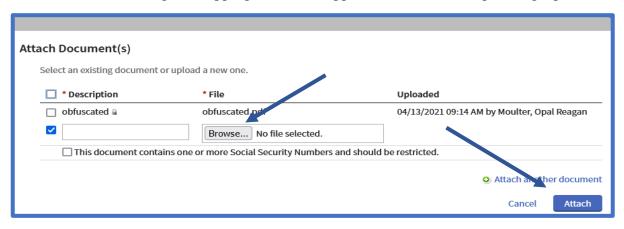
1. Click on "Update Fulfillment" button

2. Click "Attach a document" button

3. Browse your documents to locate the document needed. Double click to add it, then in the empty box, name the file, and then click attach.

   a. Please note that the file size could cause a rejected attachment. To prevent that from happening:
      i. documents can be scanned separately,
      ii. upload as a pdf document, or
      iii. using the snipping tool, add snippet to a word doc, if uploading a picture.

Attach Document(s)

Select an existing document or upload a new one.

☐	* Description	* File	Uploaded
☐	obfuscated 🔒	obfuscated.pdf	04/13/2021 09:14 AM by Moulter, Opal Reagan
☑		Browse... No file selected.	

☐ This document contains one or more Social Security Numbers and should be restricted.

➕ Attach another document

Cancel **Attach**

4. This will redirect you back to the "Update Prerequisite" page.

   a. Fulfillment
      i. Click "I want to finish later" if you don't have all the documents needed to fulfill the prerequisite.
      ii. Click "The requirement has been met or exceeded" if you have all needed documents uploaded to fulfill the prerequisite.
      iii. Click "Request Waiver" if there is a circumstance where a waiver is needed (clarifying comments will have to be added if this is selected).

   b. Click save to attach your document to the prerequisite.

Update Prerequisite

REQUIREMENT

Waiver of liability ❓ Instructions

DOCUMENTATION OF FULFILLMENT
Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.

Documents
test doc (remove)
Attach or change documents

Attach a document | Provide other clarifying comments

FULFILLMENT

⦿ I want to **finish later**
◯ **The requirement has been met or exceeded** (requires information above)
◯ **Request waiver** (requires clarifying comments above)

* Required Information

Cancel **Save**