How to Upload Documents

This guide will give you step by step instructions on how to upload your required documents in your Auburn account.

- 1. First, you will head to www.auburncc.org
- 2. Hover over the "Adult Students" tab at the top of the screen and then in the left-hand column, click "Online Registration".



3. Once you have clicked on "Online Registration", it will take you to the login screen. Use the middle column under "Students" to log into your account.

Students			
Email Address			
Email Address			
Password	Forgot?		
Password			
LOG ON			
New? SIGN UP			

4. After logging in, your screen should look like the image below. Click on the "Upload Files" tab located underneath "My Account".

Auburn Career Center	A	Course Search	Q Advanced Search
Online Registration			
Registration Home	My Account 🤳		
Courses	Profile* History Cart Upload Files Change Password Log Off *Add or edit the profiles of other household members/associates on your Profile page.		
My Account	Registration Requirements		
Registration FAQs	 Financial Aid eligible programs (Auburn Practical Nursing, HVAC, Welding, Machining/CNC, Paramedic, Public Safety Academy) will require an upload of: an official transcript, high school diploma, or GED. To learn more about Financial Aid options such as Financial Aid, Veteran Benefits or Scholarships, contact Kelly Stephans at kstephans@auburncc.org or call 440-357-7542. 		
Contact Us			
	 Auburn Practical Nursing, Paramedic, Emergency Medical Technician, F Academy also require an upload of: copy of driver's license, BCI backg physical. 	irefighter 1 & 2, Publi round check, drug scr	c Safety reen, references,
	 Pre-testing is required for Auburn Practical Nursing, Public Safety Acad Technician, and Firefighter 1 & 2. Contact the Adult Workforce Admissi Jessica Brown jbrown2@auburncc.org or Laura Kamis Ikamis@auburncc 	lemy, Paramedic, Eme ons office at 440-357 c.org) for pre-testing	ergency Medical -7542 (ask for information.

5. To upload a file, click on the browse button. For you to be able to upload, make sure your document is downloaded onto your computer. After you upload your document, enter a description. This description cannot have any apostrophes, dashes, parenthesis, etc.

Auburn Career Center		Course Search Q Advanced Search
Online Registration		
Upload Attachments for La	ura Kamis	
Attachment		
Allowed File Types: .doc,.docx,.pdf,.txt,.j	pg,.gif,.png	
Maximum file size is 10 MB.		
Select File: Browse No	file selected.	
Enter a description: Drivers Lic	ense	
(optional)		

6. Once completed, click the dark blue button labeled "Upload File".