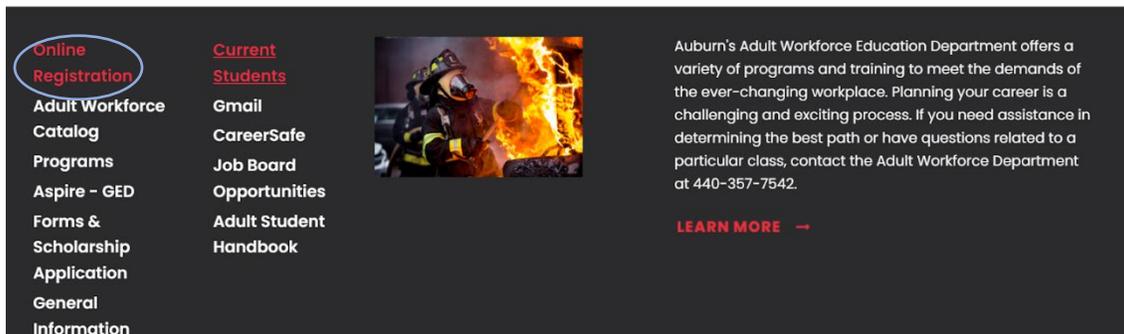


## How to Upload Documents

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](http://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**

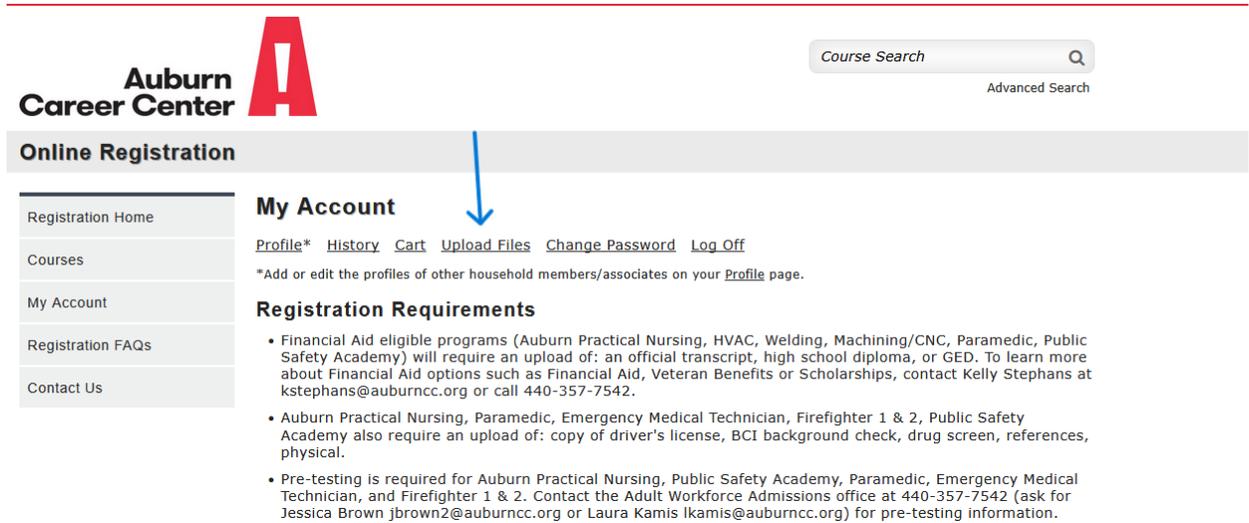
Email Address

Password [Forgot?](#)

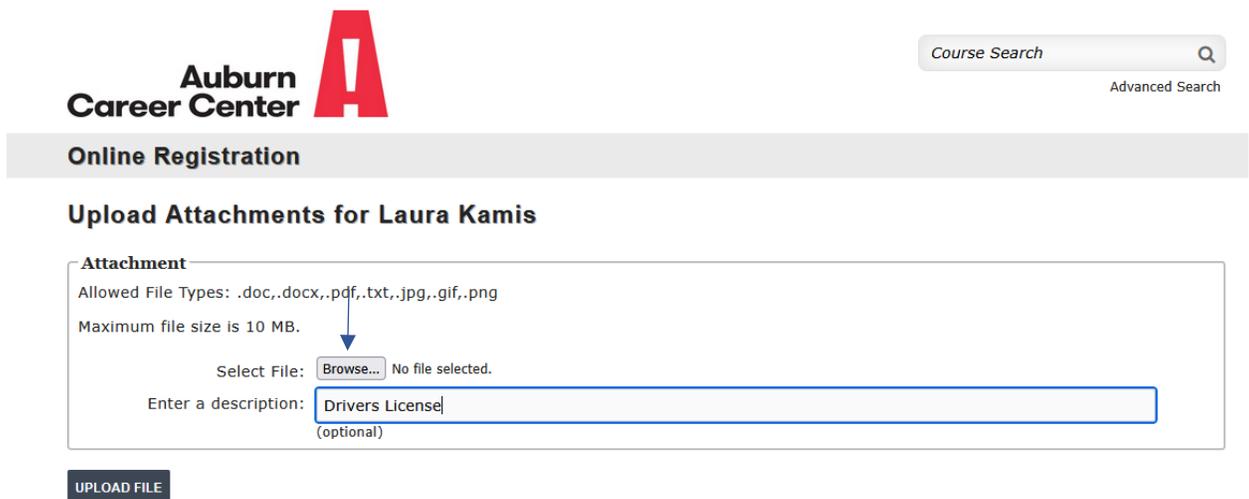
**LOG ON**

**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”.



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.



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