# TEXAS SOUTHMOST COLLEGE

# How to View and Submit Documents on Self-Service

1. Go to MyTSC and click TSC Self-Service.
2. Log in with your account using your TSC Username (email) and password.
3. Click on the Financial Aid box.

**TSC SELF SERVICE**

**TSC Self-Service**
Choose a category to get started.

| | Financial Aid |
|---|---|
| $ | Here you can access financial aid data, forms, etc. |

| | Employee |
|---|---|
| | Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances. |

| | Course Catalog |
|---|---|
| | Here you can view and search the course catalog. |

You have three options to view your pending documents

1) Go to "You have missing documents!" tab under the academic year, then click "Complete required documents"
2) Under checklist- Action needed, you can click the link "Complete required documents"
3) Click Financial Aid Counseling on top of the page and you will have a drop-down menu- click "Required documents"

Welcome to Financial Aid!
Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Colleague ID:
Change User

Notifications (0)

Select an Award Year: 2022/2023 Academic Year

⚠ Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) Warning status and you may be at risk of losing your Financial A...

You have missing documents!
In order to complete your financial aid application some additional documentation is required before the Financial Aid office can evaluate your information.

Complete required documents        **1**

Checklist

| ✓ Completed | Submit a Free Application for Federal Student Aid (FAFSA) |
|---|---|
| ⚠ Action Needed | Complete required documents        **2** |
| ⓘ Not Available | Your application is being reviewed by the Financial Aid Office |
| ⓘ Not Available | Review and accept your Financial Aid Award Package |

**TEXAS SOUTHMOST COLLEGE**

Daily Work · Financial Aid Counseling · Required Documents (Admin)

Financial Aid Home (Admin)

Required Documents (Admin)        **3**

My Awards (Admin)

Report/View Outside Awards (Admin)

Request a New Loan (Admin)

Award Letter (Admin)

Federal Shopping Sheet (Admin)

Correspondence Option (Admin)

Satisfactory Academic Progress (Admin)

© 202
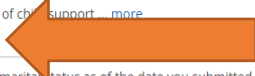
4. Once you are under the Required Documents tab:
   - Review all your pending documents and explanation of what you need to submit.
     NOTE: Make sure you are under the correct academic year.

| | | | | |
|---|---|---|---|---|
| **Select an Award Year:** 2023/2024 Academic Year ▾ | | | | ✉ Contact Financial Aid Office |

View All Required Documents

| Document | Explanation | Due Date | Status | Attachments |
|---|---|---|---|---|
| 23-24 Mother: Birth Cert | 23-24 DOCUMENT: Please submit your mother's OR step-mother's birth certificate. If this information is not available, you may ... more | | | 📄 Manage ⓪ |
| 23-24 Father: Birth Cert | 23-24 DOCUMENT: Please submit your father's OR step-father's birth certificate. If this information is not available, you may ... more | | | 📄 Manage ⓪ |
| 23-24 Parents: Marriage Cert | 23-24 DOCUMENT: Please submit a copy of your parent's marriage certificate.<br><br>You are being asked to submit this ... more | | | 📄 Manage ⓪ |
| 23-24 Stu/Sp: 2021 Tax Return | 23-24 DOCUMENT: Please submit a signed copy of your 2021 IRS Tax Return. A PIN number on your tax return OR Form 8879 will not be ... more | | | 📄 Manage ⓪ |
| 23-24 Stu/Sp: Asset Form | 23-24 FORM: You must submit the Asset Form for one of the following reasons:<br><br>- The asset information was left ... more | | | 📄 Manage ⓪ |
| 23-24 Stu: Child Support Form | 23-24 FORM: Please complete all sections of the Child Support Paid Form.<br><br>Report the actual amount of child support ... more<br>Child Support Paid Form | | | 📄 Manage ⓪ |
| 23-24 Sudent: Marital Status | 23-24 FORM: Report your marital status as of the date you submitted your FAFSA application. Marital status should not be updated ... more<br>Marital Status Form- Student | | | 📄 Manage ⓪ |

INSTRUCTIONS FOR FORMS:

- Complete all required fields and information requested.
- If Dependent student, you must provide an email address for parent.
- <span style="color:red">Parent email address CANNOT be the same as student.</span>
- Once you and/or parent have confirmed and signed form, <span style="color:red">SAVE</span> the form to your desktop/phone because you will need to <span style="color:red">UPLOAD</span> to Self-Service.

**Assign to next participants**                                    ✕

To complete the form please enter the information for the next participant. They will receive an email to complete this form.

**Participant 2**                                                  ^
Parent's signature REQUIRED if you are a <mark>DEPENDENT</mark> student. If you were required to provide parent information on your FAFSA, then you are considered a DEPENDENT s  Read More

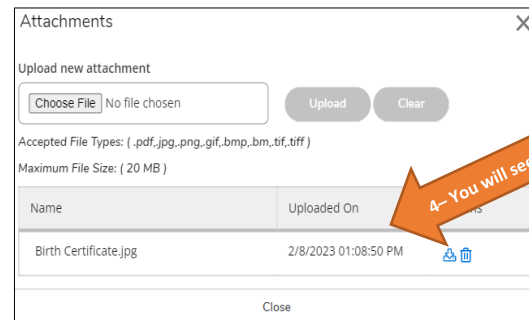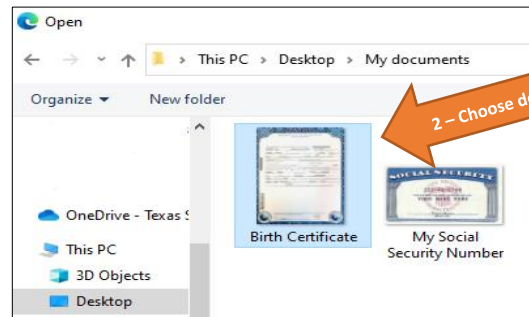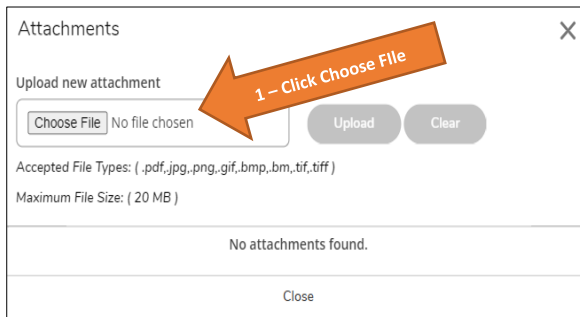| First name | Last name | Email address |
|---|---|---|
| Enter first name | Enter last name | Enter email address |

+ Add Message

[ Cancel ]   [ Next ]

# Steps to Upload Documents in Self-Service

5. Click "**Manage**" to upload a document/forms.

| Document | Explanation | Due Date | Status | Attachments |
|---|---|---|---|---|
| 23-24 Mother: Birth Cert | 23-24 DOCUMENT: Please submit your mother's OR step-mother's birth certificate. If this information is not available, you may ... more | | | Manage |
| 23-24 Father: Birth Cert | 23-24 DOCUMENT: Please submit your father's OR step-father's birth certificate. If this information is not available, you may ... more | | | Manage 0 |

- Follow the instructions to select and upload your document.
- You will see a confirmation message once the document has been successfully uploaded to the secure server.
- **Please allow 15 business days (more during peak time) to process.**

### Attachments

Upload new attachment

1 – Click Choose File

Choose File   No file chosen      Upload      Clear

Accepted File Types: ( .pdf,.jpg,.png,.gif,.bmp,.bm,.tif,.tiff )

Maximum File Size: ( 20 MB )

No attachments found.

Close

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Open

This PC › Desktop › My documents

Organize ▾    New folder

2 – Choose document

OneDrive - Texas
This PC
3D Objects
Desktop

Birth Certificate    My Social Security Number

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### Attachments

Upload new attachment

3 – Click Upload

Choose File   Birth Certificate.jpg      **Upload**      Clear

Accepted File Types: ( .pdf,.jpg,.png,.gif,.bmp,.bm,.tif,.tiff )

Maximum File Size: ( 20 MB )

No attachments found.

Close

---

### Attachments

Upload new attachment

Choose File   No file chosen      Upload      Clear

Accepted File Types: ( .pdf,.jpg,.png,.gif,.bmp,.bm,.tif,.tiff )

Maximum File Size: ( 20 MB )

4 – You will see document

| Name | Uploaded On | |
|---|---|---|
| Birth Certificate.jpg | 2/8/2023 01:08:50 PM | |

Close

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- Once you upload, you will see document as "Received/Pending". This means that we have received your documents, but they are still pending review.

Select an Award Year: 2023/2024 Academic Year ▾      ✉ Contact Financial

View All Required

| Document | Explanation | Due Date | Status | Attachments |
|---|---|---|---|---|
| 23-24 Mother: Birth Cert | 23-24 DOCUMENT: Please submit your mother's OR step-mother's birth certificate. If this information is not available, you may ... more | | RECEIVED/PENDING 02/08/2023 | Manage 1 |

If you have any questions about your status, please check your self-service or email for updates or you can contact the Enrollment Services Office at (956) 295-3640 or Financial Aid Office at 956-295-3620 or email financialaid@tsc.edu.