

FINANCIAL AID SECURE DOCUMENT UPLOAD

PRODUCTION

<https://finaidforms.tulane.edu/>

STUDENTS

1. Login using your Tulane username and password.



Financial Aid Forms

 **Secure Login**

Username

Password

Remember me?

Are you looking for Parent File Upload? Please go [here](#).

2. To attach documents, click on the "File Upload" link.



Financial Aid Forms

Admin ▾ mbarron ▾

We appreciate your interest in Tulane University and look forward to working with you during your Tulane career. You may start your application by choosing the appropriate form. Note that once you have submitted your application, you will not be able to access it to make changes or additions. If changes are necessary, please notify the Tulane Financial Aid Office. If you have questions, please contact Tulane University Financial Aid at finaid@tulane.edu. You are also welcome to phone us at 504.865.5723.

File Upload



Upload
Allows student to upload files needed for their applications.

3. The Form will be populated with your basic information



Upload Files

Student First Name

Student Last Name

Student DoB

Tulane ID

Financial Aid Year

Files

Only Pdf files will be accepted.

4. Enter your Birthdate.
5. Select the Aid Year from the drop down and click on the "Add File" button.
6. Select the Document Type you are uploading from the dropdown. If you do not see the document type you are uploading, select "Other."
7. Click "Choose File" and navigate to the file you are trying to upload.
8. Please note: PDF Documents are the only file type that is accepted.
9. You can also enter comments, in necessary.
10. You can select the "Add File" Button again for each additional document you would like to upload.
11. Click "Submit" to upload the document(s).

Financial Aid Year

Files

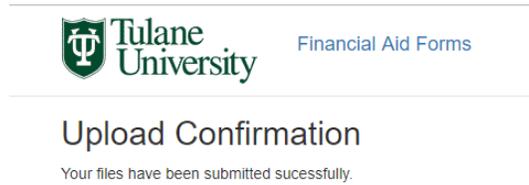
Only Pdf files will be accepted.

Document Type

File No file selected.

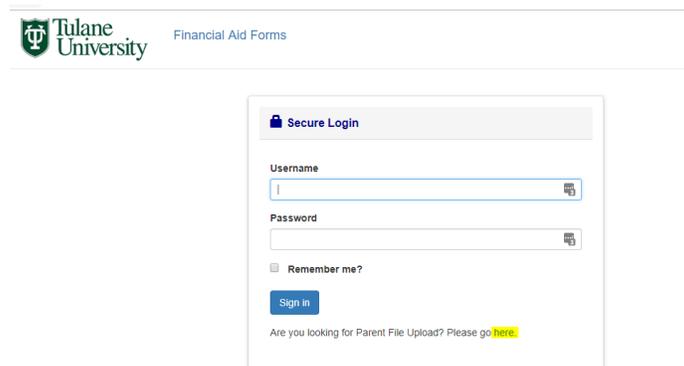
Comments

12. You will receive a confirmation screen once the documents have been uploaded successfully.

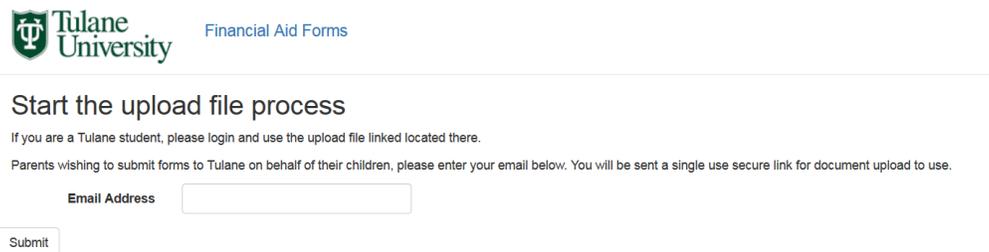


PARENTS

1. To upload documents for your student, click on the "here" button.



2. Enter your email address to receive a one-time secure link to use for uploading the documents.



3. Once the secure link has been sent, you will receive the following message.



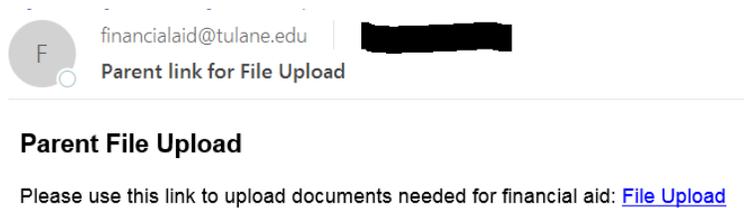
Email sent!

An email has been sent. Please follow the directions on the email to gain access to the file upload.

4. Check your email to obtain the secure link. You should see an email similar to the following:



5. Open the email and select the "File Upload" link.



6. You will be directed to a screen like the one below.

7. Enter your student's first name, last name and date of birth.
8. Enter your students Tulane ID, if known. Having the students Tulane ID will expedite the receipt of any documents you are uploading.
9. Select the Aid Year from the drop down and click on the "Add File" button.
10. Select the Document Type you are uploading from the dropdown. If you do not see the document type you are uploading, select "Other."

11. Click "Choose File" and navigate to the file you are trying to upload.
12. Please note: PDF Documents are the only file type that is accepted.
13. You can also enter comments, in necessary.
14. You can select the "Add File" Button again for each additional document you would like to upload.
15. Click "Submit" to upload the document(s).

Financial Aid Year

Files

Only Pdf files will be accepted.

Document Type

File No file selected.

Comments

16. You will receive a confirmation screen once the documents have been uploaded successfully.

