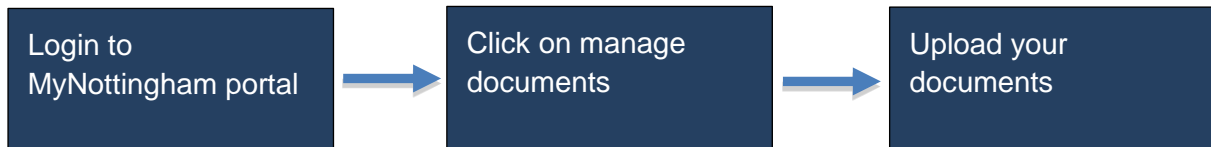




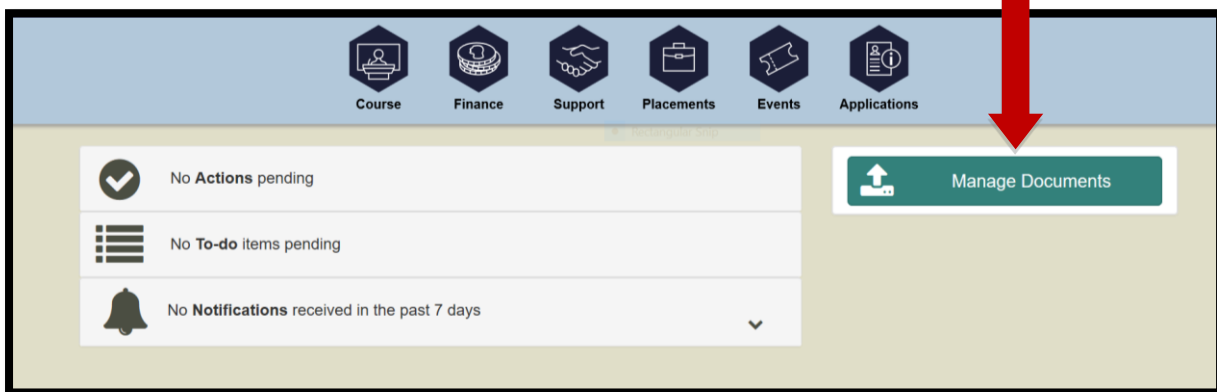
Verification of documents user guide

Steps to upload your documents

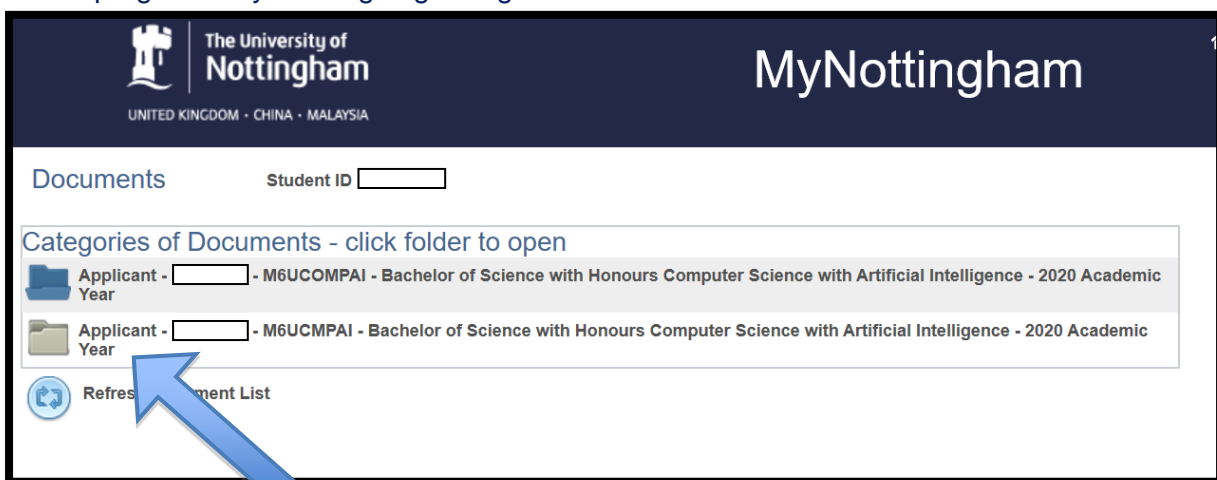


The following steps will take you through the process to upload your documents for the purpose of verification. You must complete this step before you can proceed to online registration.

1. Login to your account via [MyNottingham](#) using your application login details.
2. Click on 'Manage Documents' which will take you to the documents page.



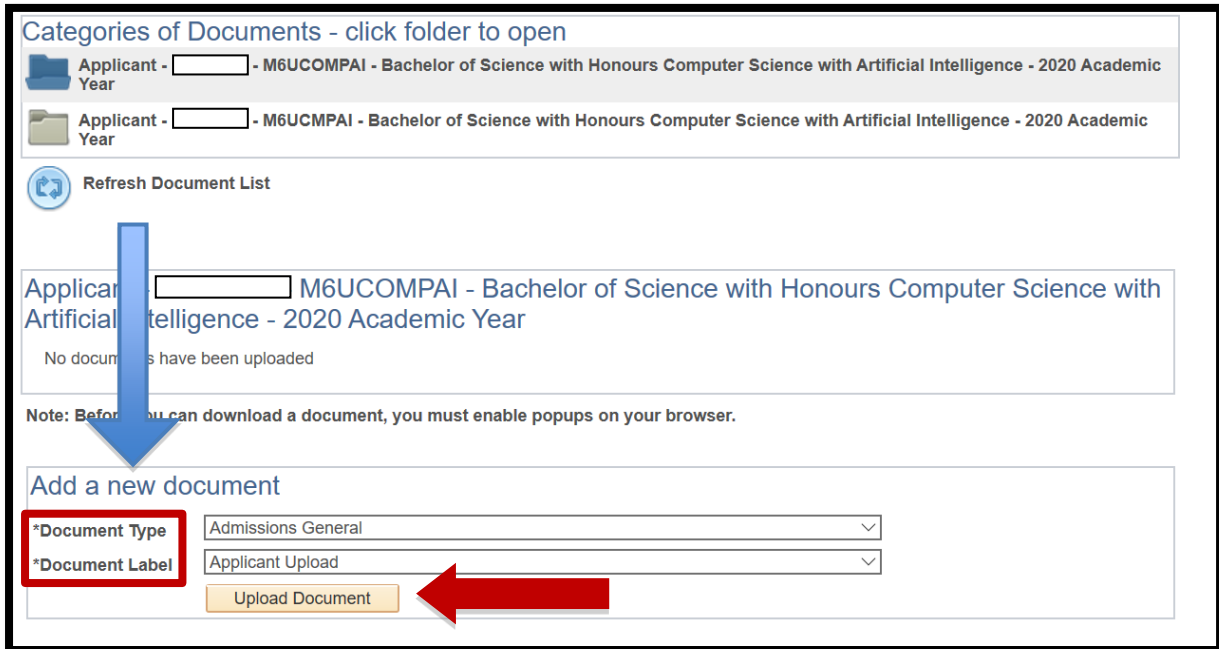
3. If you have applied for more than one programme, please ensure that you click on the folder for the programme you are going to register for.



4. Once you have selected the right folder, scroll down to the 'Add a new document' section to start uploading your documents.



5. Please select document type as 'admissions general' and Document label as 'applicant upload'.
6. Click **upload document** when done.



7. When the small pop-up window appears, you can upload your documents.
8. You can either combine all your documents in one file or upload them individually.

