



# PRAIRIE VIEW A&M UNIVERSITY

Office of Student Financial Aid & Scholarships

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## Instructions on how to upload documents to PantherPass

**Step 1:** Login to PVPlace

**Step 2:** Select the “Student” tab

**Step 3:** Under the student tab on PVPlace in the bottom right corner of page select Upload Documents to Panther Pass

**Step 4:** Select Panther Pass Document Upload

**Step 5:** Type in student email address for email confirmation, select the document that is being submitted, upload document from computer. If the document you are uploading contains multiple pages, merge all documents into one file before uploading.

- Ensure all documents that require signature are signed. Typed signatures will not be accepted
- Include your name and student ID number on every page
- Each document type should be scanned and uploaded independent of any other document type
- Documents that are submitted must be legible
- Do not take pictures of documents with a camera

**Step 6:** Once documents are uploaded select submit

**Step 7:** If documents are successfully submitted a confirmation screen will appear and a confirmation email will be sent.

