# Person Documents (Student)

Last Modified on 03/27/2024 1:43 pm CDT

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**Classic View:** Student Information > General > Person Documents

**Search Terms**: Person Documents

The **Person Documents** tool allows you to view all documents associated with a specific student regardless of the tool in which they were first uploaded.

> The Person Documents tool is enabled by your Campus administrator. See the Enable and Disable Document Upload article for more information.



*Person Documents*
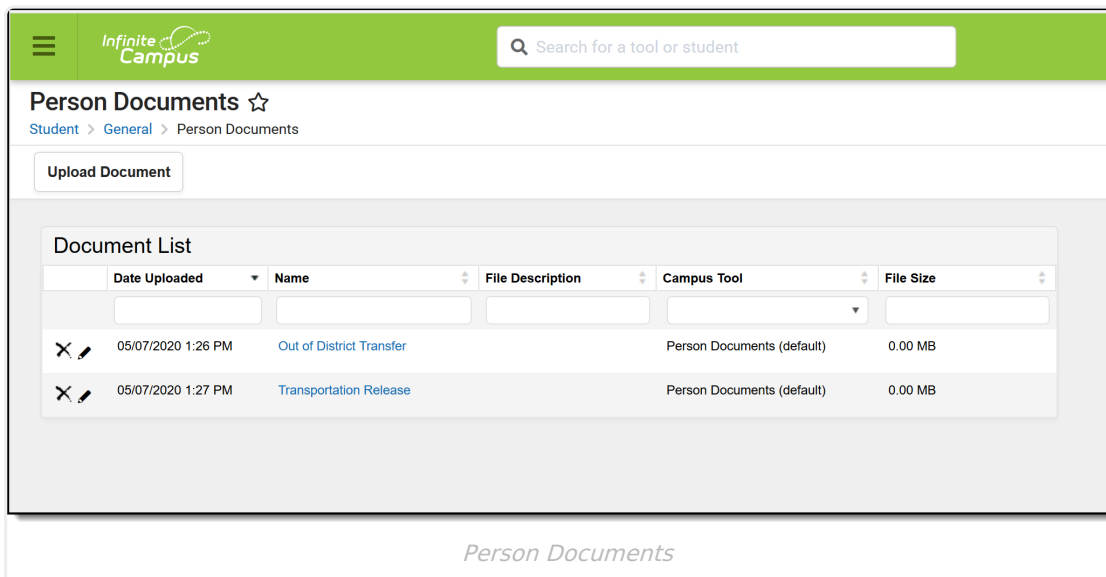
# Upload Documents

1. Click the **Upload Document** button.
2. Click the **Add Files** button.
3. Locate the file(s)  to attach and click **Open**. Campus adds the file(s) to the list of documents. Repeat this step until all of the desired files to attach are added.
4. Click the **Upload** button. The documents appear in the Document List.

*Upload Documents*
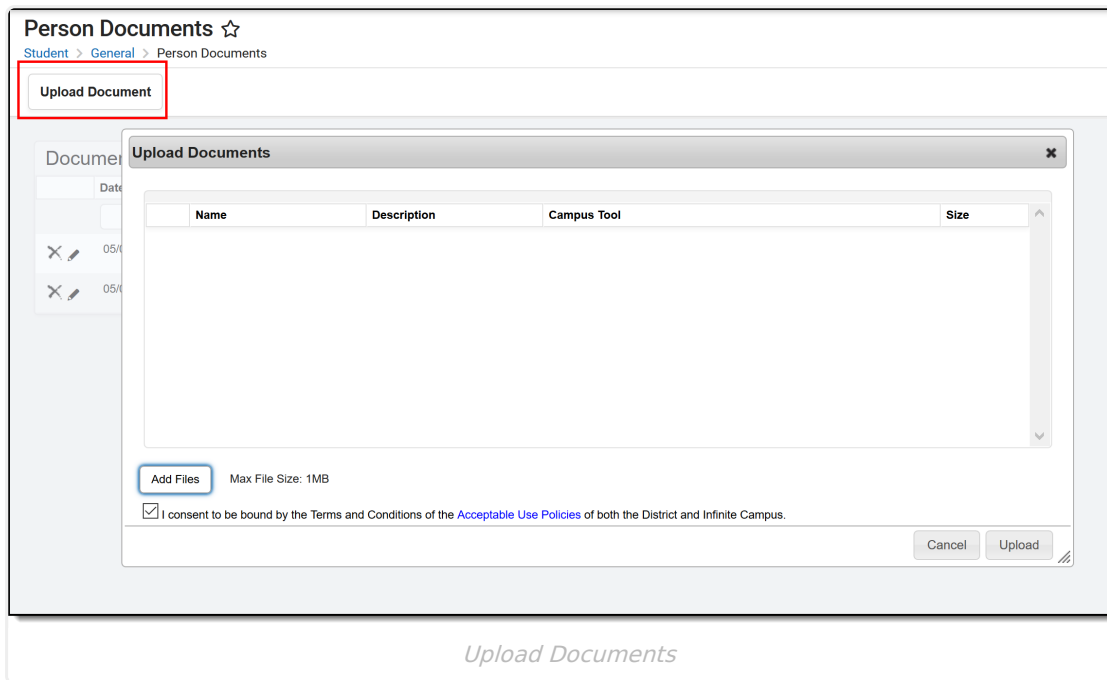
# Delete Documents

1. Click the **Delete** button next to the attachment to remove. A confirmation message displays.
2. Click **OK**. The attachment is permanently removed.



*Delete Documents*
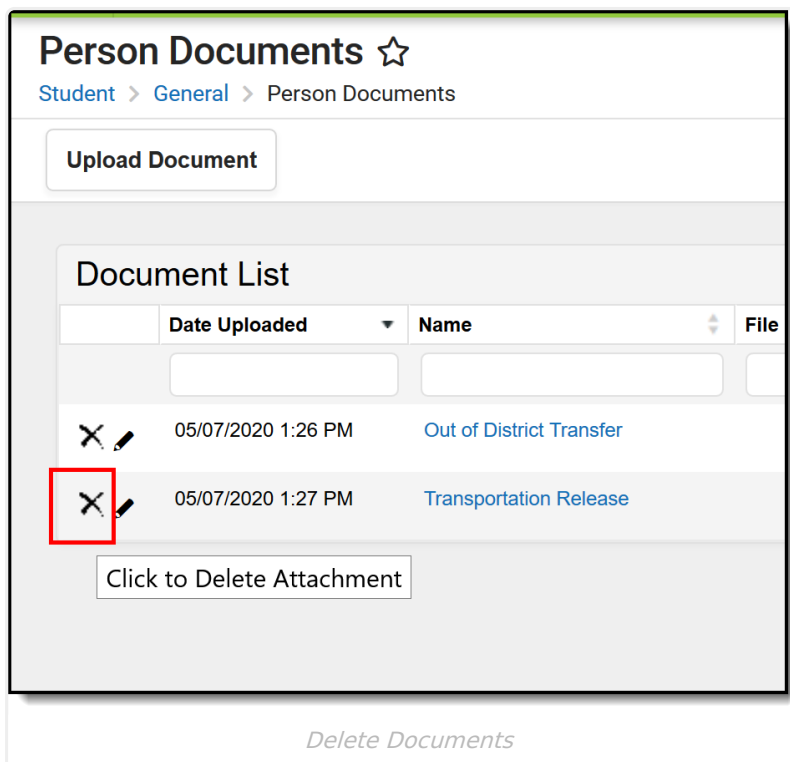
# Replace a Document

1. Click the **Edit** button next to the document you want to replace. The Edit Document screen

displays.

2. Click the **Replace File** button. The File Upload screen displays.
3. Locate the file(s) you want to attach and click **Open**.
4. Verify the checkbox for the Terms and Conditions is marked.
5. Click the **Save** button. The new file is uploaded and Campus updates the date and time in the Date Uploaded column.

# Edit File Information

1. Click the **Edit** button next to the document you want to change. The Edit Document window displays.
2. Change the **Name** and/or **Description**.
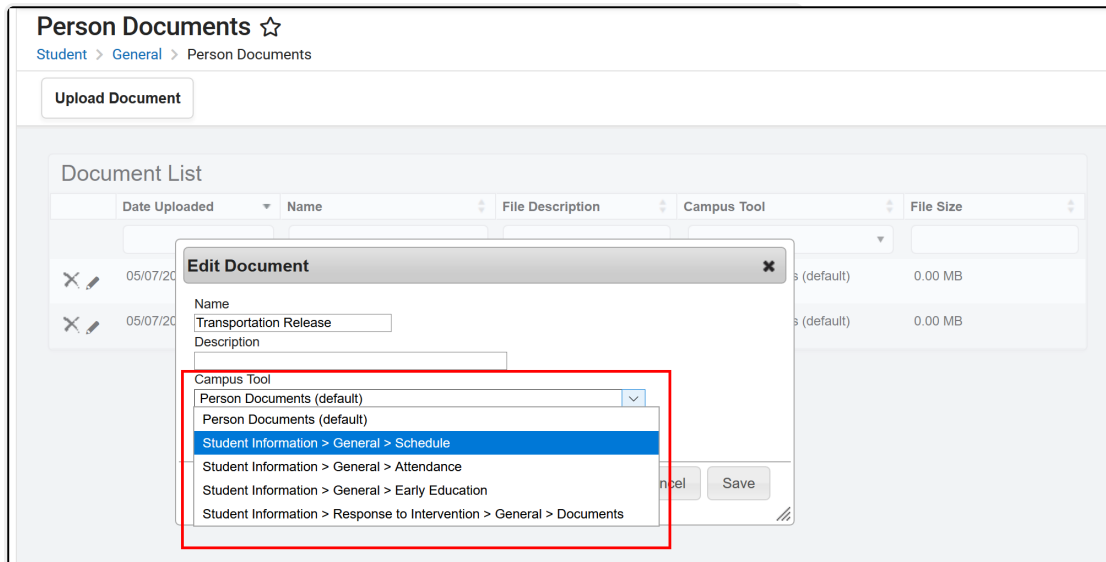3. Click the **Save** button.
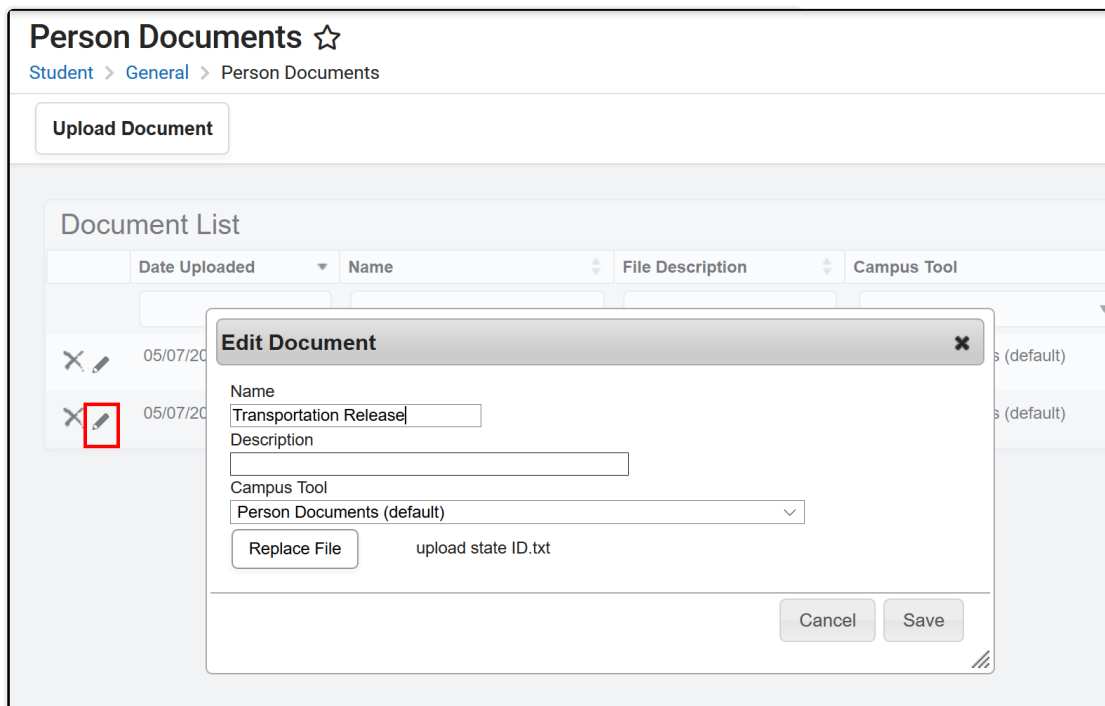


*Edit Document Information*

# Move File to a new Campus Tool

Selecting a Campus Tool in the dropdown list will make the document visible on the Documents window for that tool.
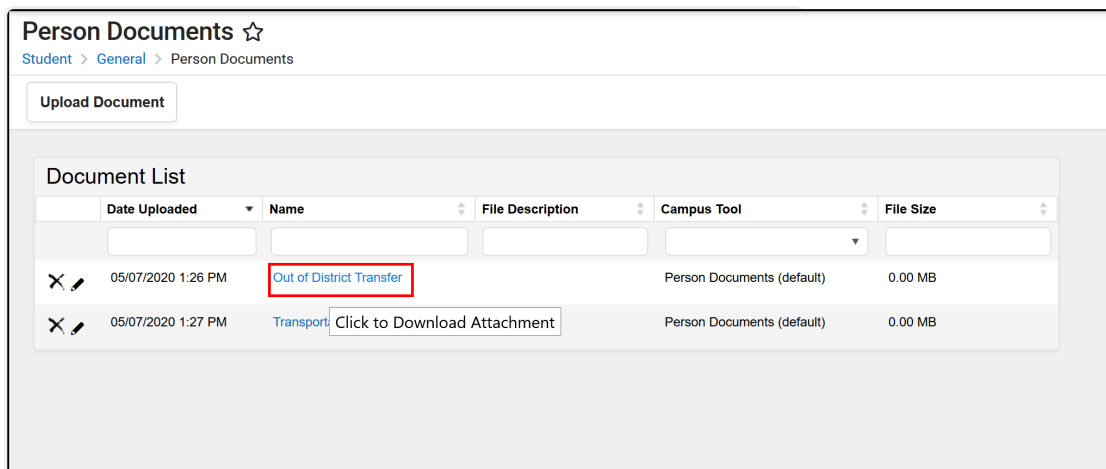
1. Click the **Edit** button next to the document you want to change. The Edit Document window displays.
2. Select a different tool in the **Campus Tool** dropdown list.
3. Click the **Save** button.

*Move a File*

# Download a Document

1. Click the document name in the **Name** column. A window displays that allows you to save the file.
2. Click the **Save** button.



*Download Documents*