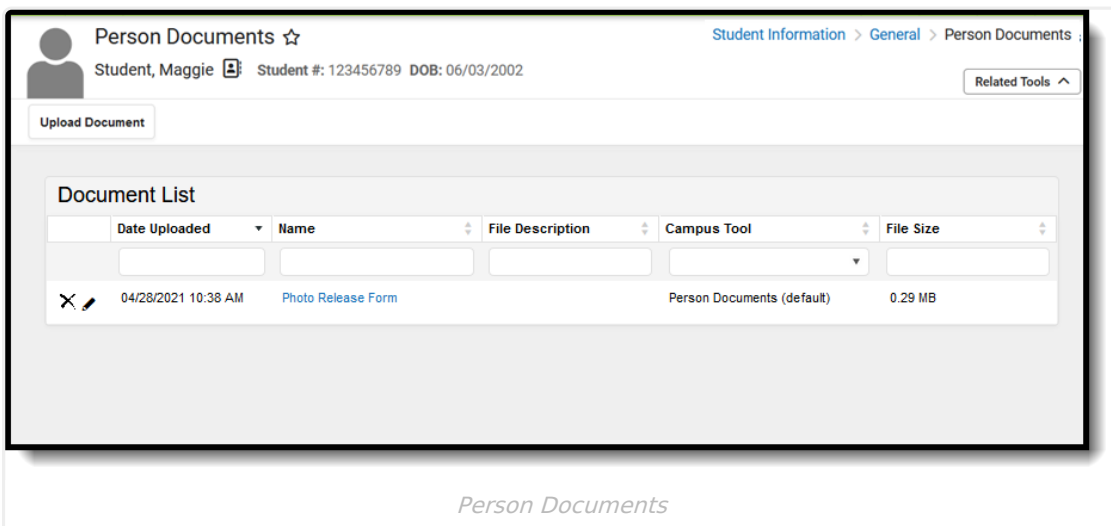# Person Documents (Student)

Last Modified on 02/03/2026 11:26 am CST

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Tool Search: 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. Refer to the [Digital Repository Preferences](#) article for information on enabling digital repository per module and tool.

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

Person Documents

> See the [Person Documents Tool Rights](#) article for information about rights needed to use this tool.

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.

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.

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.

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.

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.