OFFICE OF HIGHER EDUCATION

Uploading Ancestry Documents in MNAid

- 1. Navigate to the Student Portal at https://mnaid.guarantorsolutions.com/studentportal/
- 2. You will be brought to the Log In screen. Enter your User Name. Select Log In.

Log In		
User Name	User Name	
	If this is your first time accessing the Student Portal, click this link to create an account	Forgot user name
	Log In	

3. Ensure that the personal image matches the one you selected. Enter your password. Select Log In.

Your Personal Ima	ge
Confirm your Perso	onal Image is correct
	If you recognize your Personal Image, you'll know for sure that you are at the correct site. Confirming your Personal Image is also how you'll know that it's safe to enter your Password.
and a second	
Incorrect Person	nal Image showing? Click here.
Incorrect Perso	onal Image showing? Click here.
Incorrect Perso Password	onal Image showing? Click here.
Incorrect Perso Password	onal Image showing? Click here. Forgot your password? Click he

4. From the top banner menu, select Document Management.

		robout
OFFICE OF HIGHER EDUCATION		
Online Applications Account Managem Document Management		

5. In the aid program dropdown, select Indian Scholarship.

	OF	Logout
MN Aid Programs	pplications Account Management	
Document Management		
Please select the Aid Program		~
An aid program is o	nly available for selection if you have an application on file and the program requires supporting documentation.	

6. Under American Indian Ancestry Documentation – 1, select Upload.

ocument Management		
ease select the Aid Program	Indian Scholarship	~
American Indian Ancestry Documentat	on - 1	
Please upload your American Indian And	estry Documentation.	Upload
American Indian Ancestry Documentat	on - 2	
Upload additional documentation if nee	ded.	Upload

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Upload additional documentation if needed.	Upload
American Indian Ancestry Documentation - 4	
Jpload additional documentation if needed.	Upload
American Indian Ancestry Documentation - 5	
Jpload additional documentation if needed.	Upload
${igodoldoldoldoldoldoldoldoldoldoldoldoldol$	t, please contact MN Office of Higher Education Financial Aid Unit at 1-651-642-0567 and select option 2 or 1-800-657-3866 . Phones are answered Monday-Friday fram 8:00AM-4:30PM.

7. Select the Choose File button and locate your file from your device. Please note, allowable file types and size limit for uploads are listed. If your file type or file size is currently different than what is listed, please change the document file type or file size to one that is allowable.

Upload American Indian Ancestry Documentation - 1 $$ $ imes$		
Choose a file Choose File No file chosen		
Allowable file types are PDF, JPG, GIF, TIF, and PNG with a file size limit of 10Mb.		
Cancel Upload		
	e	

8. Once you have chosen your file, the name of your file will be displayed. Select Upload.

Upload American Indian Ancestry Documentation - 1	×
File : Ancestry Documentation.pdf Choose File Ancestry Docentation.pdf	
Allowable file types are PDF, JPG, GIF, TIF, and PNG with a file size limit of 10Mb.	
Cancel Upload	

9. Once uploaded, you may view your file by selecting the file name.

esse select the Aid Program	Indian Scholarshin	~
case select the Alu Program	induit schold snip	
American Indian Ancestry Documentation	n - 1	
Please upload your American Indian Ance	estry Documentation.	
A second seco		

10. If you need to submit additional documents for the program, you may repeat this process up to 4 more times. To do so, select Upload on the next document heading and repeat steps 7-9.

ease select the Aid Program	Indian Scholarship	~
American Indian Ancestry Documentati	on - 1	
Please upload your American Indian Anc	estry Documentation.	
Ancestry Documentation.pdf		
American Indian Ancestry Documentati	on - 2	
Upload additional documentation if need	led.	Upload

American Indian Ancestry Documentation - 3	
Upload additional documentation if needed.	Upload
American Indian Ancestry Documentation - 4	
Upload additional documentation if needed.	Upload
American Indian Ancestry Documentation - 5	
Upload additional documentation if needed.	Upload