HOW TO SCAN DOCUMENTS TO PDF USING YOUR PHONE CAMERA:

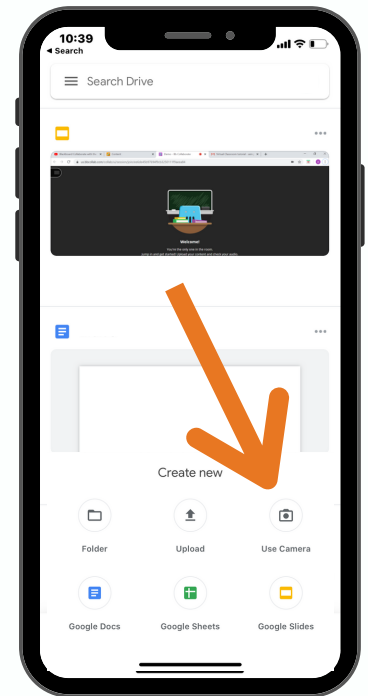## 1

Available on the App Store and Google Play.

Download the Google Drive App.

2
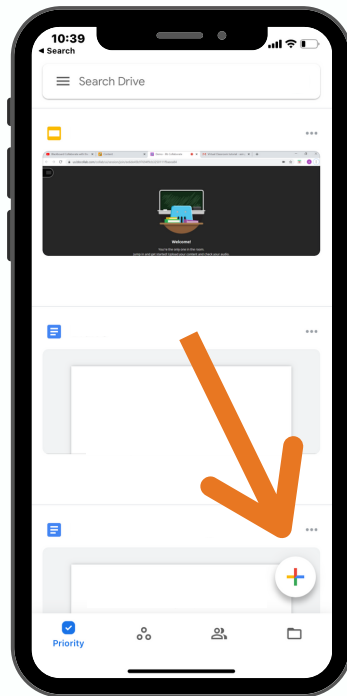
Open your Drive App and Click the plus sign on your bottom-right hand corner.

3

Click on the Camera Icon. You can now take a picture of your document. After taking the picture, select the document and click the 3 dots on your upper-right side you can now upload a copy to your student self service.

MC
MORTON COLLEGE
FINANCIAL AID

Here are some tips when scanning using your phone camera:

Use a contrasting background: If you're scanning a white document, put it on dark background. This will help the camera find the edges.

Try to get a straight-over shot: If you need to place the paper on the floor to get a perfect overhead shot, do that. It'll result in a much cleaner scan.

Be patient it may take more than one shot: Sometimes the scan feature clips the edges off a document, cutting part of it off. It may take a few tries to get it just right.

Students may upload their missing documents to their student self-service.We suggest students to check their student-self service for application updates. Student may contact Financial aid advisor for any further questions. The assigned financial aid advisor is listed below according to student's last name:

A-D: Blanca Martinez — blanca.martinez@morton.edu

E-I: Gloria Lozano — gloria.lozano@morton.edu

J-N: Jennifer Klementzos — jennifer.klementzos@morton.edu

O-R: Elizabeth Melgoza — elizabeth.melgoza@morton.edu

S-Z: Jazmyne Alzate — jazmyne.alzate@morton.edu