

# Sheridan Technical College

Office of Student Affairs

## Step 5: Complete & Upload Documents



Welcome to step 5 of the online admissions process! **Most forms are fillable with an electronic or digital signature feature, so printing is optional.** Instructions on [signing forms](#), [uploading documents](#) and free [scanner app resources](#) start on page 2. Forms must be signed. Simply typing a signature is not permitted. Be sure to appropriately scan printed documents with a desk-top or phone app scanner. Some programs require additional admissions documents, so review that section for details. **Be sure to upload documents in the assigned folders.**

### Admissions Forms

Upload forms and supporting documents to the “**Admissions Documents**” folder.

Forms	Supporting Documents
1. <a href="#">Workforce Education Registration Application</a>	Valid picture ID (i.e. driver’s license, passport, etc.)
2. <a href="#">Workforce Education Registration Application Addendum</a>	--
3. <a href="#">Explanation of Learner Rights and Responsibilities</a>	--
4. <a href="#">Florida Residency Affidavit for Tuition Purposes</a>	Upload 2 proofs of FL residency. View <a href="#">acceptable proof</a> list.
5. <a href="#">Counselor Interview Form</a> (General-All Programs) <a href="#">Counselor Interview Form</a> (Commercial Driving Only)	--
6. <a href="#">Basic Skills Acknowledgement</a> (Programs of 450 hrs. or more)	If exempt, upload the appropriate proof of exemption

### Programs Requiring Additional Admissions Documents

Upload supporting documents to the “**Admissions Documents**” folder if registering for these programs.

Program	Supporting Documents
Advanced Automotive: (Audi, Ford, GM, MOPAR, Nissan/Infiniti)	<ul style="list-style-type: none"> <li>High School Diploma or GED</li> </ul>
Class “B” Driving Commercial Vehicle Driving	<ul style="list-style-type: none"> <li>Class A or B Permit</li> <li>7 or 3 Year Driving Record</li> <li>DOT Physical</li> </ul>
Early Childhood Education	<ul style="list-style-type: none"> <li>High School Diploma or GED</li> </ul>
Electrocardiograph Technology Medical Assisting Patient Care Technician Pharmacy Technician- ATD Practical Nursing Surgical Technology	<p><b>Upload to Applicant Account (Focus Portal)</b></p> <ul style="list-style-type: none"> <li>Documentation of Core (if applicable)</li> <li>Documentation of Name Change (if applicable)</li> <li>High School Diploma/GED (<i>Pharmacy Technician- ATD, Practical Nursing and Surgical Technology <b>only</b></i>)</li> </ul> <p><b>Upload to Complio Account</b></p> <ul style="list-style-type: none"> <li><a href="#">Immunization Record Form</a></li> <li><a href="#">Memorial TB Attestation Form</a></li> <li><a href="#">Physical Exam Form</a></li> </ul>
Medical Coder Biller- ATD	<ul style="list-style-type: none"> <li>High School Diploma or GED</li> </ul>

### Financial Aid Intake Forms (Optional)

Upload forms and supporting documents to “**Financial Aid Documents**” folder.

Forms	Supporting Documents
1. <a href="#">Financial Aid Institutional Application</a>	High School or GED Transcript
2. <a href="#">Policies and Conditions Governing Title IV Awards</a>	Valid picture ID (i.e. driver’s license, passport, etc.)
3. <a href="#">Federal Pell Grant Awards and Disbursements</a>	--
4. <a href="#">Student Aid Credit Balance</a>	--

### Disability Services Forms (Optional)

Upload forms and supporting documents to the “**Verification of Disability**” folder.  
Documents must be current (within the last 4 years).

Forms	Supporting Documents
1. <a href="#">Verification of Disability Form</a>	Upload any available documentation to support diagnosis
2. <a href="#">Explanation of Learner Rights and Responsibilities</a>	Valid picture ID (i.e. driver’s license, passport, etc.)
3. <a href="#">Section 504 Acknowledgement</a>	--
4. <a href="#">Student Information Form</a>	--
5. <a href="#">Student Medical Information Form</a>	--
6. <a href="#">Authorization for Release of Information</a>	--

[CLICK HERE TO RETURN TO Online Admissions Checklist](#)

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[CLICK HERE TO ACCESS OSA Contact List](#)

## Scanning Documents: Free App Resources

**Be sure to appropriately scan printed documents with a desk-top or phone app scanner.** We understand there may be some scanning capability limitations when submitting documents. For this reason, provided below are some sample scanner apps that may be of assistance. These apps are free and compatible with IOS and Android devices (GooglePlay or App Store). Note, this is merely a short list of suggested apps for your convenience, so conduct your own research to find a scanning solution that works best for you.

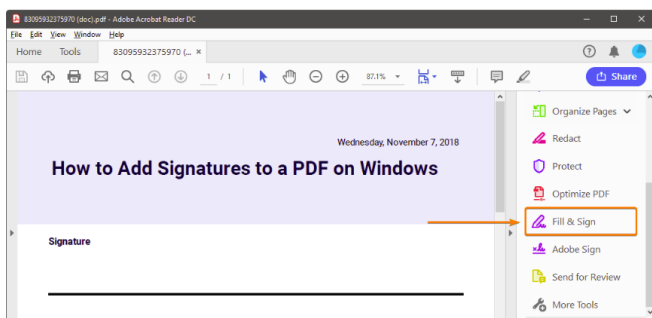
1. Adobe Scan
2. Microsoft Office Lens
3. CamScanner

## Signing a PDF Form Electronically or Digitally

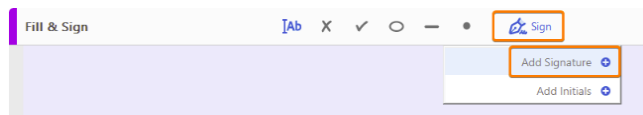
For your convenience, most forms are fillable with an electronic or digital signature feature, so printing is optional. If you wish to sign the form electronically or digitally, this must be done via Adobe. The signature only needs to be created once and can be used on all your forms. If you do not have Adobe, you may be able to download Adobe for free online. The web-based PDF form(s) does not have the electronic or digital signing capabilities, however, users can electronically complete the form and print to sign. Forms must be signed. Simply typing a signature is not permitted. Please select one of the following two signature options:

### OPTION 1: Electronic Signature

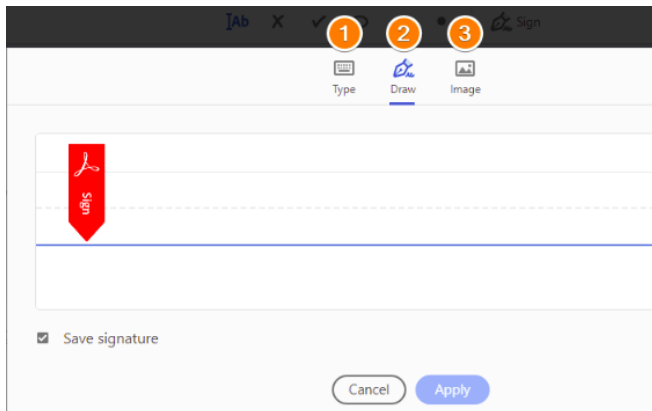
1. If the form is a web-based PDF file, you must download and save the PDF file to your computer in order to electronically or digitally sign the form via Adobe.
2. Open the PDF file in **Adobe Acrobat**.
3. Click on **Fill & Sign** in the **Tools** pane on the right.



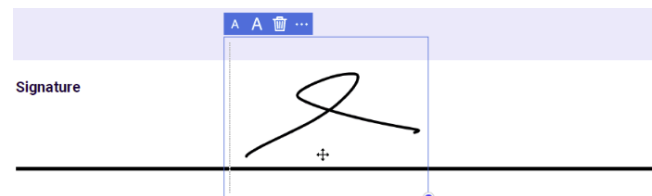
4. Click **Sign**, and then select **Add Signature**. (Select **Add Initials** if you wish to add your initials to a form)



5. A popup will open, giving you three options—**Type**, **Draw**, and **Image**. Select **Draw** and sign your name using the mouse or your finger/stylus pen for touch screen devices. Then click the **Apply** button. If you already have a saved image of your signature on file, you can select the Image option instead. Please **do not** select the option to **Type**.




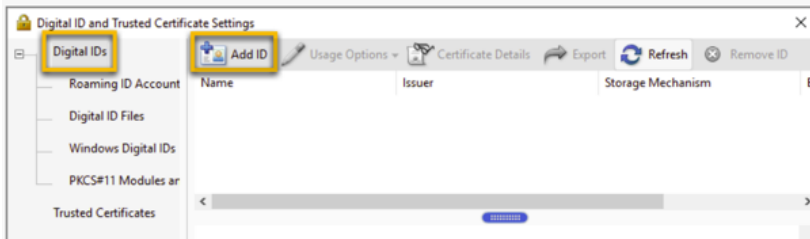
6. Drag and position the signature on the signature line of your PDF form. You can resize the signature as you wish.



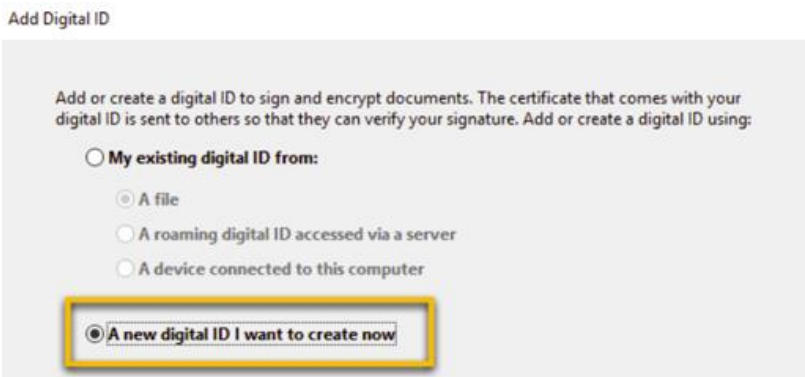
7. Save the document to your computer.
8. Follow the same process for adding your initials to a form.

## OPTION 2: Digital Signature

1. If the form is a web-based PDF file, you must download and save the PDF file to your computer in order to electronically or digitally sign form via Adobe.
2. Open the PDF file in **Adobe Acrobat**.
3. In Acrobat, click the **Edit** menu and choose **Preferences**, then **Signatures**.
4. On the right, click **More** for **Identities & Trusted Certificates**.
5. Select **Digital IDs** on the left, and then click the **Add ID** button. 



6. Select the option **A New Digital ID I Want to Create Now**, and click **Next**.



7. Specify where to store the digital ID, and click **Next**.



8. Do the following:
  - a. **Name:** enter first and last name (as shown on your picture ID or driver's license)
  - b. **Organizational Unit and Organization Name:** leave blank or fill-in if you wish
  - c. **County/Region:** select **US-United States** from dropdown box
  - d. **Key Algorithm:** select **2048-bit RSA** from dropdown box
  - e. **Use Digital ID for:** select **Digital Signature and Data Encryption** from dropdown box



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9. Do the following:

- a. Type a **Password** for the digital ID file. For each keystroke, the password strength meter evaluates your password and indicates the password strength. Reconfirm your password. If you must write down your password, store it in a secure location.
- b. The digital ID file is stored at a default location as shown in the **File Name** field. If you want to save it somewhere else, click **Browse** and choose the location.
- c. Click **Finish**.

**Add Digital ID**

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

**File Name:**  
C:\Users\JohnDoe\AppData\Roaming\Adobe\Acrobat\DC\Security\JohnDoe.pfx

**Password:**  
[Redacted] **Strong**

**Confirm Password:**  
[Redacted]

10. The digital signature is now created. To sign the form click on the signature line.



11. Select your digital signature and click **Continue**.

12. Check the **Lock Document After Signing** box, enter your digital ID password and click **Sign**.

**Sign as "John Bilippi"**

Appearance: Standard Text

**John Bilippi** Digitally signed by John Bilippi  
Date: 2017.07.04 18:38:22 +05'30'

Lock document after signing

Review document content that may affect signing

13. Your digital signature will now appear on the signature line of the form. You may be prompted to save the document.

14. If you haven't done so, save your document.

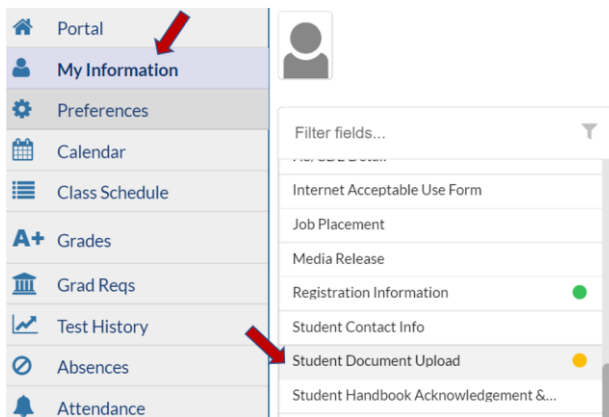
## Uploading Documents in Applicant Account (Focus Portal)

You must first **download and save the desired form(s) onto your computer** and then complete the following steps to upload the forms to your applicant account (Focus Portal). **Please be sure to appropriately scan printed documents with a desk-top or phone app scanner.**

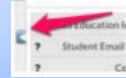
1. Download and save the desired form to your computer. Click [signing forms](#) for instructions on electronically or digitally signing PDF forms if you have not signed the form(s).
2. Using Chrome, Firefox, or Safari go to [browardfocus.com](http://browardfocus.com).
3. Login to your applicant account (Focus portal). *Refer to your account confirmation email for step 2 (Request Applicant Account) of the online admissions process for account information.*
  - a. **Username:** 10 digit student ID number
  - b. **Password:** "P"+Date of birth (PMM/DD/YYYY)
  - c. Note, your password is defaulted to your birthday **unless** you have logged into Focus before and changed your password. If you have already set a unique password for yourself, please use that one.



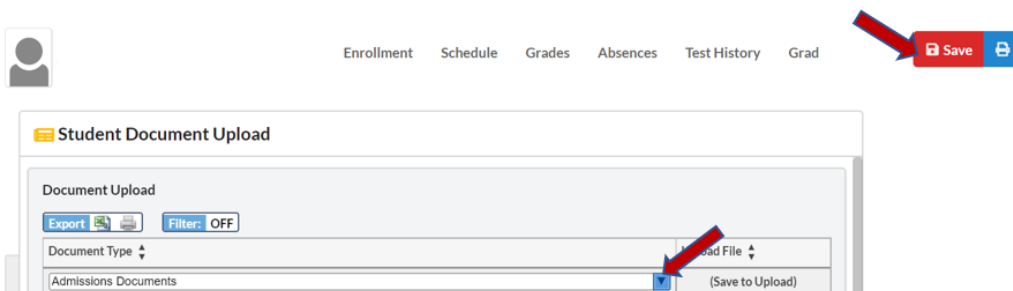
4. Click on **My Information** then **Student Document Upload**.



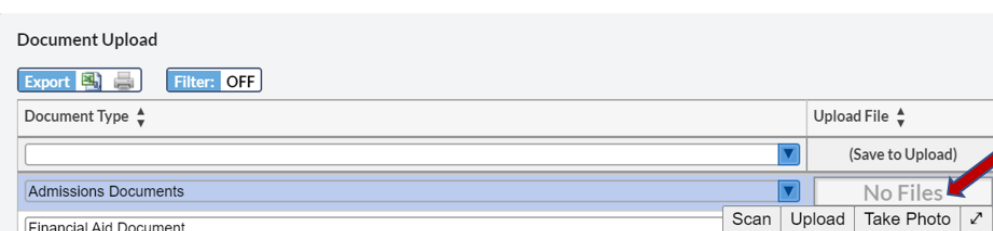
**Phone**  
If you are using a phone, click the little arrow on the left side of your screen to expand the menu.



5. Select the type of document you are uploading from the **Document Type** dropdown then click **Save**.



6. The folder is now available for document upload. Hover over the files box and you will see options to **Scan** or **Upload**. Select **Upload** and search for the desired document in the saved location on your computer. Allow the file to upload completely. You do not need to hit Save again.



**Phone**  
If you are using a phone click, **Upload** and it will allow you to take or upload a photo. Allow the file to upload completely. You do not need to hit Save again.