



NAIT PORTAL INSTRUCTIONS FOR AUTHORIZED REPRESENTATIVES

The quickest way for you to have this information uploaded to your application is for you to scan and upload the documents by following the steps outlined below:

- Login to [MyNAIT Portal](#)
- Select Need a Student Account: "Sign Up"
- Enter your Student ID (if available), if you don't know it, select "Next"
- Fill in information that is required (will have an asterisk next to the required fields), click "Next"
- Your username will appear at the top, and you will be asked to set up a password (write it down)
- SHARE the username and password information with the student, so that they can track the progress of their application
- You will then need to use your login information to access your account (it doesn't automatically log you in)

Once you have completed the above steps and are logged in to the NAIT Portal:

- Ensure you have collected all of the required documents, have made copies and have included the stamp "Photocopy of Documentation" and the Company Stamp and have signed and dated the copies. **Refer to the program's website to confirm that you are uploading all of the required documents
- Click on "My Applications" from the left-side of the webpage
- Select "Application Status"
- Select Upload a document from the "Upload and View Documents" box
- Select the + sign to "Add an Attachment"
- Click on the **Add** button for the "Application" you wish to upload
- Click on the **Browse** button and **Double Click on the file** you would like to upload
- Click on the **Upload** button to complete the upload