

NOTE: If you *do not have an active Kerberos*, follow these steps:

1. Go to this [link](#).
2. Scroll down to the section titled "For Alumni without active Kerberos IDs."
3. Follow the provided instructions to log into iMIT without an active Kerberos Account.
 - a. If you have an active Kerberos Account, follow the steps below.

Follow the steps below to access your Documents in iMIT:

1. Accessing Your Documents

- a. Log into your iMIT Account.
- b. On the top right-hand side of your iMIT Services Home Page, Click on the "Documents" tab. Reference the encircled item below.



Note: The notification numbers may vary from the example.

2. Filtering Documents once on the "Documents" page:

- a. On the "Documents" page, scroll to the bottom to customize your view.
- b. Under "Show these document types:" check the document types you wish to view.
- c. In the "Show most recent only" section:
 - Select "Yes" to display only recently uploaded documents.
 - Select "No" to show all documents attached to your file since the beginning.

3. Apply Filters:

- a. After making your selections, click the "Filter Documents" button.
- b. The list will populate according to your chosen filters.