

## Uploading a Student Document through CUNYfirst

There may be times when you are required to upload a scanned document, completed form, file or record to securely submit the following types of information to your college or the University:

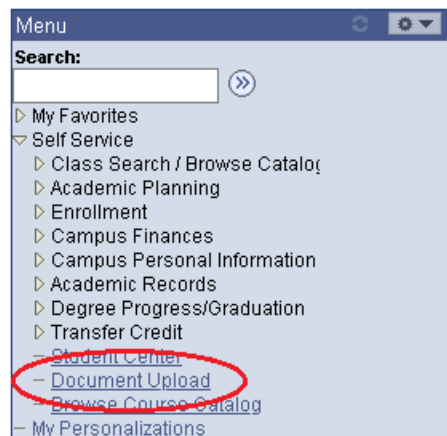
- Admissions documents
- Financial aid documents
- Health services documents
- Registrar/student record documents

Note that file names for your uploaded documents should be descriptive and include your name so they are easier for administrative staff to work with—especially if multiple files are uploaded concurrently. Avoid file names like Scan-129-04042020.pdf or 20200404\_133911.jpg.

To upload and submit documents using CUNYfirst:

1. Log into CUNYfirst.
2. Select **Campus Solutions > Self Service > Document Upload**.

The Document Upload page is displayed with your name and emplid.



3. Using the **Document Class** drop-down menu, select one of the following document classes corresponding to the document to be uploaded:

- Admissions
- Financial Aid
- Health Services
- Registrar

A Document Type drop-down menu is added to the Document Upload page.

A screenshot of the "Document Upload" page in the CUNYfirst system. The page displays the student's name and ID (99999999). Below this, there is a section titled "Select the Document Class and Type" with a blue header. The text instructs the user to choose the appropriate document class and type from a drop-down menu. It also includes instructions to disable pop-up blockers and to close the browser tab after upload. A note states that multiple files of the same Document Class and Document Type can be uploaded, but each file must be less than 20 MB in size. At the bottom, there is a "Document Class" drop-down menu.

- Using the **Document Type** drop-down menu, select the type of document being uploaded.
- Click on the >> (“Go”) button to the right of the **Document Type** drop-down menu.

A message displays to inform you that you are transferring to the Student Documents Repository system.

- Click the **OK** button to continue with the document upload.

If you are presented with a Student Documents Repository login prompt, enter your CUNY Login credentials and click **Log In**.

A Student Documents Repository page is displayed. Depending on the document class selected, the page may contain Properties fields with your name, emplid and the document class and type selections from CUNYfirst.

- Click the **Choose Files** button to open your computer’s file manager/explorer tool.

**Notes:**

You can select multiple files to upload for the document type selected. Each file to be uploaded must be less than 20 MB.

The selected file name is displayed next to the **Choose Files** button.

- If you need to confirm or change the document type before uploading the file, click the **Document Type** drop-down menu.

- Click the **Add** button at the lower right of the window to upload the file.

If you encounter an error message during the file upload, contact your campus help desk or wait a while before trying to upload the file again.

- Click **Close** when the upload confirmation message is displayed.

11. After the file is uploaded, do one of the following:
- Return to CUNYfirst to upload another document without having to log into the Student Documents Repository again
  - Close the Student Documents Repository page if you are done uploading files and want to return to other applications in the browser window
  - Click on your CUNY Login username at the top of the Student Documents Repository page and select **Logout**

End of procedure.