

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

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.
 - Student Center

 ApplyTo CUNY

 Student Tools

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- 2. Select Student Center and navigate to Student Tools.

Uploading documents through CUNYfirst works best on a computer and not a mobile device.

If you must upload documents using a mobile device, make sure that the device's web browser app is set to desktop mode and the pop-up blocker is disabled.

3. Select Document Upload.

The Document Upload page is displayed with your name and 8-Digit CUNYfirst ID.

K Student Center	Student Tools	ណ៍	Q	:	
E Document Upload	Document Upload Name CUNY Student				
	ID 99999999				
🔚 Appeals – Document Upload	ment Upload Select the Document Class and Type				
🛅 Survey Portal	Please choose the appropriate document class and type in the below drop-down to upload your documents. You will then be transferred to the Student Docume	ent Repor	sitary Sy:	stem.	
🔺 CUNYAlert	Please note the following for ease of use: • Disable your pop-up blocker.				
Vaccination Verification	 Multiple files of the same document class may be uploaded. Each file must be least than 20 MB in size. Documents should be in one of the following widely used document types: doc, docx, gif, jpeg, mp3, pdf, png, txt, xts, xtsx. 				
	Document Class				

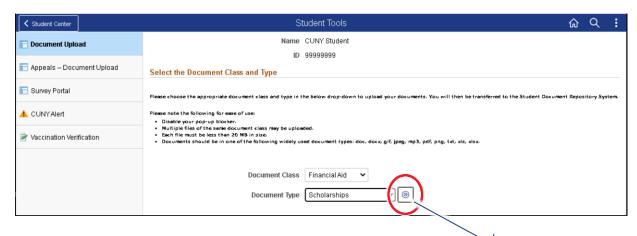
- 4. Using the **Document Class** drop-down menu, select one of the following document classes corresponding to the document to be uploaded:
 - Admissions
 - Financial Aid
 - Health Services
 - Registrar

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

Student Center	Student Tools 🏠 🔍 🗄					
Document Upload	oad Name CUNY Student					
	ID 9999999					
🛅 Appeals – Document Upload	Select the Document Class and Type					
🔚 Survey Portal	Survey Portal Please choose the appropriate document class and type in the below drop-down to upload your documents. You will then be transferred to the Student Document Repository System					
🔺 CUNY Alert	Please note the following for ease of use: • Disable your pop-up blocker.					
 Multiple files of the same document class may be uploaded. Such files of the same document class may be uploaded. Each file must be less that 20 MB in size. Documents should be in one of the following widely used document types: doc, docx, gif, jpeg, mp3, pdf, png, txt, xts, xtsx. 						
	Document Class Financial Aid 🗸					
	Document Type					

>> "Go" button

5. Using the **Document Type** drop-down menu, select the type of document being uploaded.



6. 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 Document Repository system.

You are now transferring to the	e Student Document Repository.
ОК	Cancel

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

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

A Student Document Repository page is displayed. Depending on the document class selected, the page may contain Properties fields with your name, Emplid (8-Digit CUNYfirst ID) and the document class and type selections from CUNYfirst.

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Note:

If you are using a mobile device and your emplid and name are not displayed, change the browser settings to desktop mode and refresh the page. Your documents will not upload correctly if this information is not displayed. 8. Click the **Browse...** button to open your computer's file manager/explorer tool.

Note:

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 **Browse...** button.

• General))	
* Entry template	Add Financial Aid Documents	11	Add Document by
File Admin	Enowise TestDoc.pdf		Using Entry Template
* Properties		//	When you add a document by using an entry template, the values that you enter for
"Own Financial Aid			Per document are considerit. Lasen mater
EMPLO ()	59595655	11	
Last Norie ()	Name	//	
First Name (g)	Student		
Document Type 🕡	Tuition Assistance 🛛 😒	11	
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			Cancel

9. 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.

- 10. 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 Document Repository again
 - Close the Student Document 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 Document Repository page and select Logout

End of procedure.