

How to Upload a Document through CUNYfirst

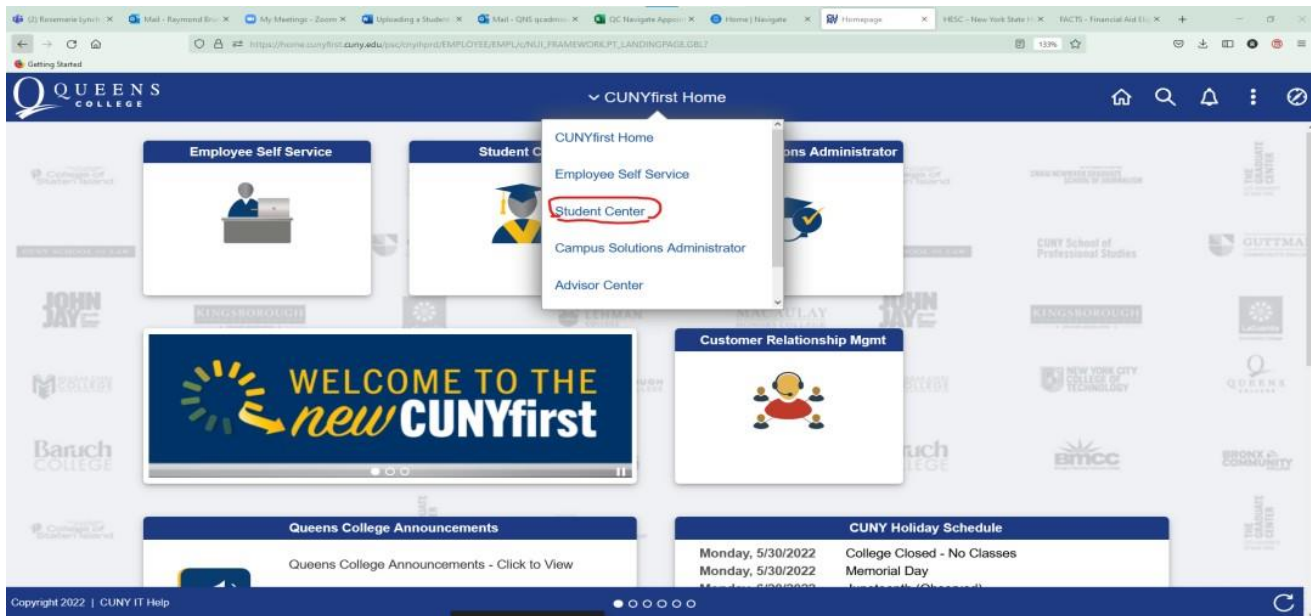
To facilitate the submission of required documents electronically, we have created a secure method to upload a scanned document, completed form, a file or record for the following functions at QC:

- QC Hub/Financial Aid Services
- Health Services/Immunization
- QC Hub/Registrar-Student Record

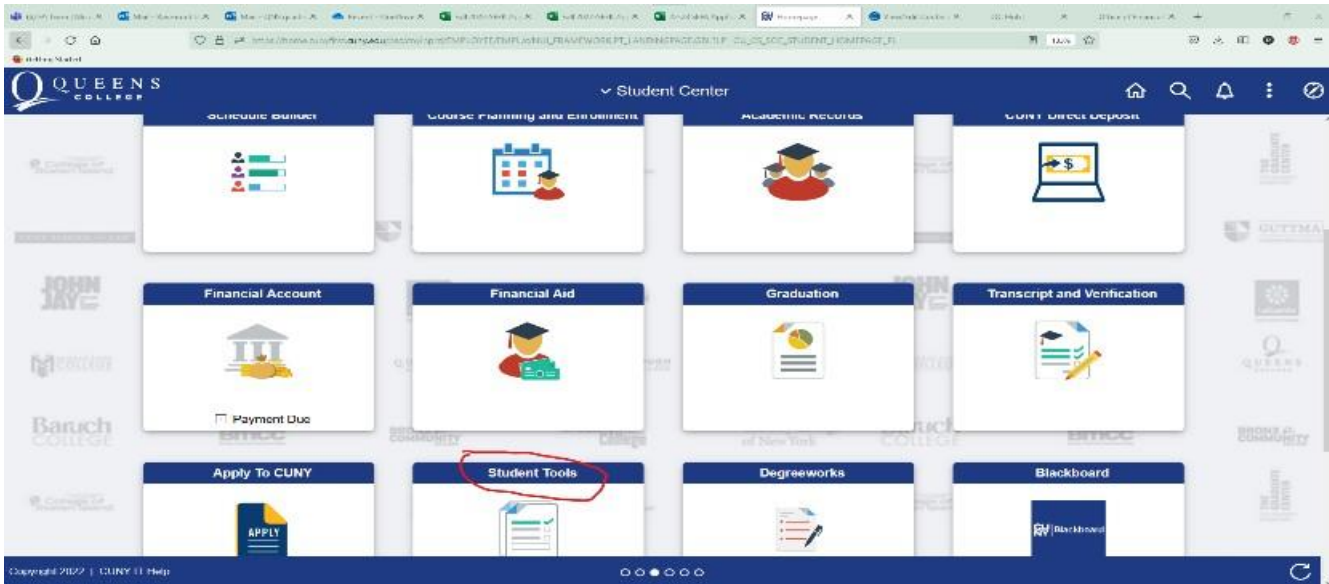
Please note: File names for your uploaded documents should be descriptive and include your full name so they are easier for administrative staff to work with—especially if multiple files are uploaded concurrently. Avoid file names like **Scan-129-04042020.pdf** or **20200404_133911.jpg**.

To upload and submit documents using CUNYfirst please review the text and screen shots below:

1. Log into CUNYfirst. Using the CUNYfirst Home drop-down menu, select Student Center



2. Under Student Center-Look for Student Tools and Select Student Tools



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

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

- Financial Aid
- Health Services
- Registrar

A screenshot of the 'Student Tools' document upload page. The page has a dark blue header with 'Student Center' on the left and 'Student Tools' on the right. A left sidebar contains navigation links: 'Document Upload', 'Appeals - Document Upload', 'Survey Portal', 'CUNY Alert', and 'Vaccination Verification'. The main content area shows the user's name and ID (blacked out), followed by the heading 'Select the Document Class and Type'. Below this is a paragraph of instructions: '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.' A note follows: 'Please note the following for ease of use:'. A bulleted list contains: 'Disable your pop-up blocker.', 'Multiple files of the same document class may be uploaded.', 'Each file must be less than 20 MB in size.', and 'Documents should be in one of the following widely used document types: doc, docx, gif, jpeg, mp3, pdf, png, txt, xls, xlsx.' At the bottom, there are two drop-down menus: 'Document Class' with 'Financial Aid' selected, and 'Document Type' which is currently empty.

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

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

Student Center Student Tools

Document Upload

Appeals – Document Upload

Survey Portal

CUNY Alert

Vaccination Verification

Name [REDACTED]

ID [REDACTED]

Select the Document Class and Type

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.

Please note the following for ease of use:

- Disable your pop-up blocker.
- Multiple files of the same document class may be uploaded.
- Each file must be less 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, xls, xlsx.

Document Class Financial Aid

Document Type SEEK-CD

5. 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.

6. 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 with your name, Empl ID and the document class and type selections from CUNYfirst.

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

General

* Entry template: Add Financial Aid Documents

* File name: Choose Files No file chosen

Properties

* Class: Financial Aid

EMPLID [REDACTED]

Last Name [REDACTED]

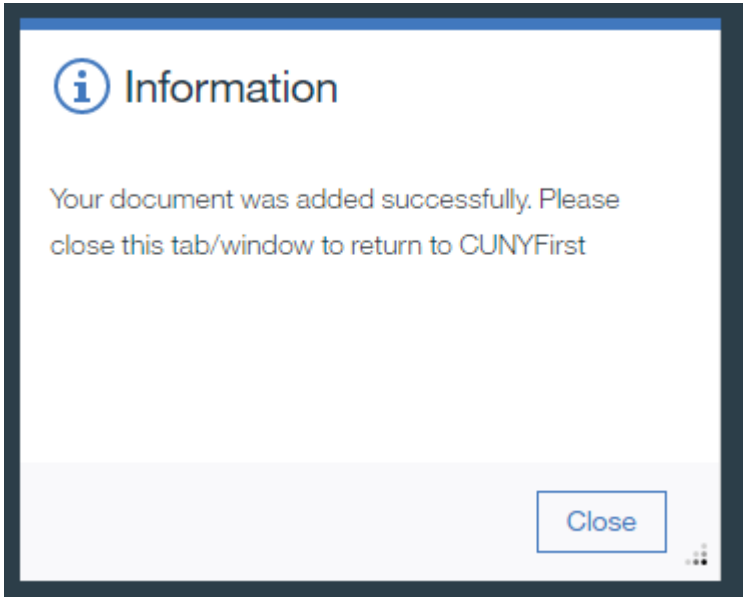
First Name [REDACTED]

Document Type SEEK-CD

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.

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