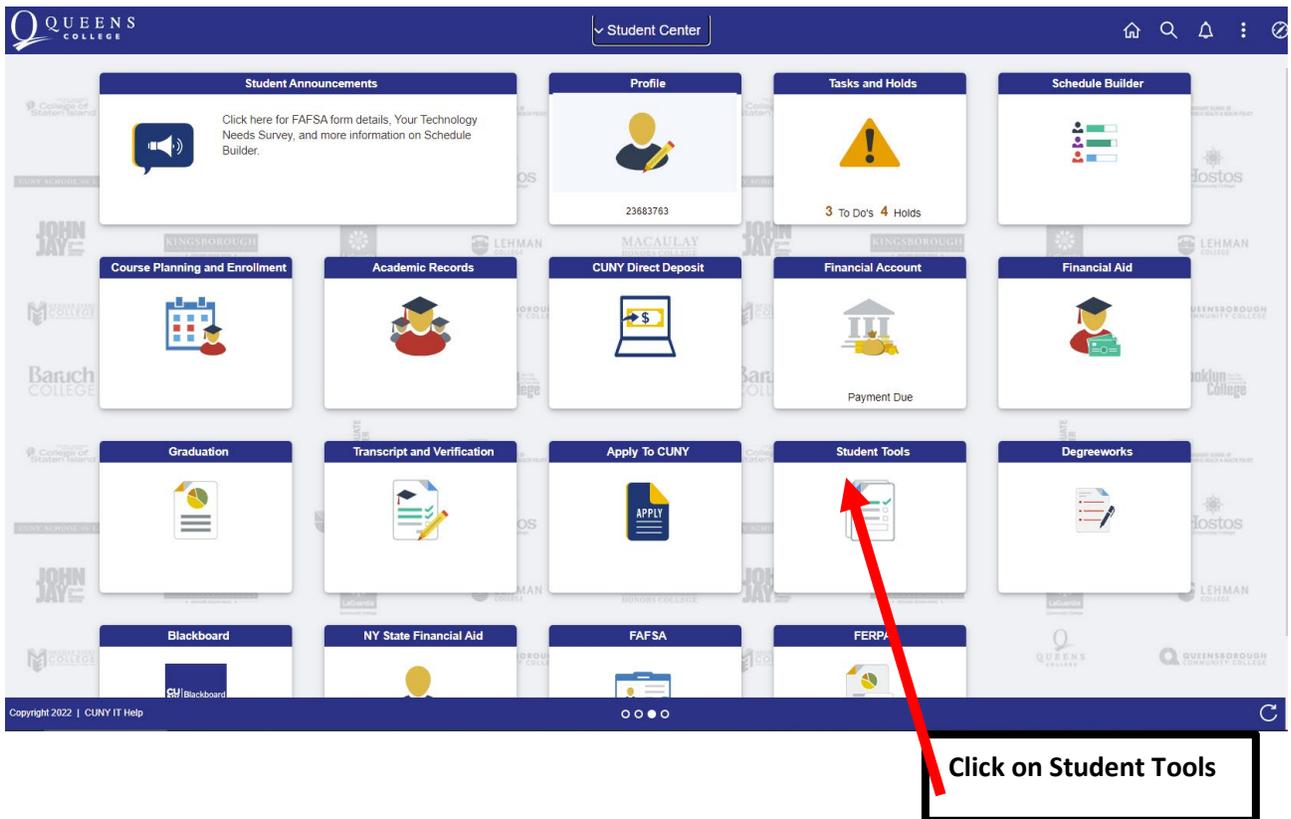
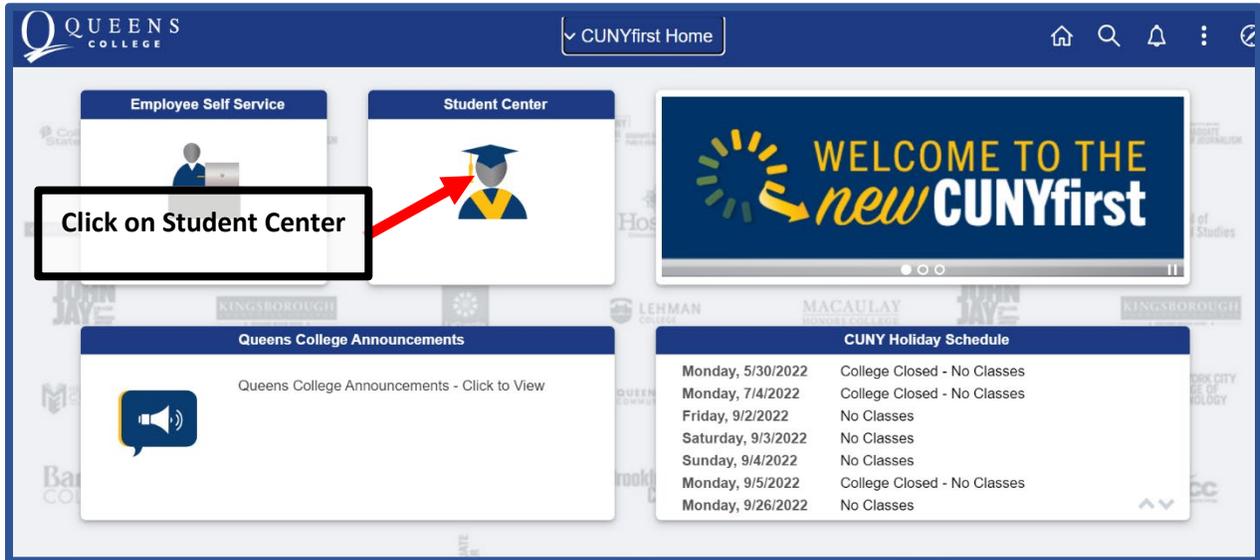


# HOW TO UPLOAD A DOCUMENT



**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, etc.

Document Class: Admissions

Document Type: Immunization Record

**Select the class and type of the document and then press the arrow button to enter. Press “Ok” to be redirected to upload portal**

In the Student Documents Repository, Login with:

Firstname.lastname##@login.cuny.edu

CUNYFirst password

**General**

Entry template: Add Post Admission Documents

File name: Choose Files | No file chosen

**Properties**

Class: Post-Admission Documents

EMPLID: 23683763

First Name: Sourov

Last Name: Ghosh

Document Type: Immunization Record

**Choose and upload the file from your device, and after click on “add” on the bottom-right.**