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.

2. Select **Campus Solutions** > **Self Service** > **Document Upload**.

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

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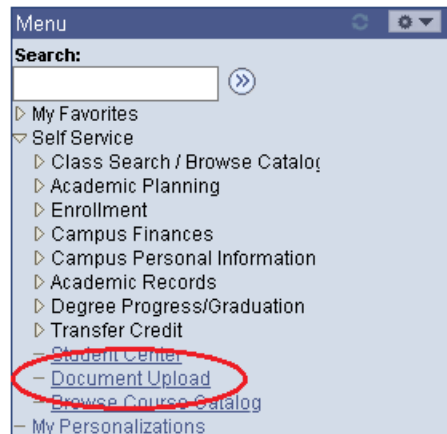
3. Using the **Document Class** drop-down menu, select one of the following document classes corresponding to the document to be uploaded:

   - Admissions
   - Financial Aid
   - Health Services
   - Registrar

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

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

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. 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.

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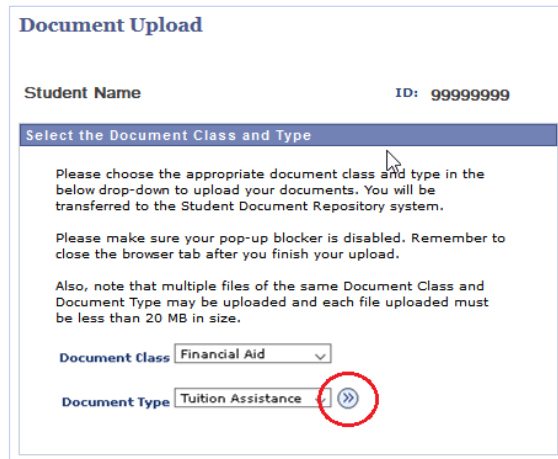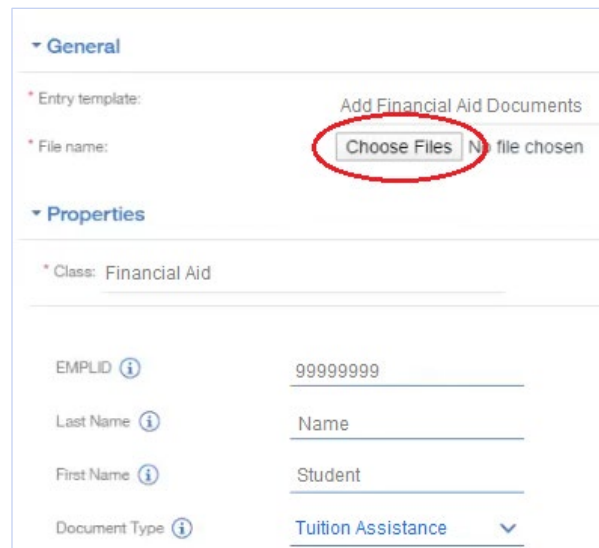
7. Click the **Choose Files** button to open your computer's file manager/explorer tool.

   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.

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

Document Upload

Student Name   ID: 99999999

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 be transferred to the Student Document Repository system.

Please make sure your pop-up blocker is disabled. Remember to close the browser tab after you finish your upload.

Also, note that multiple files of the same Document Class and Document Type may be uploaded and each file uploaded must be less than 20 MB in size.

Document Class   Financial Aid

Document Type   Tuition Assistance   ⟫

▾ General

* Entry template: Add Financial Aid Documents

* File name: Choose Files   No file chosen

▾ Properties

* Class: Financial Aid

EMPLID ⓘ   99999999

Last Name ⓘ   Name

First Name ⓘ   Student

Document Type ⓘ Tuition Assistance   ▾

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.