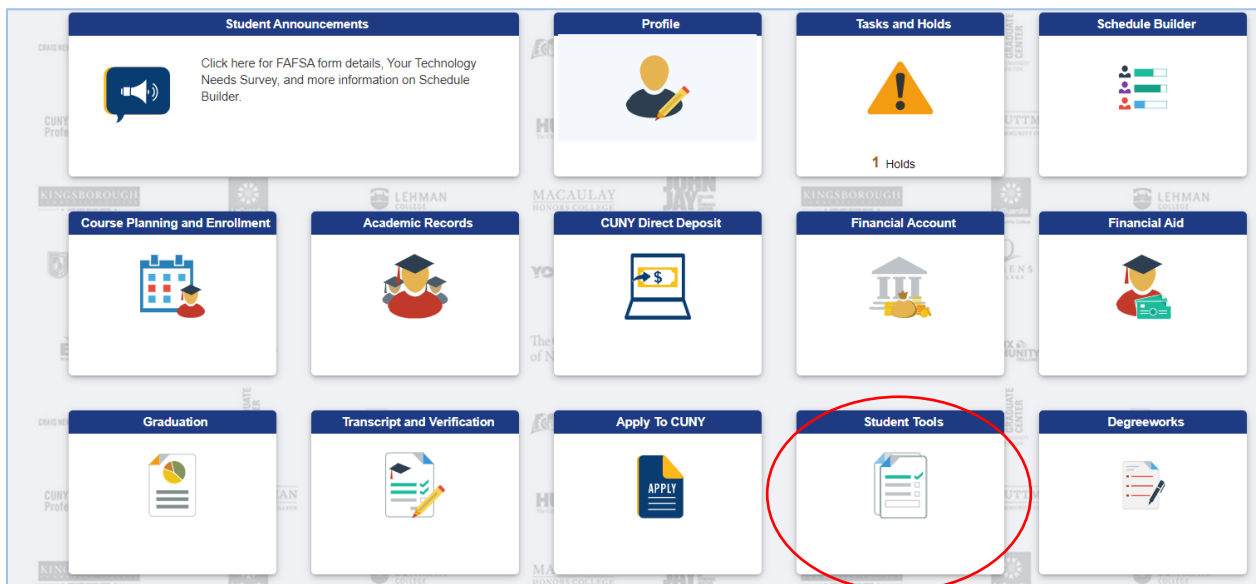# Uploading a Student Document Through CUNYFirst

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:

- 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 in to CUNYFirst.
2. Select Student Center
3. Select Student Tools

4. In Document Upload, click on Document Class

5. Select Financial Aid" and appropriate "Document Type" for the documents that you will be uploading.

6. Click on the ">>" ("Go") button to the right of the Document Type drop-down menu.
7. A message displays to inform you that you are transferring to the Student Documents Repository system.
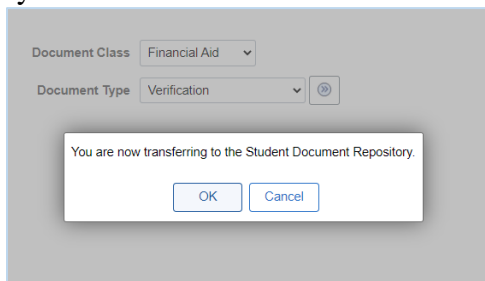
8. Click the OK button to continue with the document upload.
9. If you are presented with a Student Documents Repository login prompt, enter your CUNY Login credentials and click Log In.
10. A Student Documents Repository page is displayed with your name, EmplID, and the document class and type selections from CUNYFirst.
11. Click the Choose Files button to open your computer's file manager/explorer tool. Notes:

12. You can select multiple files to upload for the document type selected. *Each file to be uploaded must be less than 20 MB*.
13. The selected file name is displayed next to the Choose Files button.
14. If you need to confirm or change the document type before uploading the file, click the Document Type drop-down menu.

15. Click the **"Add"** button at the lower right of the window to upload the file.
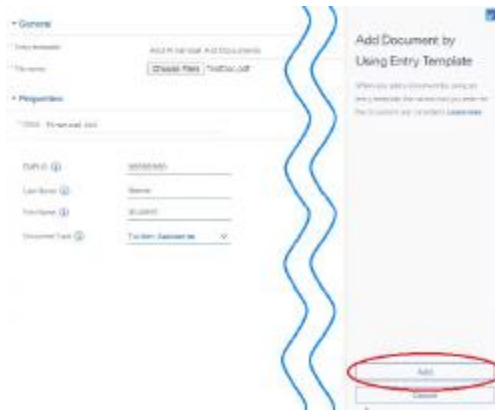
16. If you encounter an error message during the file upload, contact your campus help desk or wait a while before trying to upload the file again.
17. Click "**Close"** when the upload confirmation message is displayed.
18. *After the file is uploaded, do one of the following:*
    - *Return to CUNYFirst 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***