New York City College of Technology

Student Document Upload

INSTRUCTIONS TO UPLOAD IMAGES AND FILES TO THE STUDENT REPOSITORY IN CUNYFIRST

City Tech Admissions Office Document | October 11, 2022

Step 1

Please use a computer. Log into your CUNYfirst account and navigate to the **Student Center**. Locate and click on **Student Tools**.

You will be directed to the following screen.

Step 2

Select **Admissions** as the Document Class.

Step 3

If uploading **MMR and Meningitis**, select **Immunization Record** as the Document Type. If uploading your **high school diploma** Select **Miscellaneous / Other** as the Document Type. For all other documents, please select the appropriate type.

Document Class   Admissions

Document Type

- Citizenship / Immigration
- Date of Birth
- DD214 or Proof of Vet Status
- Gender Update
- Immunization Record
- Marriage License
- Miscellaneous / Other
- Name Change
- NYS/NYC Residency
- Proof of Licensure
- Social Security Number/TIN
- Tax Documentation

Step 4

Click the **GO!** Button.

Document Class   Admissions

Document Type   Miscellaneous / Other

Click OK when you see the message below.

Document Class   Admissions

You are now transferring to the Student Document Repository.

OK   Cancel
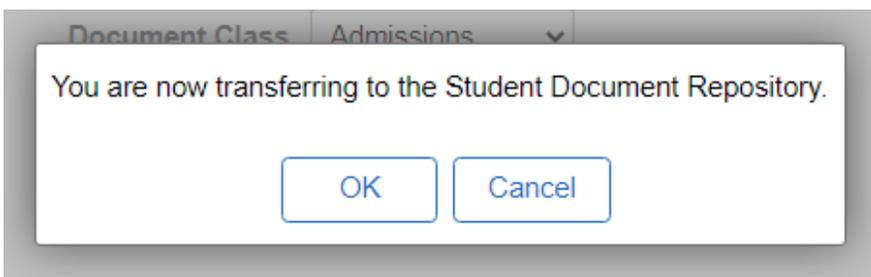
You will be redirected to the Student Documents Repository.

Step 5

The login screen should already be populated with your login in credentials. If you don't see it, you can type your Firstname.LastnameXX (XX is the last 2 digits of your CUNYfirst ID). You must use your CUNYfirst password.

Welcome to Student Documents
Repository

User name:

Jane.Doe00

Password:

Log In

IBM.

Step 6

Click on **Choose Files.** Select your file(s) and then click **Add** at the bottom right of your screen.

▾ General

* Entry template: Add Post Admission Documents

* File name: Choose Files   No file chosen

Add

Cancel

When you upload your document, you will see the message below. **Click Close**.

Important!

Reach out to Admissions@citytech.cuny.edu when you are done with your upload to let us know.