

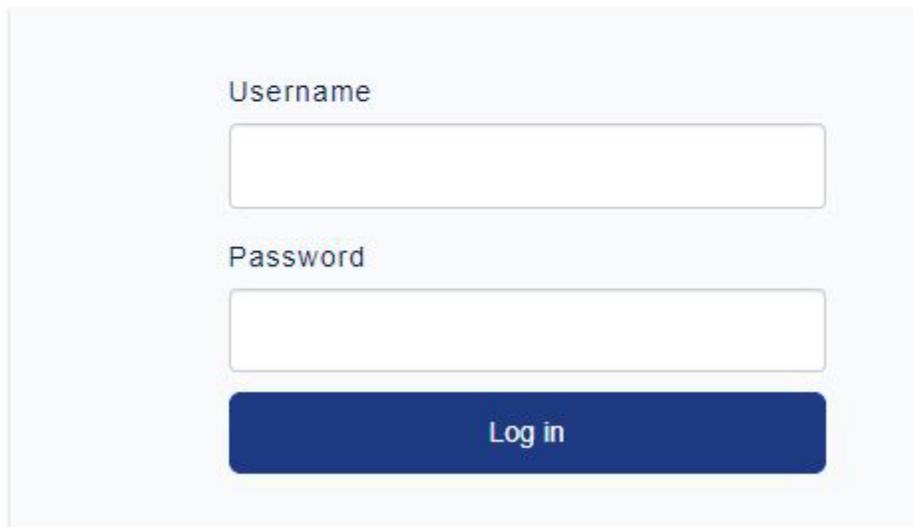
Upload Document to CUNYFirst

1) Login to CUNYFIRST.

CUNY Login

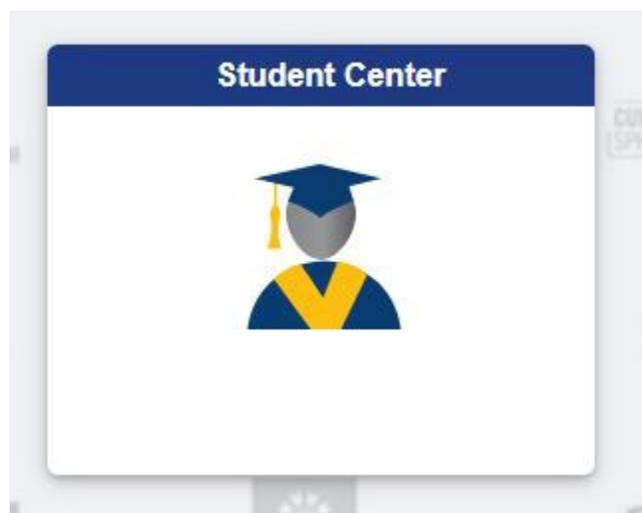
Log in with your [CUNY Login credentials](#)

If you do not have a CUNYfirst account, see the [FAQs](#).

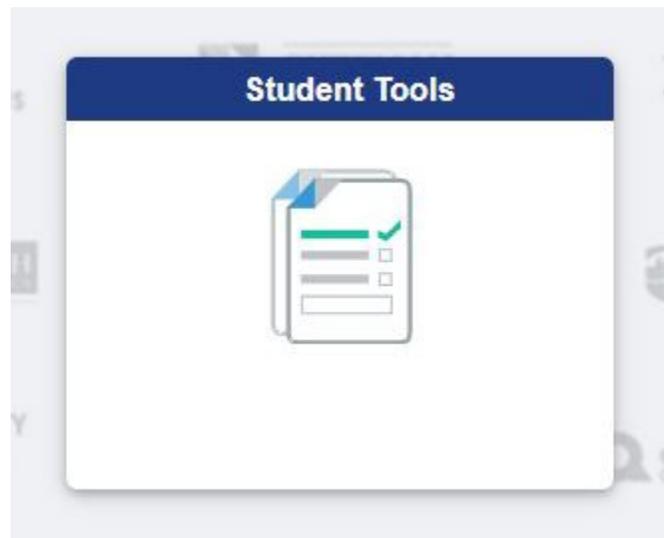


A screenshot of the CUNY Login page. It features a light blue background. At the top, the text 'CUNY Login' is displayed in a large, bold, dark blue font. Below this, there are two lines of text: 'Log in with your [CUNY Login credentials](#)' and 'If you do not have a CUNYfirst account, see the [FAQs](#).' Below the text is a white rectangular box containing two input fields. The first field is labeled 'Username' and the second is labeled 'Password'. Below the input fields is a dark blue button with the text 'Log in' in white.

2) Select the Student Center.



3) Please scroll down and select student tools.



4) Document upload will appear like this with your name and Emplid listed.

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' in the center, along with navigation icons on the right. A left sidebar contains a menu with items: 'Document Upload' (highlighted), 'Appeals - Document Upload', 'Survey Portal', 'CUNY Alert', and 'Vaccination Verification'. The main content area has a table with columns 'Name' and 'ID'. Below the table is a section titled 'Select the Document Class and Type' with 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 R...'. A list of instructions follows: '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.' At the bottom, there is a 'Document Class' label and a dropdown menu.

5) Select Document Class as (Financial aid) and then document type.

Document Class ▼

Document Type ▼

6) You will see the following message and it will forward you to the FileNet system.

You are now transferring to the Student Document Repository.

7) You will be prompted to input your CUNY ID username and password.

Ex) CunyFirst Username John.Snith23@login.cuny.edu

FileNet Username: John.Snith23@login.cuny.edu

Welcome to Student Documents Repository

User name:

Password:

Log In



8) Add the document you want to upload

▼ General

* Entry template:

Add Financial Aid Documents

* File name:

Choose Files

Upload Document to CUNYFirst.docx

9) Upload the document.

Add

Cancel