1) Login to CUNYFIRST.

**CUNY Login**

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

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

2) Select the Student Center.
3) Please scroll down and select student tools.

![Student Tools Image]

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

![Document Upload Image]
5) Select Document Class as (Financial aid) and then document type.

   Document Class  Financial Aid  
   Document Type  Verification  

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.

   OK  Cancel

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
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.