

Financial Aid Student Document Management System

Submit Documents

Bronx Community College (BCC) students and BCC Faculty and Staff that have registered for classes at BCC within the last three academic terms may submit documents to the Financial Aid office (*user must know his/her Bronco ID and password*).

1. Go to the Financial Aid Student Document Management System website:
<https://www.bcc.cuny.edu/CASO/>

2. Log in
 - a. Enter your **Bronco Identity**
(*fname.lname@stu.bcc.cuny.edu*)
 - b. **Enter your current password**
 - c. Click the **Login** button

Financial Aid Student Document Management System

*Denotes required field

Bronco ID: *

jane.doe@stu.bcc.cuny.edu

Password: *

Login >>

Having Trouble Logging In? Click [here](#) to visit our Self Service Account Management ([SSAM](#))

3. In the **Submit Documents** tab, select the **Fiscal Year** and **Document Type** from the drop down menus

Financial Aid Student Document Management System

Welcome: jane.doe | [Logout](#)

Submit Documents

View Submitted Documents

Select Fiscal Year

2015-2016

Select Document Type

Verification

Upload File(Maximum Number of Files = 5; Supported formats: jpg, jpeg, jfif, tiff, tif, gif, bmp, png, pdf)

Drop files here

Select File

Please select file(s) to upload.

4. Select files

a. Click **Select File** button and browse your computer for the file

-OR-

b. Drag and drop files into the “Drop files here” area¹

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Submit Documents

View Submitted Documents

Select Fiscal Year

2015-2016

Select Document Type

Verification

Upload File(Maximum Number of Files = 5; Supported formats: jpg, jpeg, jfif, tiff, tif, gif, bmp, png, pdf)

Drop files here

Select File

Please select file(s) to upload.

5. Click the **Submit** button

Financial Aid Student Document Management System

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Submit Documents

View Submitted Documents

Select Fiscal Year

2015-2016

Select Document Type

Verification

Upload File(Maximum Number of Files = 5; Supported formats: jpg, jpeg, jfif, tiff, tif, gif, bmp, png, pdf)

Drop files here

Select File

5 file(s) in queue.

Document 2.bmp (image/bmp) - 174.80 kb (pending)

Remove

Document 3.jpg (image/jpeg) - 9.97 kb (pending)

Remove

Document 4.tif (image/tiff) - 25.34 kb (pending)

Remove

Document 5.gif (image/gif) - 2.46 kb (pending)

Remove

Document 1.pdf (application/pdf) - 83.27 kb (pending)

Remove

Submit

¹ This function is not compatible with all browsers.

6. Confirmation message lets you know the submission was successful

Financial Aid Student Document Management System

Welcome: jane.doe | [Logout](#)

[Submit Documents](#) [View Submitted Documents](#)

Select Fiscal Year

Select Document Type

Successfully uploaded all files!

Upload File(Maximum Number of Files = 5; Supported formats: jpg, jpeg, jfif, tiff, tif, gif, bmp, png, pdf)

Drop files here

All Files Uploaded. Please select file(s) to upload.

Document 2.bmp (image/bmp) - 174.80 kb (Uploaded)

Document 3.jpg (image/jpeg) - 9.97 kb (Uploaded)

Document 4.tif (image/tiff) - 25.34 kb (Uploaded)

Document 5.gif (image/gif) - 2.46 kb (Uploaded)

Document 1.pdf (application/pdf) - 83.27 kb (Uploaded)

7. Sign out by clicking the **Logout** button

Financial Aid Student Document Management System

Welcome: jane.doe | [Logout](#)

[Submit Documents](#) [View Submitted Documents](#)

Select Fiscal Year

Select Document Type

Upload File(Maximum Number of Files = 5; Supported formats: jpg, jpeg, jfif, tiff, tif, gif, bmp, png, pdf)

Drop files here

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