

# Financial Aid Student Document Management System

## View Submitted 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 view documents previously submitted through the Financial Aid Document Management System (*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: \*

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Login >>

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

3. Click the **View Submitted Documents** tab to view all your documents previously submitted using the Financial Aid Document Management System

Financial Aid Student Document Management System

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Submit Documents

View Submitted Documents

<u>FileName</u>	<u>Date</u>	<u>Time</u>	<u>FiscalYear</u>	<u>DocumentType</u>
Document 1.pdf	8/10/2016	2:32 PM	2016-2017	Verification
Document 5.gif	8/10/2016	2:32 PM	2016-2017	Verification
Document 4.tif	8/10/2016	2:32 PM	2016-2017	Verification
Document 3.jpg	8/10/2016	2:32 PM	2016-2017	Verification
Document 2.bmp	8/10/2016	2:32 PM	2016-2017	Verification

**Warning:** Submitted documents will only remain viewable to students for 30 days.

4. Click on any of the fields to sort the order of the documents by that value  
Financial Aid Student Document Management System

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<a href="#">Submit Documents</a>	<a href="#">View Submitted Documents</a>			
<a href="#">FileName</a>	<a href="#">Date</a>	<a href="#">Time</a>	<a href="#">FiscalYear</a>	<a href="#">DocumentType</a>
Document 1.pdf	8/10/2016	2:32 PM	2016-2017	Verification
Document 5.gif	8/10/2016	2:32 PM	2016-2017	Verification
Document 4.tif	8/10/2016	2:32 PM	2016-2017	Verification
Document 3.jpg	8/10/2016	2:32 PM	2016-2017	Verification
Document 2.bmp	8/10/2016	2:32 PM	2016-2017	Verification

**Warning:** Submitted documents will only remain viewable to students for 30 days.

5. Click the desired File Name to view the document<sup>1</sup>  
Financial Aid Student Document Management System

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<a href="#">Submit Documents</a>	<a href="#">View Submitted Documents</a>			
<a href="#">FileName</a>	<a href="#">Date</a>	<a href="#">Time</a>	<a href="#">FiscalYear</a>	<a href="#">DocumentType</a>
Document 1.pdf	8/10/2016	2:32 PM	2016-2017	Verification
<a href="#">Document 5.gif</a>	8/10/2016	2:32 PM	2016-2017	Verification
Document 4.tif	8/10/2016	2:32 PM	2016-2017	Verification
Document 3.jpg	8/10/2016	2:32 PM	2016-2017	Verification
Document 2.bmp	8/10/2016	2:32 PM	2016-2017	Verification

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6. Sign out by clicking the **Logout** button  
Financial Aid Student Document Management System

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<a href="#">Submit Documents</a>	<a href="#">View Submitted Documents</a>
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<sup>1</sup> Depending on the browser, its settings, and the file type, you may have to download the file to view it.