

CAS Student CUNYfirst Documentation Upload Instructions

Logging into the CUNYfirst Document Upload Site

1. Go to <u>cunyfirst.cuny.edu</u> with your CUNYfirst credentials.(Fig.1)

	Menu 💿 🔍 💌
CUNY Login	Search:
Log in with your <u>CUNY Login credentials</u> If you do not have a CUNYfirst account, see the <u>FAQs</u> .	> My Founditor
Username	Online Admission Application CUNY Self Sequires
Password	Sell Service Class Search / Browse Catalog Academic Planning
Log in	Enrollment Campus Finances Compus Parannel Information
New User Forgot Username Forgot Password Manage your Account	Campus Personal monnation Academic Records Degrees Progrees/Graduation
PROTECT YOUR PERSONAL INFORMATION AND PRIVACY ONLY enter your CUNY Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of your campus IT department. More information on CUNY's policies regarding user accounts and credentials can be found in the <u>Acceptable Use of Computer</u> <u>Resources Policy</u> .	 Degree Progress/Graduation Transfer Credit Student Center Document Upload Document Upload (Appeal)



 On the menu list, click on Document Upload (Appeals) link which appears under Self Service (Fig.2)

My Personalizations

3. Click on the magnifying glass of for "Lookup Document Class ID" to select the Appeals Application (CAS) (Fig.3)

Supporting Document Upload





Look Up Docu	ment Class ID	×						
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Search Resul	ts							
View 100	First 🚺 1-2 of 2 🚺 Last							
Document Class ID	Description							
CSAA	Academic Appeals							
<u>CSFA</u>	Financial Aid - Satisfactory Academic Progress							
	Look Up Docur Search by: Look Up Ca Search Resul View 100 Document Class ID CSAA CSFA	Look Up Document Class ID Heil Search by: Document Class ID begins with Look Up Cancel Advanced Lookup Search Results View 100 First 1-2 of 2 Last Document Class ID Description CSAA Academic Appeals CSFA Financial Aid - Satisfactory Academic Progress Financial Aid - Satisfactory Academic Progress						

4. Select Academic Appeals (The CSAA link). (Fig. 4)

5. Click on magnifying glass \bigcirc to identify the recommended type of document to upload. (Fig. 5)

6. Select appropriate document from the List of Supporting Documentation below. (Fig.6)

Supporting Document Upload

Empl ID					
Document Group CUCS1	CS Documents				
Document Upload				Find	First 🚺 1 of 1 🕨 Last
Document Class ID CSAA	Academic Appeals	+	Ξ		
Document Upload Document Details Upload Details				Personalize Find 🖾 🚟	First 🚺 1 of 1 🚺 Last
*Effective Date *Document Type Description		Status	Attached File	Attach Vie	w Delete
06/11/2020		00 - Upload Pending		Attach	W Delete + -

Figure 6:Type of document to upload

			Help
Search by:	Document Type begins with		
Look Up	Cancel Advanced Lookup		
Search Res	sults		
View 100	First	🚺 1-14 of 14 🚺 Last	
Document Type	Description	Description	
CSBRC	Birth Certificate(s)	Birth Cert(s)	
CSCAP	Changes in Academic Program	Chgs in Acad Prog	
CSCHC	Child Care	Child Care	
<u>CSCOC</u>	Court Papers	Court Papers	
CSCWS	Changes in Work Schedule (Letter from HR & Super)	Chgs in Work Sched	
CSDEC	Death Certificate	Death Certificate	
CSDIP	Disability Paperwork	Disability Paperwork	
CSEMT	Emergency Travel (Plane, train tickets)	Emergency Travel	
CSHOI	Housing Issues (Landlord, Court papers)	Housing Issues	
CSHOM	Homelessness (Eviction letter, Agency letter)	Homelessness	
CSLOE	Loss of Employment (Paperwork, Letter from HR)	Loss of Employment	
CSMER	Medical Records	Medical Records	
<u>CSOTH</u>	Other	Other	
CSPES	Personal Statement	Personal Statement	

Figure 5: Identify type of document

7. After selecting the appropriate document, click on Attach to choose file and to complete upload. (Note: The status of the will display Upload Pending until the attach button is clicked). (Fig 7)

Document Upload						lize Find 🗖	H Fi	rst 🚺 1 of 1	🚺 Las	st
Document Details Upload Details										
*Effective Date	*Document	ype	Description	Status	Attached File	Attach	View	Delete		
06/11/2020 👸	CSBRC	Q	Birth Certificate(s)	00 - Upload Pending		Attach	View	Delete	±	-
										_

Figure 7: Attaching a file

8. Once the document has been attached, it can be viewed or deleted. (Note: The status of the uploaded document has changed to Uploaded)

D	ocument Upload	i					Find	First 🚺 1 of	1 🕨 Last
				H					
1	Document Class	ID CSAA	Academic Appeals						
	Document Uplo	ad				Personalize Find	1	First 🚺 1 of 1 🛙	Last
	Document Deta	ils 👖 Upload De	tails 💷						
	*Effective Date	*Document Type	Description	<u>Status</u>	Attached File	Attach	View	Delete	
	06/11/2020	CSBRC	Birth Certificate(s)	01 - Uploaded	CASBirth_Certificate.pdf	Attach	View	Delete	• •

Figure 8: Viewing and deleting a document

9. Add new rows to upload additional documents by clicking on the 1 and \boxdot and on the right-hand side.

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		0044			+	3				
1	Document Class IL) CSAA	Academic Appeals							
	Document Upload	1					Personalize Find 🖾	Fin	st 🚺 1-7 of 7	🕨 Last
	Document Details	Upload Deta	ils 📖							
	*Effective Date	*Document Type	Description		<u>Status</u>	Attached File	Attach	View	Delete	
	06/11/2020	CSBRC	Birth Certificate(s)	-	01 - Uploaded	CASBirth_Certificate.pdf	Attach	View	Delete	• •
	06/11/2020	CSCAP	Changes in Academic Program	<u>Help</u>	01 - Uploaded	CASChanges_in_academic_program.pdf	Attach	View	Delete	± =
	06/11/2020	CSCHC	Child Care		01 - Uploaded	CASChild_Care.pdf	Attach	View	Delete	+ -
	06/11/2020	CSCOC	Court Papers		01 - Uploaded	CASCourt_Papers.pdf	Attach	View	Delete	+ -
	06/11/2020	CSCWS	Changes in Work Schedule (Letter from HR & Super)		01 - Uploaded	CASChanges_in_work_schedule.pdf	Attach	View	Delete	• -
	06/11/2020	CSDIP	Disability Paperwork		01 - Uploaded	CASDisability_paperwork.pdf	Attach	View	Delete	± =
	06/11/2020	CSEMT	Emergency Travel (Plane, train tickets)		01 - Uploaded	CASEmergency_Travel.pdf	Attach	View	Delete	• -

Figure 9: Upload additional documents

- 10. Once all supporting documentation has been uploaded, click the save button.
- 11. Each time a document is attached the following message will appear:

