

CAS Student CUNYfirst Documentation Upload Instructions

Logging into the CUNYfirst Document Upload Site

1. Go to cunyfirst.cuny.edu with your CUNYfirst credentials. (Fig.1)

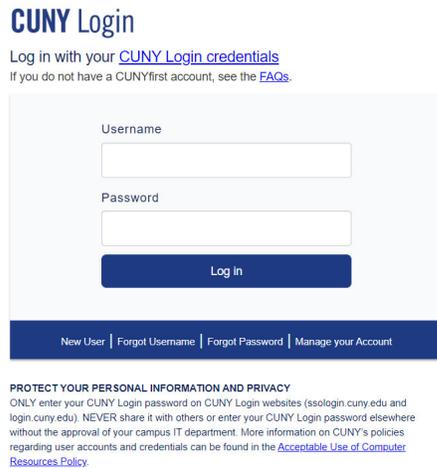


Figure 2: Cuny Login

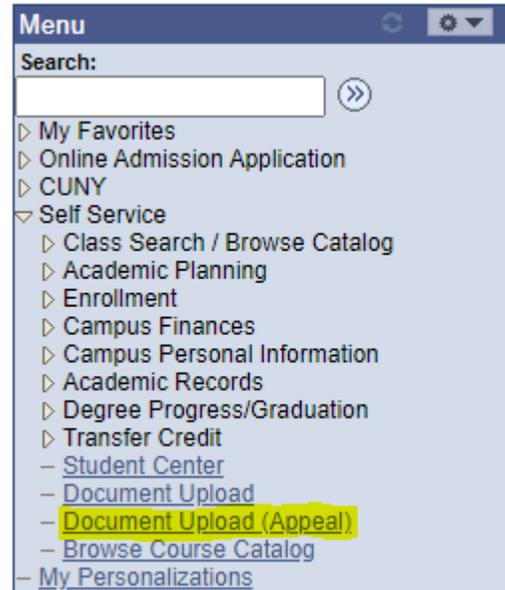


Figure 1: Document Upload (Appeal)

2. On the menu list, click on **Document Upload (Appeals)** link which appears under **Self Service** (Fig.2)
3. Click on the magnifying glass  for “Lookup Document Class ID” to select the Appeals Application (CAS) (Fig.3)

Supporting Document Upload

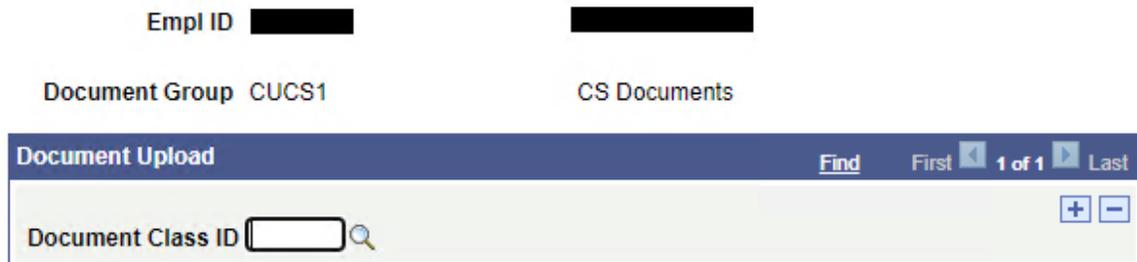


Figure 3: Lookup Document Class ID

Figure 4: Look Up Document Class ID

Look Up Document Class ID Help

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

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

5. Click on magnifying glass  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 Academic Appeals + -

Document Upload Personalize Find First 1 of 1 Last

Effective Date	Document Type	Description	Status	Attached File	Attach	View	Delete
06/11/2020	<input type="text"/>	<input type="text"/>	00 - Upload Pending		Attach	View	Delete

Figure 6: Type of document to upload

Search by: Document Type begins with

Look Up **Cancel** [Advanced Lookup](#)

Search Results

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
CSCOC	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
CSOTH	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 Personalize Find First 1 of 1 Last

Document Details **Upload Details** Help

Effective Date	Document Type	Description	Status	Attached File	Attach	View	Delete
06/11/2020	<input type="text" value="CSBRC"/>	<input type="text" value="Birth Certificate(s)"/>	00 - Upload Pending		Attach	View	Delete

Figure 7: Attaching a file

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

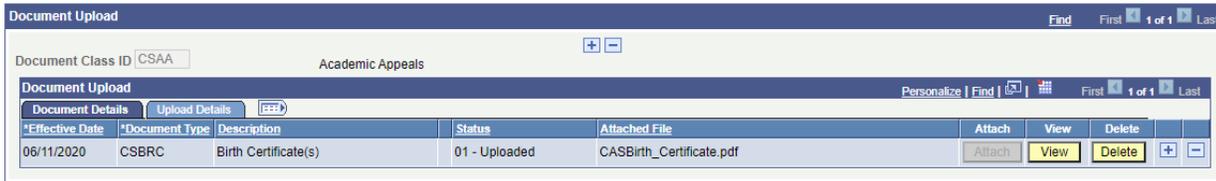


Figure 8: Viewing and deleting a document

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

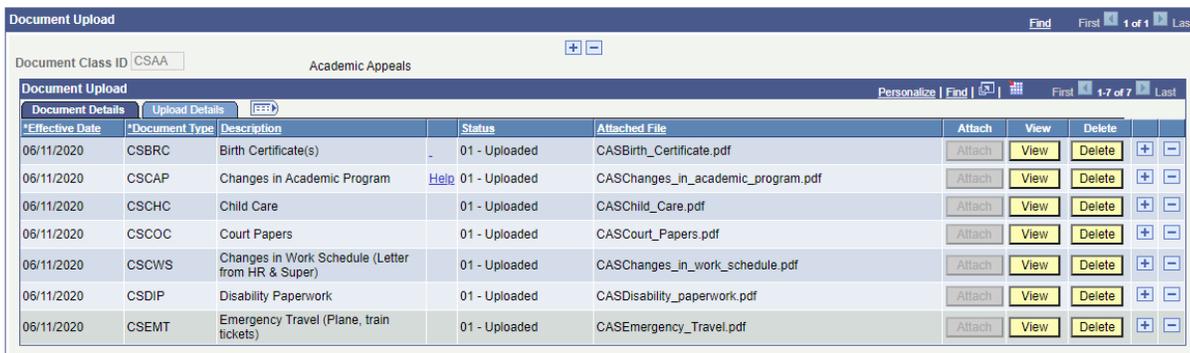


Figure 9: Upload additional documents

- Once all supporting documentation has been uploaded, click the save button.



- Each time a document is attached the following message will appear:

