



NEW YORK CITY COLLEGE OF TECHNOLOGY

CITY TECH

Student Document Upload

Instructions to upload images and files to the
Student Repository in CUNYfirst

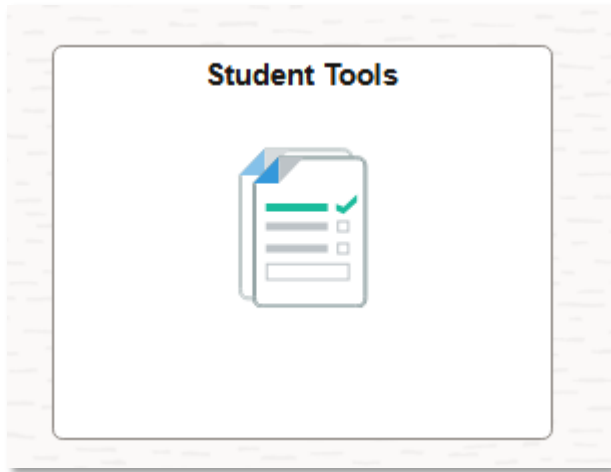


City Tech Admissions Office Document | September 15th, 2025



Step 1

Log into your CUNYfirst account and navigate to the **Student Center**.
Locate and click on **Student Tools**.



You will be directed to the following screen.

Document Upload

Appeals – Document Upload

Survey Portal

CUNY Alert

Vaccination Verification

Name

ID

Select the Document Class and Type

Please choose the appropriate document class and type in the below drop-down to upload your documents. You will then be transferred to the Student Document Repository System.

Please note the following for ease of use:

- Disable your pop-up blocker.
- Multiple files of the same document class may be uploaded.
- Each file must be less than 20 MB in size.
- Documents should be in one of the following widely used document types: doc, docx, gif, jpeg, mp3, pdf, png, txt, xls, xlsx.

Document Class

Step 2

Select **Admissions** as the Document Class.

Document Class

Admissions

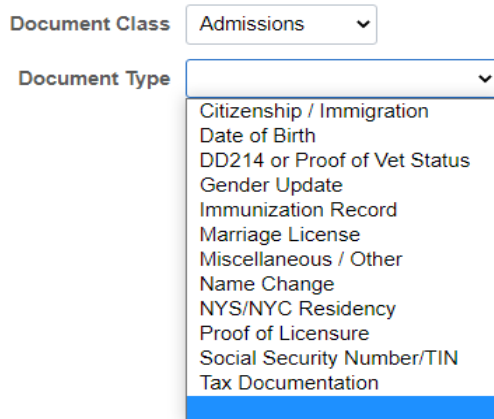
Financial Aid

Health Services

Registrar

Step 3

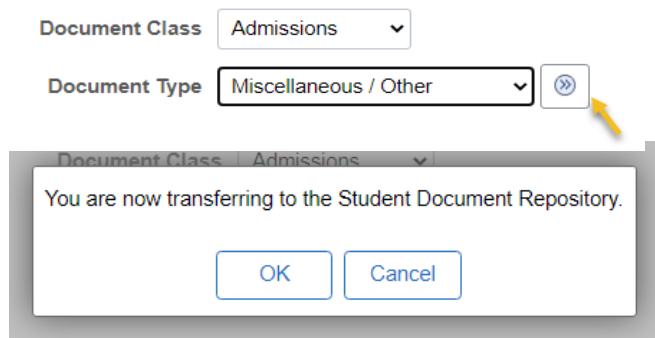
If uploading **MMR and Meningitis**, select **Immunization Record** as the Document Type. If uploading your **high school diploma** Select **Miscellaneous / Other** as the Document Type. For all other documents, please select the appropriate type.



The screenshot shows a form with two dropdown menus. The first, labeled 'Document Class', is set to 'Admissions'. The second, labeled 'Document Type', is open, showing a list of options: Citizenship / Immigration, Date of Birth, DD214 or Proof of Vet Status, Gender Update, Immunization Record, Marriage License, Miscellaneous / Other, Name Change, NYS/NYC Residency, Proof of Licensure, Social Security Number/TIN, and Tax Documentation. The 'Miscellaneous / Other' option is highlighted with a blue bar at the bottom of the list.

Step 4

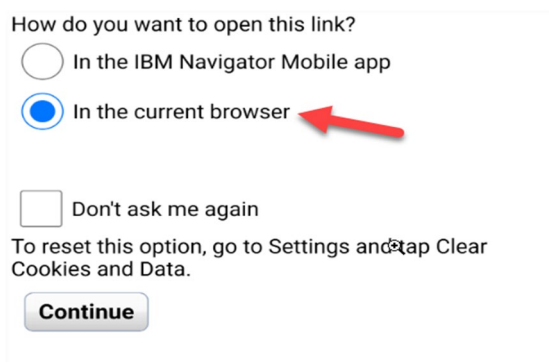
Click the **Arrows** Button and click OK when you see the message.



The screenshot shows the same form as in Step 3. The 'Document Type' dropdown is now set to 'Miscellaneous / Other'. To the right of the dropdown is a small button with two arrows pointing in opposite directions. A yellow arrow points to this button. Below the form, a modal dialog box is displayed with the text 'You are now transferring to the Student Document Repository.' and two buttons: 'OK' and 'Cancel'.

You will be redirected to the Student Documents Repository. If you see a “popup blocked” message, go to your browser settings and **allow pop-ups to appear on your browser**.

If you are using a mobile device, you may see the following pop-up. Select **In the current browser**, then click **Continue**. See below. If not, move on to Step 5.



The screenshot shows a mobile device pop-up dialog with the title 'How do you want to open this link?'. It has three radio button options: 'In the IBM Navigator Mobile app', 'In the current browser' (which is selected and has a red arrow pointing to it), and 'Don't ask me again'. Below the options is a checkbox for 'Don't ask me again'. At the bottom, there is a 'Continue' button and a note: 'To reset this option, go to Settings and tap Clear Cookies and Data.'

Step 5

Note:

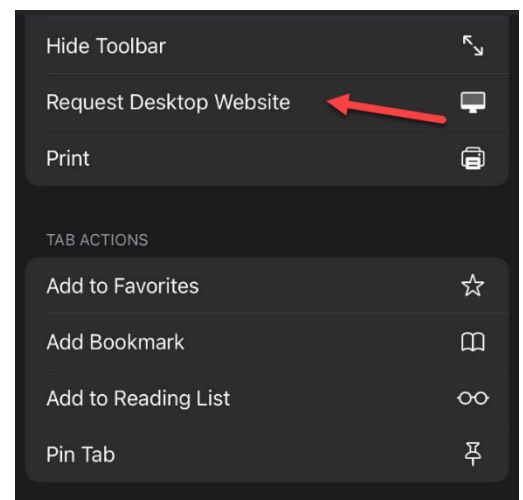
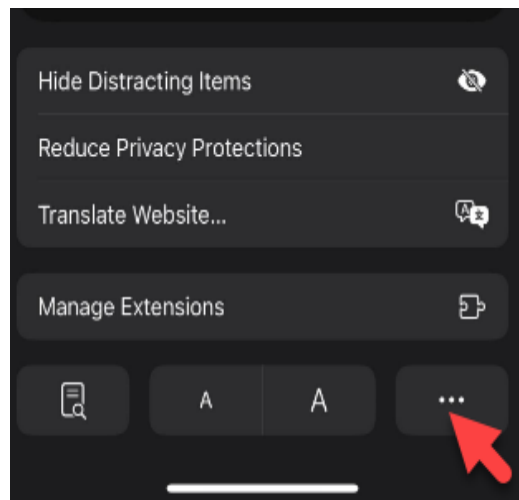
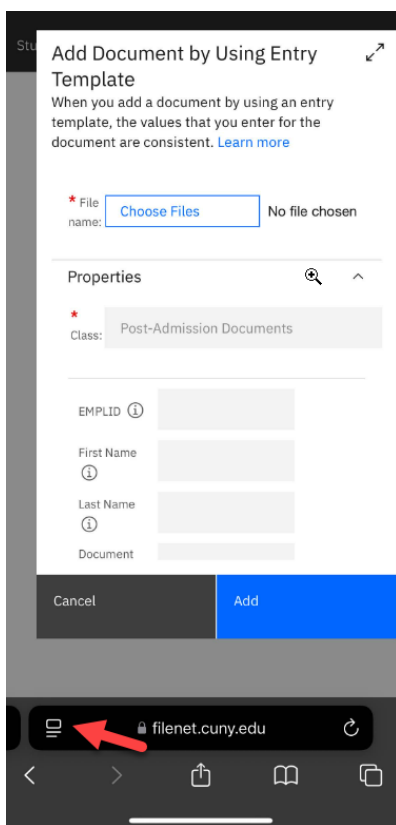
If you are using a mobile device, your name and CUNYfirst ID will not be displayed. Change the browser settings to **Desktop Mode**, refresh the page, and confirm resubmission. You should see your name and CUNYfirst ID appear.

Request Desktop Site for iOS - (Android instructions on the next page)

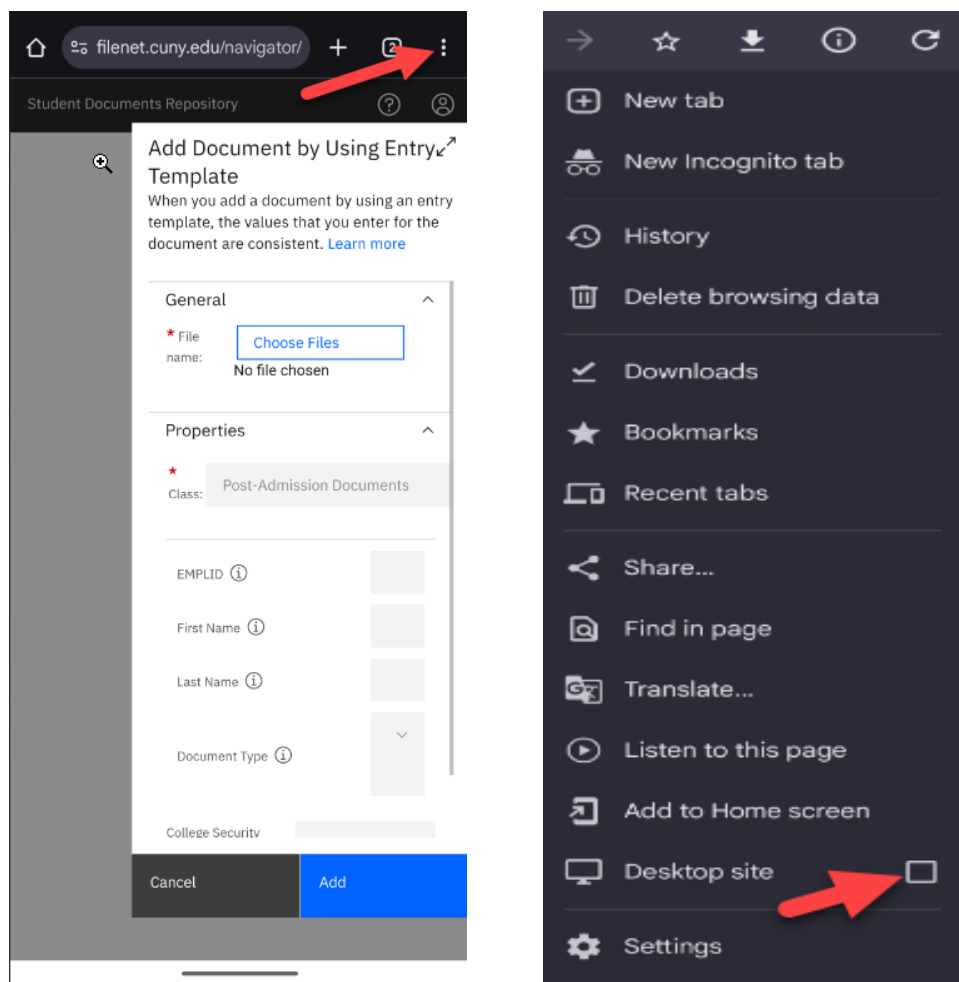
Note: For older iOS versions, if you do not see the screens below,

Tap the three dots in the top right corner, or tap the “aA” icon and then select Request Desktop Site

You can toggle back to the original setting when you are done uploading.



Request Desktop Site on Android (Chrome Browser)



If you have an Android phone and use another browser, select the Menu icon, and you should see the option to request the desktop site.

If using a computer, the login screen should already be populated with your login in credentials. If you don't see it, you can type your **Firstname.LastnameXX** (XX is the last 2 digits of your CUNYfirst ID). You must use your **CUNYfirst password**.

Welcome to Student Documents
Repository

User name:

Jane.Doe00

Password:



Log In

IBM®

CUNY
CUNY.EDU

Step 6

Click on **Choose Files**. Select your file(s) and then click **Add** at the bottom right of your screen.

Note: You can choose multiple files to upload for the document type you select. Each file must be less than 20 MB.

▼ General

* Entry template: Add Post Admission Documents

* File name: Choose Files No file chosen

— .

Add

Cancel

When you upload your document, you will see the message below. **Click Close.**

Information

Your document was added successfully. Please
close this tab/window to return to CUNYFirst

Close

Important!

Reach out to Admissions@citytech.cuny.edu when you finish your upload, and let us know.