

Upload Document to CUNYFirst

1) Login to CUNYFIRST.

CUNY Login

Log in with your [CUNY Login credentials](#)

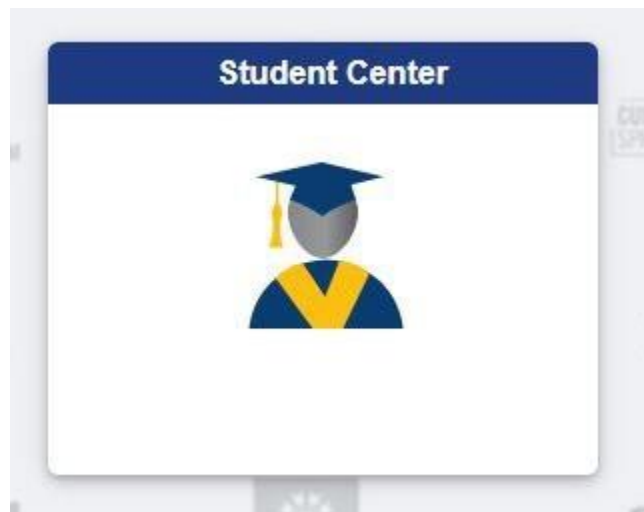
If you do not have a CUNYfirst account, see the [FAQs](#).

Username

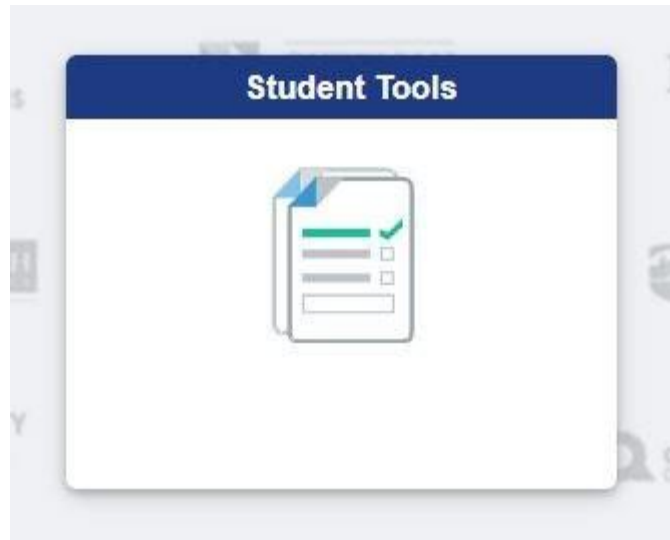
Password

Log in

2) Select the Student Center.



3) Please scroll down and select student tools.



4) Document upload will appear like this with your name and Emplid listed.

A screenshot of the "Student Tools" interface. The left sidebar contains a menu with "Document Upload" highlighted, along with "Appeals – Document Upload", "Survey Portal", "CUNY Alert", and "Vaccination Verification". The main content area has a header "Student Tools" and a sub-header "Name ID". Below this is a section titled "Select the Document Class and Type" with instructions: "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 Re". A list of instructions follows: "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." At the bottom, there is a "Document Class" label and a dropdown menu.

5) Select Document Class as (Financial aid) and then document type.

Document Class ▼

Document Type ▼

6) You will see the following message and it will forward you to the FileNet system.

You are now transferring to the Student Document Repository.

7) You will be prompted to input your CUNY ID username and password.

Ex) CunyFirst Username John.Snith23@login.cuny.edu

FileNet Username: John.Snith23@login.cuny.edu

Welcome to Student Documents
Repository

User name:

Password:



8) Add the document you want to upload

▼ General

* Entry template:

Add Financial Aid Documents

* File name:

Choose Files

Upload Document to CUNYFirst.docx

9) Upload the document.

Add

Cancel