

## Instructions for York Students to Securely Upload Documents

- 1) Go to the Office of the Registrar webpage: <https://www.york.cuny.edu/registrar>
- 2) Click the “Documents Upload” link on the right-hand side. See image below for location. Or visit the Portal directly at [https://documents.york.cuny.edu/login?return\\_url=/registrar/add?type=registrar\\_docs](https://documents.york.cuny.edu/login?return_url=/registrar/add?type=registrar_docs)

### Office of the Registrar

The Office of the Registrar is dedicated to supporting the College’s vision to attract and graduate the best and most highly motivated students. We help to ensure student academic progress by maintaining the accuracy and integrity of student records while preserving their privacy.



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#### Transcripts /...

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#### Documents Upload

Securely upload documents with sensitiv...

- 3) First-time users who have never uploaded a document to the York College Documents Portal will need to click on the “Register” link at the bottom of the page or visit <https://documents.york.cuny.edu/register> to activate their York College Documents Portal account.

Incoming and former students who do not have access to a York email account can create a temporary Portal account using their personal email address. (Once you have activated your York College Network Account/email address, it is recommended that you register for a new Portal account using your York College email address.) Once submitted, you will receive an email to the address that you provided to activate your account and create a password.

This account will allow you to login and upload documents to any of the York College’s secure document portals. Going forward you will use this information to login.

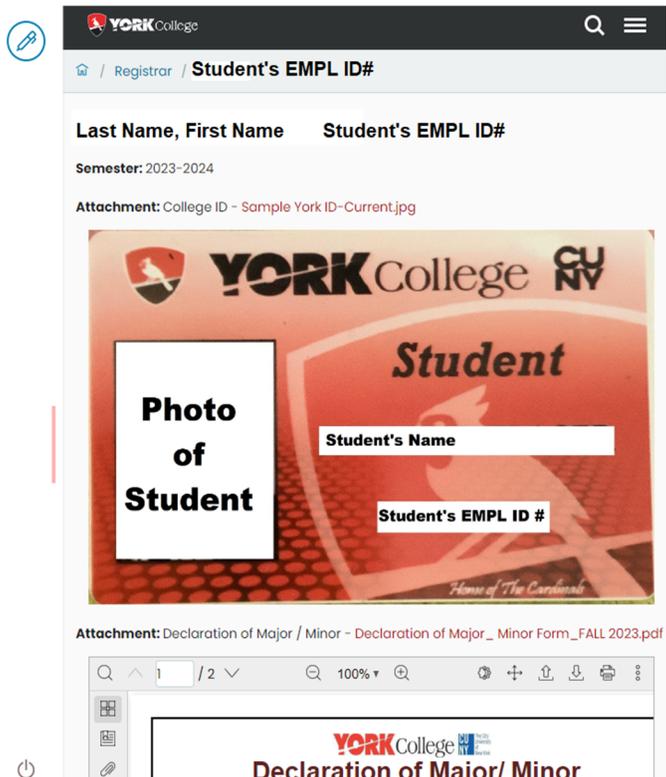
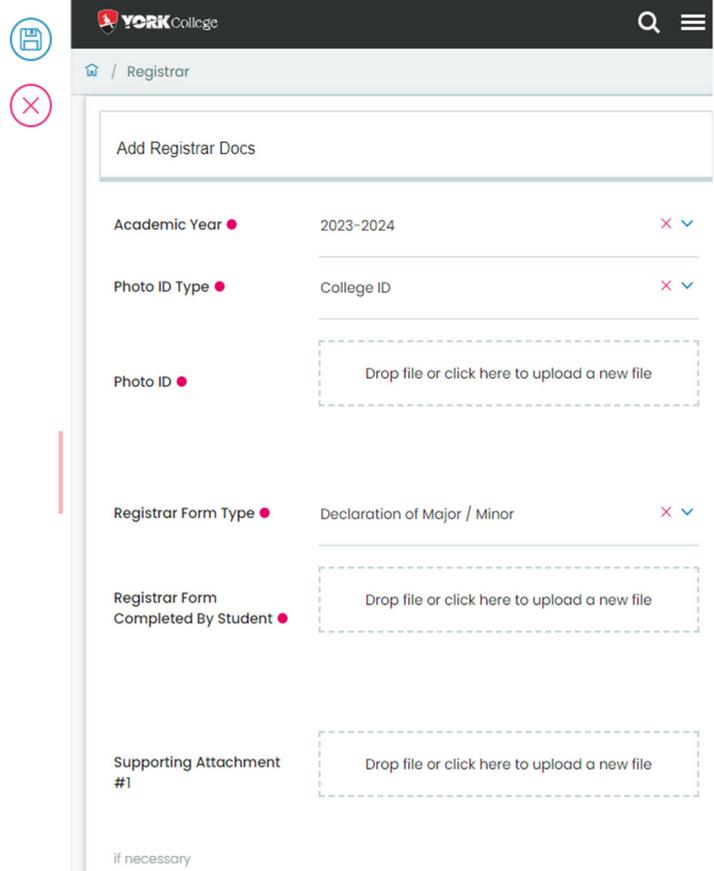
Notes:

\*Adobe Acrobat Reader has a "Fill & Sign" tool that will allow you to type in your information on the Registrar form. In the signature area, type in your name and your CUNYfirst EMPL ID#.

**\*\*Only .jpeg, .jpg, .png, or .pdf files can be uploaded.** The file names of your attachments should be descriptive (include your name) to enable better processing by administrative staff, especially if uploading multiple files.

4) Click the drop-down field next to Photo ID Type to select the corresponding type that matches your ID. Click the "Drop file" section to browse your device and attach the picture/scan of your Photo ID.

5) Click the drop-down field next to Registrar Form Type to select the corresponding type that matches your form. Click the "Drop file" section to browse your device and attach the picture/scan of your completed form.



6) If there are additional files required by your form, then click the "Drop file" section next to each Supporting Attachment #1, 2, 3. (If you have more than 3 supporting attachments, then you must use Adobe Creative Cloud to open Acrobat and merge these additional documents into one PDF file.)

7) Click the blue floppy disk icon in the dock on the upper left-hand side of the page to Save/Submit your files. Save icon will spin until the file(s) have been uploaded.

8) A confirmation page will load showing a summary and preview of the files that you just submitted. If you need to modify this submission, then click on the "Pen" icon in the dock on the upper left-hand side of the page to Edit your submission. You will need to repeat the prior step to save the revised submission.

9) Log out by clicking on the "Power Off" icon in the lower left-hand corner. Once the Office of the Registrar has reviewed your submission, you will receive an email with a status update from [noreply@york.cuny.edu](mailto:noreply@york.cuny.edu). If you have any questions, please email [registrar@york.cuny.edu](mailto:registrar@york.cuny.edu) or visit the [Registrar Office hours](#).