![YORK College CUNY - The City University of New York]

Office of the Registrar
94-20 Guy Brewer Blvd., Jamaica, NY 11451
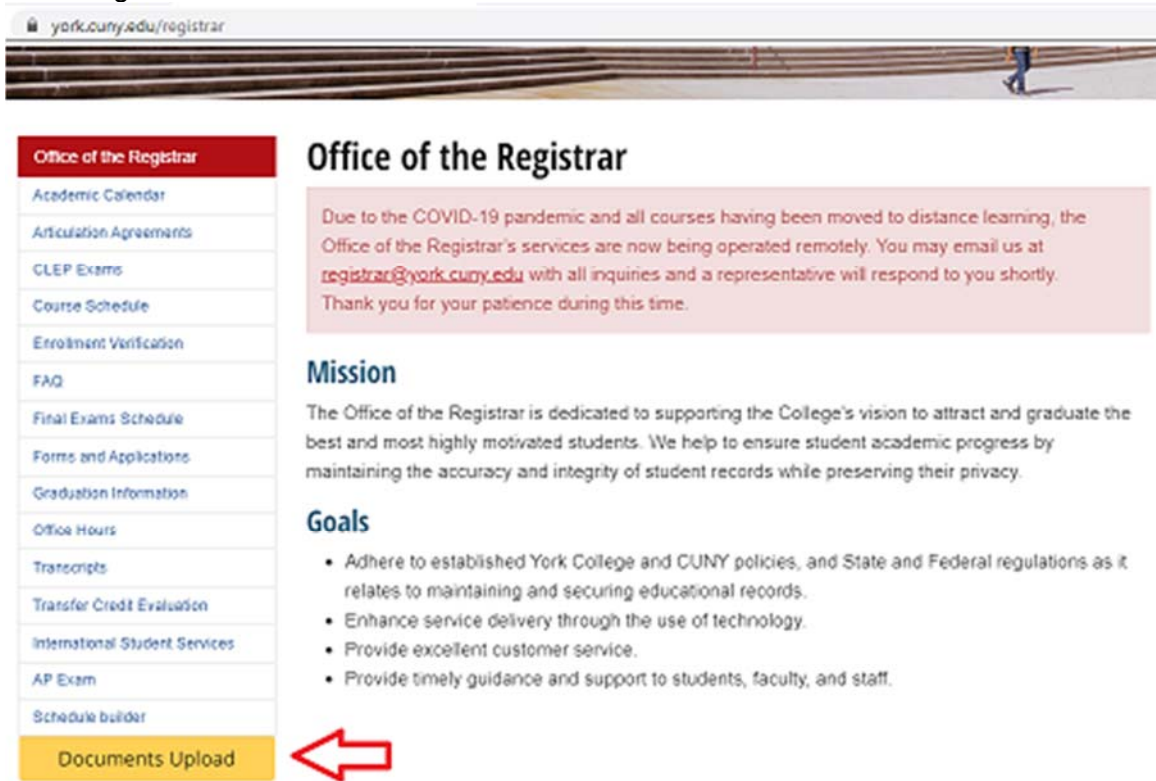Phone (718) 262-2145 • Fax (718) 262-2631
registrar@york.cuny.edu

Instructions for York Students to Securely Upload Documents (with Sensitive Information)
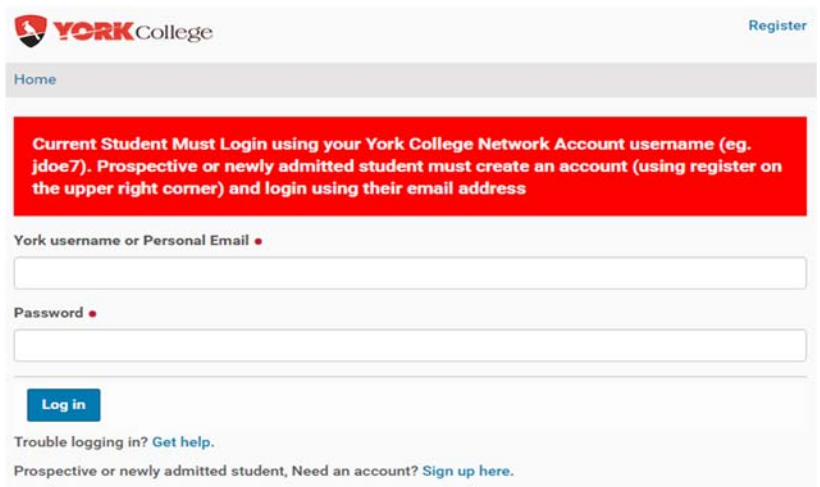
1) Go to the Office of the Registrar webpage: https://www.york.cuny.edu/registrar

2) Scroll down the webpage and click the gold button labeled "Documents Upload" on the left hand side. See image below for location.

3) Login with your York College Network Account. (This is the same username and password as your York email account.)

Incoming and former students who do <u>not</u> have access to a York email account should click the blue "Register" link in the upper right hand corner of the page to create a temporary account for the York Document Secure Portal. Once your first semester at York has started, you <u>must</u> use your York College Network account to access this portal and submit your form(s).

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#.

**Prior to upload, please change the file names of your attachments to be descriptive (include your name) to enable better processing by administrative staff, especially when uploading multiple files.

4) Click the "Choose File" button below Photo ID to browse your device and attach the picture/scan of your Photo ID. On the right, select the corresponding type that matches your Photo ID Type.

5) Click the "Choose File" button below Registrar Form to attach the picture/scan of your completed form. On the right, carefully select the corresponding type that matches your Registrar Form Type.

6) If there are additional files required by your form, then click the "Choose File" button below 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) If you would like to add a comment, please use the "Change Note" section at the bottom.

8) Click the blue "Save" button on the lower left hand side of the page. **Only click this Save button once.**

9) A confirmation page will load showing a summary of the files that you just submitted.

10) Log out by clicking on your name on the lower left hand corner, then click "Log out." Once reviewed, the Office of the Registrar will follow up with you through this email account.