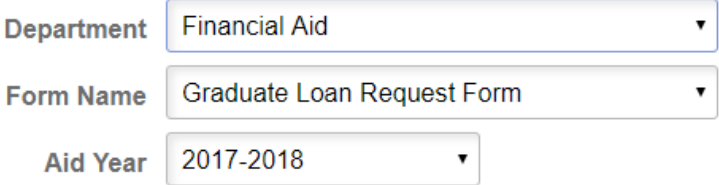
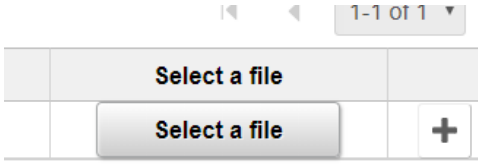
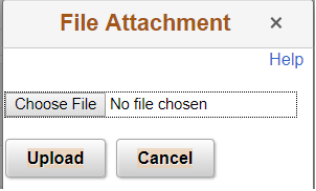
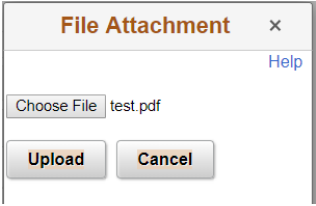
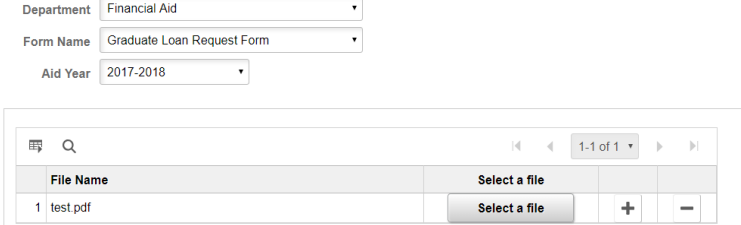



## Staff Instructions - Upload on behalf of a Student

Steps	Screenshots
1. Login to <b>panthersoft.fiu.edu</b>	
2. Navigate to <b>FIU Custom &gt; Campus Community &gt; Use &gt; ES Staff File Upload</b>	
3. <b>Enter the PID</b> for the student you are submitting documents and <b>Click Search</b>	
4. The page will display the PID and name of the student you are submitting the documents for.	
5. Read the directions.  <b>Acceptable file types include:</b> (PDF, JPG/JPEG, GIF, PNG, BMP, DOC and TIF/TIFF).	<p><b>Directions:</b></p> <ol style="list-style-type: none"> <li>1. Download a copy of the form that you are required to submit from the forms page via <a href="http://onestop.fiu.edu/forms/index.html">http://onestop.fiu.edu/forms/index.html</a></li> <li>2. Fill out all form fields and scan it along with any supporting documentation.</li> <li>3. Select the Department that you are submitting the documents to from the "Department" dropdown menu.</li> <li>4. Select the name of your form from the "Form Name" dropdown menu.</li> <li>5. Attach any supporting documentation required.</li> <li>6. Click submit.</li> </ol> <p>Please note: If you are required to submit more than one form, you must submit EACH form in a separate transaction along with the supporting documentation.</p>
6. Click on <b>Accept and Continue</b>	

<p>7. Select the <b>Department and Form Name</b> from the drop down menus</p>	
<p>8. Click on the <b>Select a file button</b></p> <p><i>Use the + or – to add or remove files.</i></p>	
<p>9. Select <b>Choose File</b> to attach your file(s).</p>	
<p>10. Click on the <b>Upload</b> button to add your file.</p>	
<p>A preview of the attached file will be displayed on the screen.</p> <p><i>Use the + or – buttons to add or remove additional files.</i></p>	
<p>11. When you are done attaching your file(s), click on <b>Submit</b>.</p>	
<p>An email confirmation will be sent to the students FIU email account. Please see the appendix section for a list of the notices that are sent.</p>	

**Appendix A: Confirmation Receipt**

***CONFIRMATION RECEIPT***

Dear «FirstName»,

Panther ID: «ID»

We have **received** your submission for [form name].

**Note: This email only acknowledges the receipt of your submission.** Please make sure to monitor your FIU email account for additional notifications regarding the status of your submission.

If you have any questions regarding this notice, you may contact us by calling 305.348.7000. If you would like to discuss your circumstances in person, you may visit our OneStop office at the Modesto A. Maidique Campus, SASC 126 or visit the OneStop office at the Biscayne Bay Campus, ACI 100. Counselors are available without an appointment.

Sincerely,

Enrollment Management Services

**Appendix B: Rejection Notice**



***REJECTION NOTICE***

Dear «FirstName»,

Panther ID: «ID»

Your submission for the «**Form Name**» has been rejected due to the following reason(s):

«Sticky note message from imagenow»

If you have any questions regarding this notice, you may contact us by calling 305.348.7000. If you would like to discuss your circumstances in person, you may visit our OneStop office at the Modesto A. Maidique Campus, SASC 126 or visit the OneStop office at the Biscayne Bay Campus, ACI 100. Counselors are available without an appointment.

Sincerely,

Enrollment Management & Services