

Secure Document Upload Script

Intro: Hey everyone! Wayne here with another tutorial. This time I'm going to show you how to use the Secure Document Upload application on MyHeliotrope. The Student Financial Services Office is using this as a more secure way of submitting important documentation for Work Study, Verification, upload income taxes and other documents. Cue the music!

Middle: Get ready for some deja vu for those returning from my previous tutorial. If you already know how to sign into MyHeliotrope, you may skip to this time. For everyone else, here's what you do. To get to the Secure Document Upload application you first go to the Purchase College SUNY website at www.purchase.edu. And scroll down to the bottom and click on current students below Information For. Then click on MyHeliotrope, and sign in. Once your signed in you can click on either the Financial Aid tab or Student Accounts tab to get to Secure Document Upload, clicking on it from either tab will take you to the same place. This application is very simple to use. Keep in mind that all these steps must be done in order to submit your form, otherwise you can't click submit. You first choose the academic year from either 2019-2020 and 2020-2021, try saying that ten times fast, you'll have different year options to pick from if you are watching this years from now, hello from 2020! You then choose the type of document you're submitting to, from Financial Aid, Student Accounts, Satisfactory Academic Progress, and amongst others as you can see here. In the description box, write what the file your submitting is and other details if need be. Under Select Document, click to choose the file you're going to submit. Files must be in these formats in order for them to be submitted. Also make sure all the information in the document is filled in correctly, as well as signatures as some documents will require your personal handwritten signature. Once you've chosen your document and clicked choose, you then click upload, and voila! Your document has been submitted. Do this for each document you have to submit as you can only submit each document one at a time.

End: So there you have it everyone, all you need to know about using the Secure Document Upload application on MyHeliotrope. So that just about does it for this video, so until next time guys, this is your old pal Wayne signing off. Take care everyone! Video over