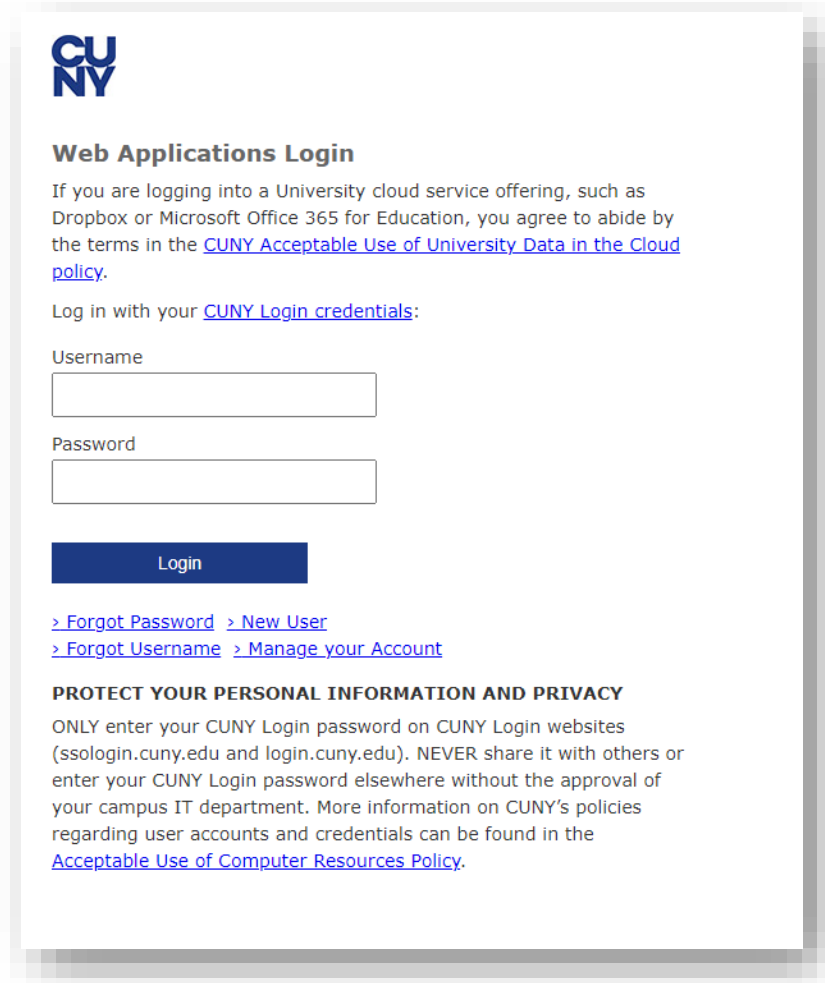


How To Upload Documents

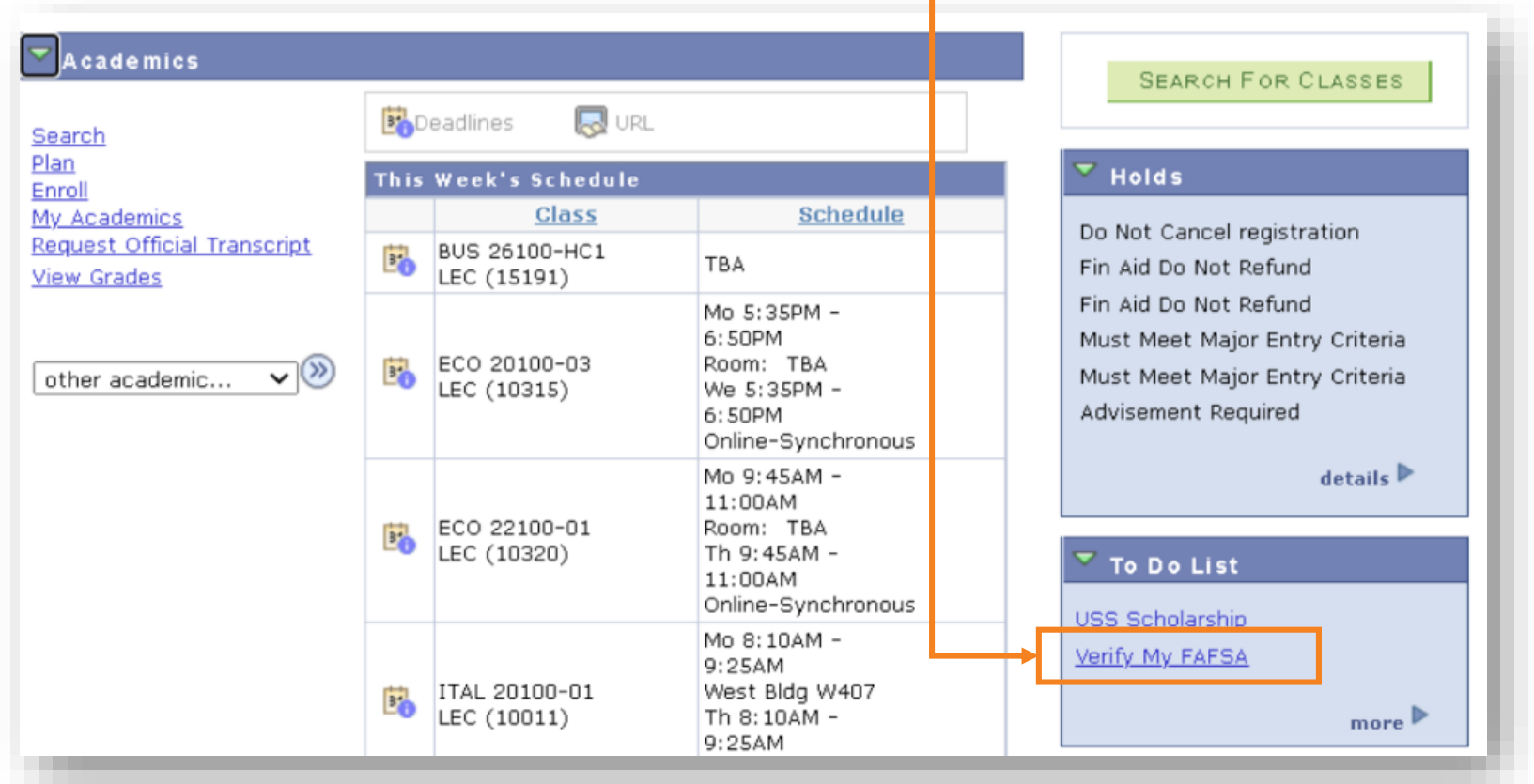
Step 1: Visit your CUNYfirst Student Center page at home.cunyfirst.cuny.edu



The screenshot shows the CUNY Web Applications Login page. It features the CUNY logo at the top left. Below the logo is the heading "Web Applications Login". The text explains that users logging into a University cloud service offering, such as Dropbox or Microsoft Office 365 for Education, agree to abide by the terms in the [CUNY Acceptable Use of University Data in the Cloud policy](#). It then prompts users to log in with their [CUNY Login credentials](#). There are two input fields: "Username" and "Password". Below these fields is a blue "Login" button. At the bottom, there are links for [Forgot Password](#), [New User](#), [Forgot Username](#), and [Manage your Account](#). A section titled "PROTECT YOUR PERSONAL INFORMATION AND PRIVACY" contains a warning to only enter the CUNY Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu) and never share it with others or enter it elsewhere without the approval of the campus IT department. More information on CUNY's policies regarding user accounts and credentials can be found in the [Acceptable Use of Computer Resources Policy](#).

How To Upload Documents

Step 2: Click on [Verify My FAFSA](#) located on your To Do List



The screenshot displays the 'Academics' section of a student portal. On the left, there are navigation links: Search, Plan, Enroll, My Academics, Request Official Transcript, and View Grades. Below these is a search box containing 'other academic...'. The main content area features a 'This Week's Schedule' table with columns for 'Class' and 'Schedule'. The table lists four classes: BUS 26100-HC1 LEC (15191), ECO 20100-03 LEC (10315), ECO 22100-01 LEC (10320), and ITAL 20100-01 LEC (10011). To the right of the schedule is a 'SEARCH FOR CLASSES' button. Below that is a 'Holds' section with a list of holds and a 'details' link. At the bottom right is a 'To Do List' section containing 'USS Scholarship' and 'Verify My FAFSA', with the latter highlighted by an orange box. An orange line connects the 'Verify My FAFSA' link to the text in the step above.

This Week's Schedule	
Class	Schedule
BUS 26100-HC1 LEC (15191)	TBA
ECO 20100-03 LEC (10315)	Mo 5:35PM - 6:50PM Room: TBA We 5:35PM - 6:50PM Online-Synchronous
ECO 22100-01 LEC (10320)	Mo 9:45AM - 11:00AM Room: TBA Th 9:45AM - 11:00AM Online-Synchronous
ITAL 20100-01 LEC (10011)	Mo 8:10AM - 9:25AM West Bldg W407 Th 8:10AM - 9:25AM

How To Upload Documents

Step 3: Click again on the [Verify My FAFSA](#) link to access CUNY Student Forms Portal

To Do List

To Do Item Detail

Verify My FAFSA

Aid Year:	2023
Academic Institution:	Borough of Manhattan CC
Administrative Function:	Financial Aid
Due Date:	02/18/2022
Contact:	Borough of Manhattan Community College
Department:	Panther Station - S225
Phone:	212/220-1430

finaid@bmcc.cuny.edu

[Verify My FAFSA](#)

Verify My FAFSA

The results of your FAFSA have been received by the college and before your federal aid eligibility can be confirmed, you must resolve outstanding FAFSA task(s). Please review the Verify My FAFSA "To Do List" item for your college of enrollment in CUNYfirst Student Center and click the link to access the CUNY Financial Aid Student Forms Portal.

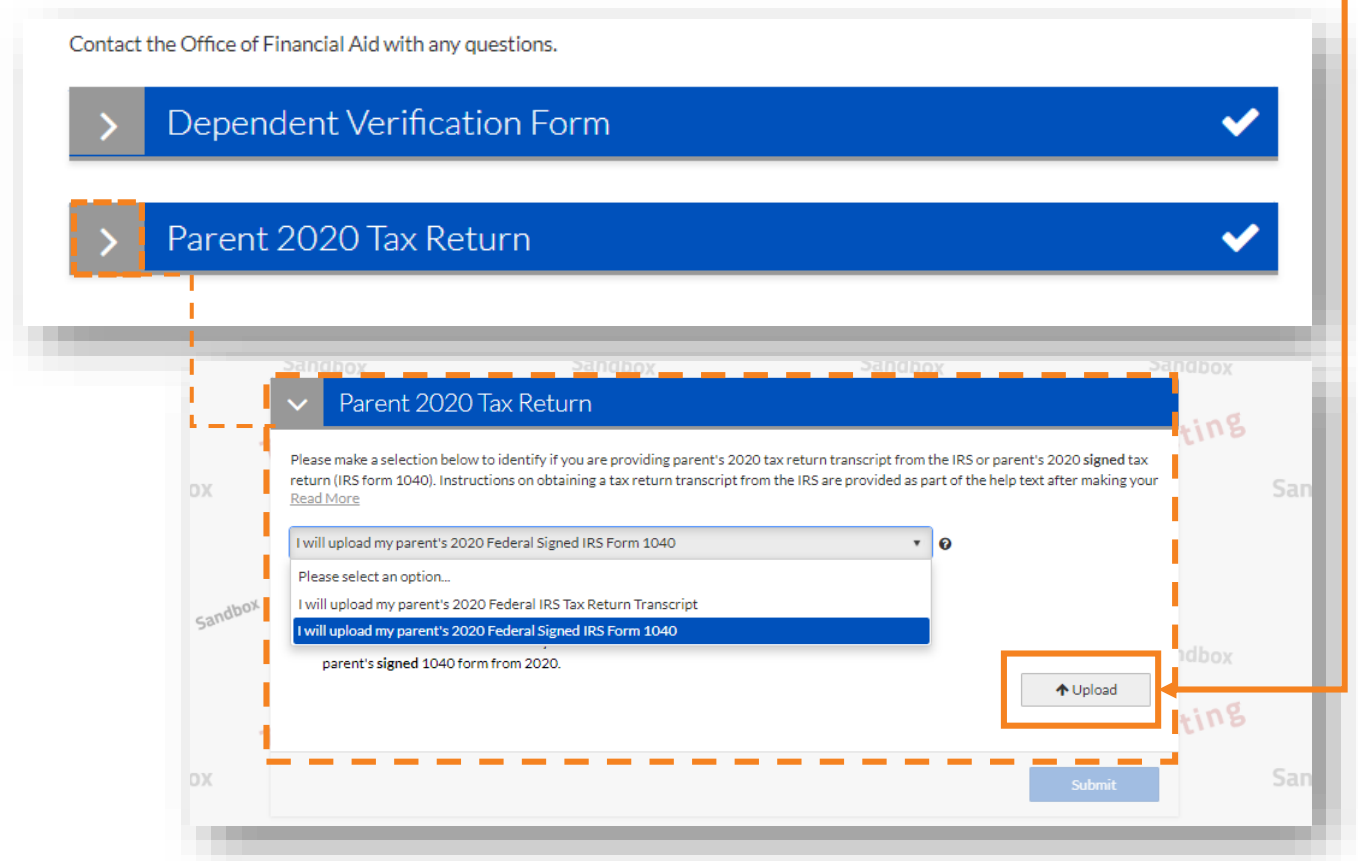
For first-time users of CUNY Financial Aid Student Forms, you will be required to add a valid email address or phone number to your CUNY Student Forms portal account for an authentication confirmation. You will also be required to complete the registration process and confirm the personal identifying information reported on your FAFSA before you can access the portal.

[Return](#)

How To Upload Documents

Step 4: Click the Upload button to the right of a task that requires a document to be uploaded.

This button will only appear when documents are necessary.



Contact the Office of Financial Aid with any questions.

> Dependent Verification Form ✓

> Parent 2020 Tax Return ✓

Parent 2020 Tax Return

Please make a selection below to identify if you are providing parent's 2020 tax return transcript from the IRS or parent's 2020 signed tax return (IRS form 1040). Instructions on obtaining a tax return transcript from the IRS are provided as part of the help text after making your [Read More](#)

I will upload my parent's 2020 Federal Signed IRS Form 1040

Please select an option...

I will upload my parent's 2020 Federal IRS Tax Return Transcript

I will upload my parent's 2020 Federal Signed IRS Form 1040

parent's signed 1040 form from 2020.

Upload

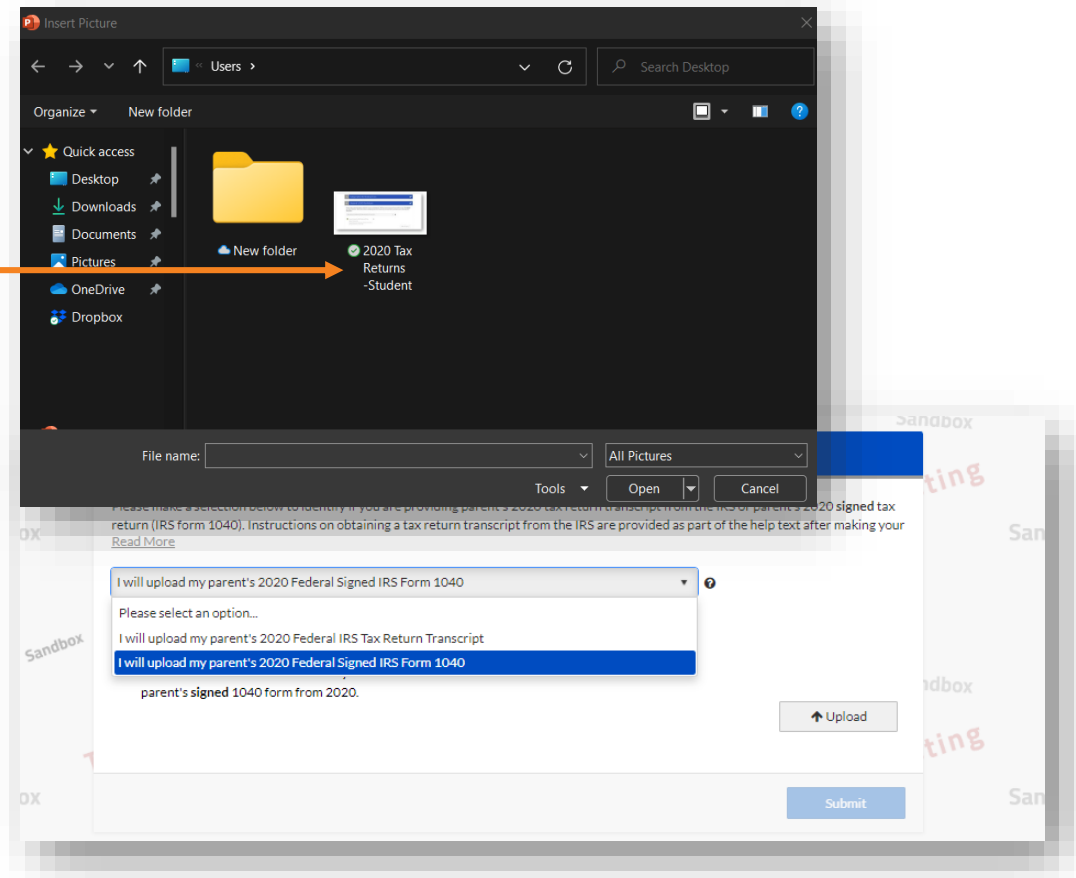
Submit

How To Upload Documents

Step 5: Select the image or file you'd like to upload

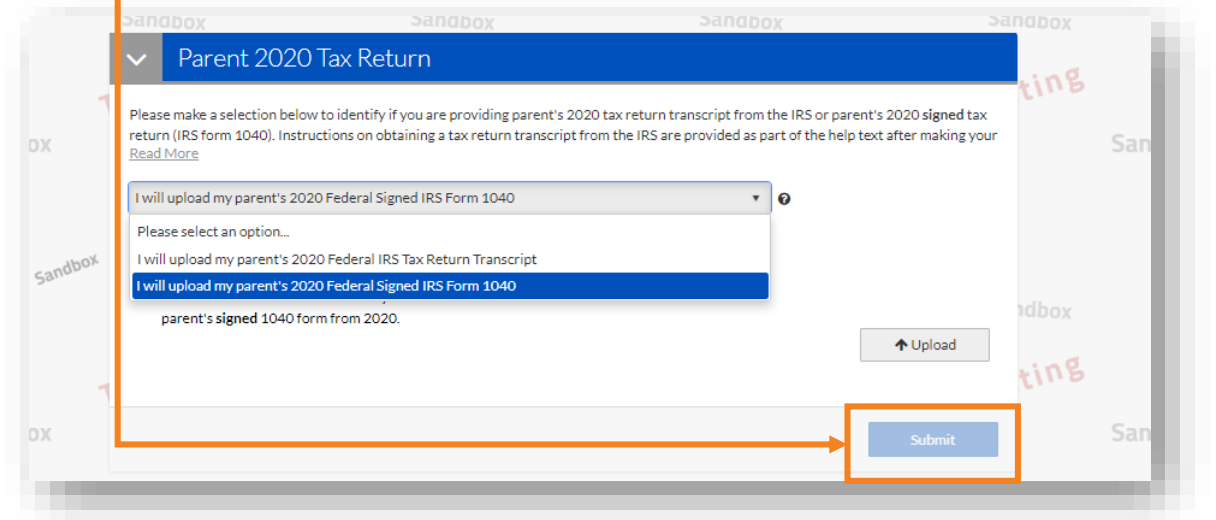
Hint: save required documentation on your computer or any device prior to completing this task.

Step 6: Preview what you've uploaded. If you need to upload additional images or files click [Add Page\(s\)](#), and if you don't, click [No](#)



How To Upload Documents

Step 7: Click Submit if all images or files have been uploaded to complete the task



Parent 2020 Tax Return

Please make a selection below to identify if you are providing parent's 2020 tax return transcript from the IRS or parent's 2020 signed tax return (IRS form 1040). Instructions on obtaining a tax return transcript from the IRS are provided as part of the help text after making your [Read More](#)

I will upload my parent's 2020 Federal Signed IRS Form 1040

Please select an option...

I will upload my parent's 2020 Federal IRS Tax Return Transcript

I will upload my parent's 2020 Federal Signed IRS Form 1040

parent's signed 1040 form from 2020.

Upload

Submit

How To Upload Documents

Step 8: Click Finish to finalize your submission

