

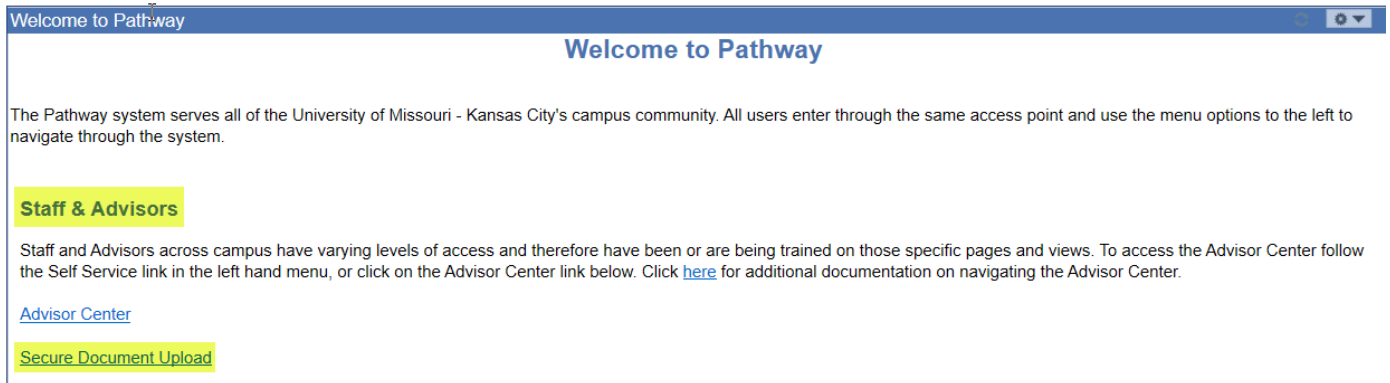
Secure Document Upload for a Student – Staff Instructions

The Secure Document Upload provides a workflow for students and staff to securely submit documents using Pathway. An uploaded document is sent directly into the appropriate Perceptive Content workflow queue for processing in the Registration and Records Office.

Pathway: <https://umkc.umsystem.edu/>

Pathway navigation to upload for a student: Main Menu > UM Processes and Reports > UM Campus Community > Secure Document Upload > Upload for a Student

Quick link to Secure Document Upload on Pathway Welcome Page on home screen



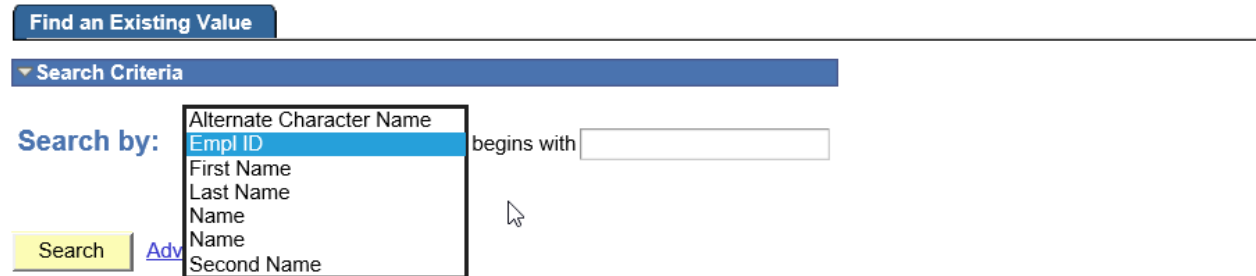
The screenshot shows the Pathway Welcome Page. At the top, there is a blue header bar with the text "Welcome to Pathway" and a small icon on the right. Below the header, the main heading "Welcome to Pathway" is centered. A paragraph of text explains that the Pathway system serves all of the University of Missouri - Kansas City's campus community. Below this, there are two highlighted sections: "Staff & Advisors" and "Secure Document Upload". The "Staff & Advisors" section includes a paragraph about access levels and a link to the "Advisor Center". The "Secure Document Upload" section is currently highlighted in yellow.

Search by student ID number, first name, or last name

Favorites | Main Menu > UM Processes and Reports > UM Campus Community > Secure Document Upload > Upload for a Student

Staff Upload for a Student

Enter any information you have and click Search. Leave fields blank for a list of all values.



The screenshot shows the search form for staff upload. At the top, there is a blue button labeled "Find an Existing Value". Below it, there is a blue header bar with a dropdown arrow and the text "Search Criteria". The main search area has a label "Search by:" followed by a dropdown menu. The dropdown menu is open, showing a list of search criteria: "Alternate Character Name", "Empl ID", "First Name", "Last Name", "Name", "Name", and "Second Name". The "Empl ID" option is highlighted in blue. To the right of the dropdown menu, there is a text input field labeled "begins with". Below the search area, there is a yellow "Search" button and a blue "Adv" link.

Select **Registration and Records** in the **Office** field. Then select the **Document Type** you would like to upload. You may enter a note as well.

Office Upload for a Student

Upload Document to ImageNow for a Student

Cassandra Roo Student ID

Upload File

Office
Registration and Records

Document Type
Auth. for Grad to take Ugrd
Auth. for Ugrd to take Grad
Citizenship/Resident Documents
Credit by Exam
Declaration of Major Form
FERPA Hold/Consent to Release
Full/Part Time Enr. Cert.
GPA Adjustment
Grade or Course Change Form
Graduate Course Repeat Form
Graduation Application
Honors Designation Form
Information Change Form
Leave of Absence/Return LOA
License/Photo Identification
Petition for Refund
Registration Form
Social Security Card
Veteran / Dependent Enrollment

Notes

Upload

Uploaded File History

Upload Date	Document Type

All | First | 1-10 of 54 | Last

Click on **Upload**, then **Browse** to upload the form/documentation. Once you add a file, click **Upload** on the **File Attachment** window, give it a moment and it will show you a box that says the upload was successful.

Office Upload for a Student
Upload Document to ImageNow for a Student

Cassandra Roo Student ID

Upload File

Office
Registration and Records

Document Type
Registration Form

Notes
test notes

Upload

File Attachment

N:\Groups\Registration and Records\FORMS\AAA_FERF Browse...

Upload **Cancel**

*Supported document file formats include PDF, Word, Excel, and most image types (png, jpg, bmp, tif, gif).

**If you do not have access to the Secure Document Upload for a Student, please contact the Registration and Records Office for permission at registrar@umkc.edu.