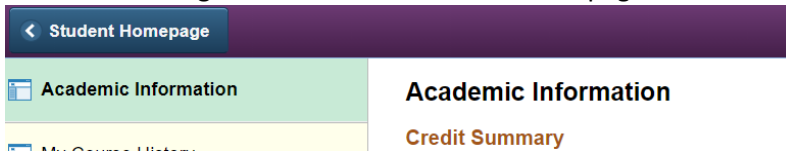


*It is recommended you complete this process from a laptop or desktop computer. Currently the form is unavailable on mobile devices.*

- Log into myWCU with your WCU credentials
- Navigate to the Academic Records tile



- You will be brought to the academic information page



- Navigate to the **Useful Links** section (located at the bottom of the screen)

## Useful Links

### Self-Service Document Upload Form

- Select the **Self-Service Document Upload Form**
- [Self-Service Document Upload Form](#)
- You will be brought to the form



## Student Self Service Document Upload Form

- If your WCU ID, first name, last name, and/or email are **not** prepopulated, please do not continue with the form and email [aes-support@wcupa.edu](mailto:aes-support@wcupa.edu) and reference the Self-Service Upload form

### Student Information

WCU ID*	First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- In the drop-down menu, please select the **College of Health Sciences** for the office you are uploading your documents
- Once you select College of Health Sciences for the office, you will indicate **College of Health Sciences Clearance Documentation** as the type of document you are uploading\*.

**Document Upload**

Please select the office for which you are uploading a document: \*

COLLEGE OF HEALTH SCIENCES ▼

Please indicate the document type you wish to upload: \*

COLLEGE OF HEALTH SCIENCES CLEARANCE DOCUMENTATION ▼

---

Select Document \*

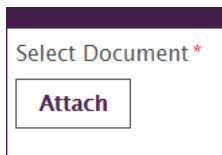
---

If you receive a message saying upload failed, please exit the form and reset your web browser cache. If you continue to have difficulty, please log a ticket at [OnBase Help Desk Ticket](#).

**\*Please note:** students should only upload documents they are required to upload based on the information provided on their placement application (email received from [no-reply@wcupa.edu](mailto:no-reply@wcupa.edu)). If you have any questions or need clarification on what documents to upload please contact CHS Administrative Assistant of Clinical Experiences, Heather Showers ([hshowers2@wcupa.edu](mailto:hshowers2@wcupa.edu)) for further assistance.

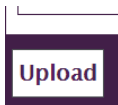
Each document **MUST** be attached/uploaded individually, so you may need to repeat this process multiple times depending on the number of documents you need to submit.

- Attach your document using the **ATTACH** button and select document from your device



*Please note, if you get notification that the upload failed, you may need to reset your browser cache and come back to the form. Most browsers allow for a ctrl-F5 refresh.*

- Press **UPLOAD**



**REMINDER:** Students will need to upload all documents **individually**. DO NOT upload all documents in one single file.

- You will know your form was submitted when you are redirected to the page below  
**Document Upload Successful**

Please click the "Home" button on the myWCU bar to return to the student portal.

- If you have any questions, or experience any issues, please email [aes-support@wcupa.edu](mailto:aes-support@wcupa.edu)