

Navigating and Uploading Documents in the Document Center

Last Modified on 01/23/2026 8:31 am MST

Navigating the Document Center

Click on “My Documents” on your Student Portal homepage to be taken to your “Document Center”.



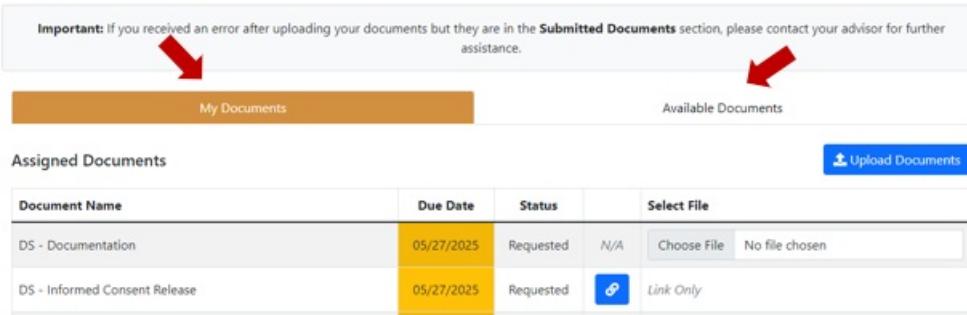
The screenshot shows the Student Portal homepage with a sidebar on the left containing links for Gmail, Canvas, Cybersecurity Tips, Success Advisor, Student Finance, Library, Writing Center, and Online Tutoring. The main content area is titled "My Class Schedule" and includes sections for Current Courses, Scheduled Courses, Previous Courses, and Ordering Textbooks. Below these are tabs for Course Code, Course Name, Term, Instructor, Credits, and Actions. A red arrow points to the "My Documents" link in the sidebar.

Here you will find “My Documents” and “Available Documents”.

Document Center

Welcome to the CSU Global Document Center. Documents are loaded here for communication, admissions review, and online academic processing. Documents can be downloaded, completed, and uploaded if necessary. You can see which documents are required, requested, or optional. Documents requiring a signature can be signed via e-signature. [Instructions can be found here on how to use e-signatures.](#)

If you have more than one file to submit per document upload, you will need to combine your files into one PDF. Instructions for how to combine documents to create a single file can be [found here](#).



The screenshot shows the Document Center with a note at the top: "Important: If you received an error after uploading your documents but they are in the **Submitted Documents** section, please contact your advisor for further assistance." Below this are two tabs: "My Documents" (selected) and "Available Documents". Under "Assigned Documents", there is a table with columns for Document Name, Due Date, Status, and Select File. The "Status" column shows "Requested" for both items. A red arrow points to the "Important" note, and another red arrow points to the "Upload Documents" button.

| Document Name | Due Date | Status | Select File |
|-------------------------------|------------|-----------|---|
| DS - Documentation | 05/27/2025 | Requested | N/A Choose File No file chosen |
| DS - Informed Consent Release | 05/27/2025 | Requested |  Link Only |

“My Documents” are forms that have been assigned to you or links to required items, such as the FAFSA application (for financial aid students). You can view the “Status” column to determine if the form/document is “required” or “requested”.

| My Documents | | Available Documents | | |
|--|------------|---------------------|---------------------------|--|
| Assigned Documents | | | | Upload Documents |
| Document Name | Due Date | Status | Select File | |
| DS - Documentation | 05/27/2025 | Requested | N/A | Choose File No file chosen |
| DS - Informed Consent Release | 05/27/2025 | Requested | Link Only | |
| STA - Retroactive Withdrawal Supporting Document | 04/30/2024 | Requested | N/A | Choose File No file chosen |
| STA - Tuition Appeal Supporting Document | 04/26/2024 | Requested | N/A | Choose File No file chosen |
| AM - Smartermeasure Assessment | 09/18/2023 | Requested | N/A | Choose File No file chosen |
| AD - MSN Practice Access Agreement | | Required | N/A | Choose File No file chosen |
| AD - MSN Practicum Approval Form | | Required | N/A | Choose File No file chosen |

Some documents may be listed as “requested” but are required so please contact your Student Finance Advisor or Student Success Counselor if you are uncertain. The “AR-Student Records Release Consent Form” is an *optional* form that is available for all students; this form is only required if you wish to provide consent for another party to speak with us on your behalf.

“Available Documents” will provide you with a list of other forms that you may encounter during your academic journey, such as the Incomplete Grade form or appeal documents. These forms are often *not required*, and you should always consult with your Success Counselor before submitting an available document.

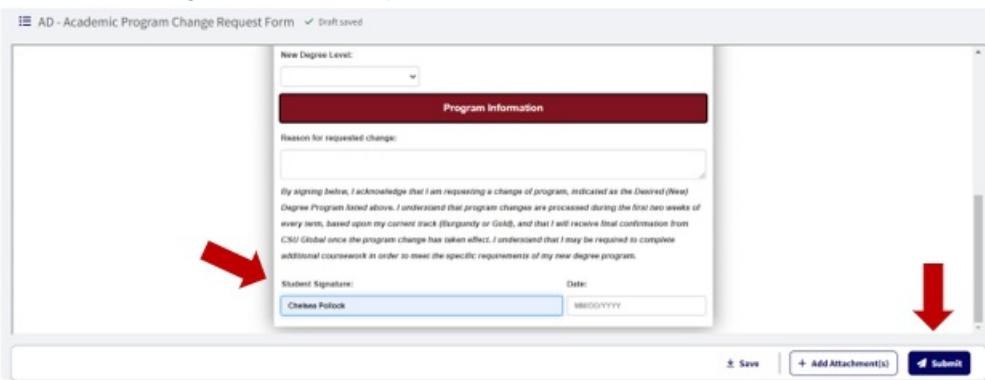
Uploading a Document

Many documents are e-forms and/or external links. For these documents, click on the blue chain to be taken to the e-form or link.

| | | | |
|----------------------------------|--|----------|---------------------------|
| TP - Tuition Deferment Agreement | | Required | Link Only |
| VA - Military Information Form | | Required | Link Only |

You will have to sign the form before you can then click on “submit” to send this to us for review.

AD - Academic Program Change Request Form Draft saved



New Degree Level:

Program Information

Reason for requested change:

By signing below, I acknowledge that I am requesting a change of program, indicated as the *Desired/New* Degree Program listed above. I understand that program changes are processed during the final two weeks of every term, based upon my current track (Baccalaureate or Graduate), and that I will receive final confirmation from CSU Global once the program change has taken effect. I understand that I may be required to complete additional coursework in order to meet the specific requirements of my new degree program.

Student Signature: Chelsea Pollock Date: 10/05/2023

[Save](#) [+ Add Attachment\(s\)](#) [Submit](#)

Other documents you will need to download first, complete the form, then upload back into the Document Center. First, click on the red arrow to download the document and be sure to save this to a location on your computer that is easy to locate.

| | | | |
|---|-----------|--------------------------|--|
| DS - Academic Accommodations Student Notification | Requested | Download | Choose File No file chosen |
|---|-----------|--------------------------|--|

Locate the document on your computer and fill out the form in its entirety, including **e-signing** the form. Save the form once all information has been entered and you have e-signed the form.

From the document center, click on “Choose File” next to the document you are uploading. Locate the form on your computer and upload.

| | | | |
|---|-----------|--------------------------|--|
| DS - Academic Accommodations Student Notification | Requested | Download | Choose File No file chosen |
|---|-----------|--------------------------|--|

You will know that the document was successfully uploaded because the name of the document will appear to the right of the "choose file" button.



Need Help? Contact our 24/7 IT Department [here](#)!
