

Coconino Community College

Secure Upload

Part 1: [Uploading a File](#)

Part 2: [FAQ](#)



For any other issues, please contact the Help Desk at its.helpdesk@coconino.edu or call at (928) 226 – 4357

Securely Uploading Files for CCC

1. Navigate to <https://www.coconino.edu/upload>
2. Read all the information on the page before uploading

Home / Secure Upload

Secure Upload

Last Updated: April 24, 2018 Print

Below you'll find links to the different areas to securely upload documents. Please choose the best department/area to upload your document. If your document is uploaded to the wrong department, it will be **deleted**. You will be required to sign into the the Secure Upload site using your Comet ID and password. If you cannot sign into the site, please contact the Help Desk at [928-226-4357](tel:928-226-4357).

You must complete all fields before uploading your documents.

Acceptable File Formats:

- .pdf
- .doc .docx
- .rtf
- .jpg .jpeg .png

Max File Size:

- 5.00mb

Incomplete documents, damaged documents, or files not using an acceptable format will be **deleted**.

[I agree to the informaton listed above and need to upload a document](#)

ITS Help Desk Contact

[928-226-4357](tel:928-226-4357)
its.helpdesk@coconino.edu

Fall/Spring Semester Hours (Lone Tree)

Mon - Thur	8 am - 9 pm
Friday	8 am - 7 pm
Saturday	9 am - 3 pm
Sunday	Closed

Fall/Spring Semester Hours (Fourth Street)

Mon - Thur	8 am - 7 pm
Fri - Sun	Closed

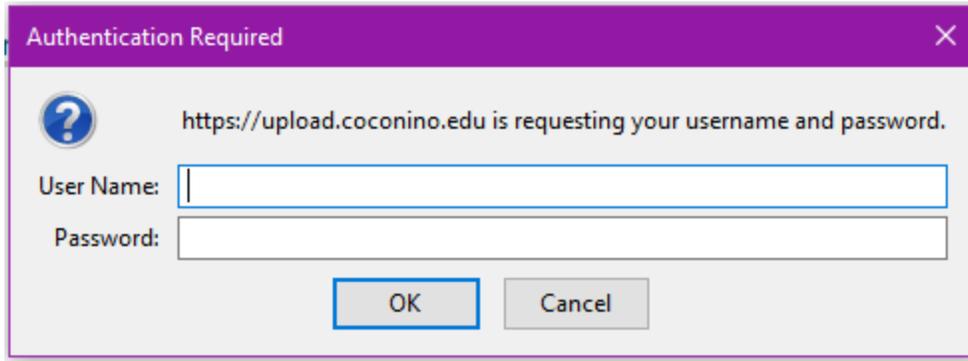
ITS Help Desk

3. Open the accordion to select your department you'd like to upload
 - a. If you upload your document to the wrong department site your file will be **deleted**.

I agree to the terms listed above and need to upload a document

- [Academic Affairs Secure Upload Form](#)
- [Business Secure Upload Form](#)
- [Financial Aid Secure Upload Form](#)
- [Human Resources Secure Upload Form](#)
- [ITS Secure Upload Form](#)
- [Registration Secure Upload Form](#)
- [Security Secure Upload Form](#)
- [Student Accounts Secure Upload Form](#)
- [Student Development Secure Upload Form](#)

4. You will be asked to sign in using your Comet ID (Example: AB123) and password.
 - a. If you cannot sign in or have difficulties signing in, contact the Help Desk at 928-226-4357.



Authentication Required

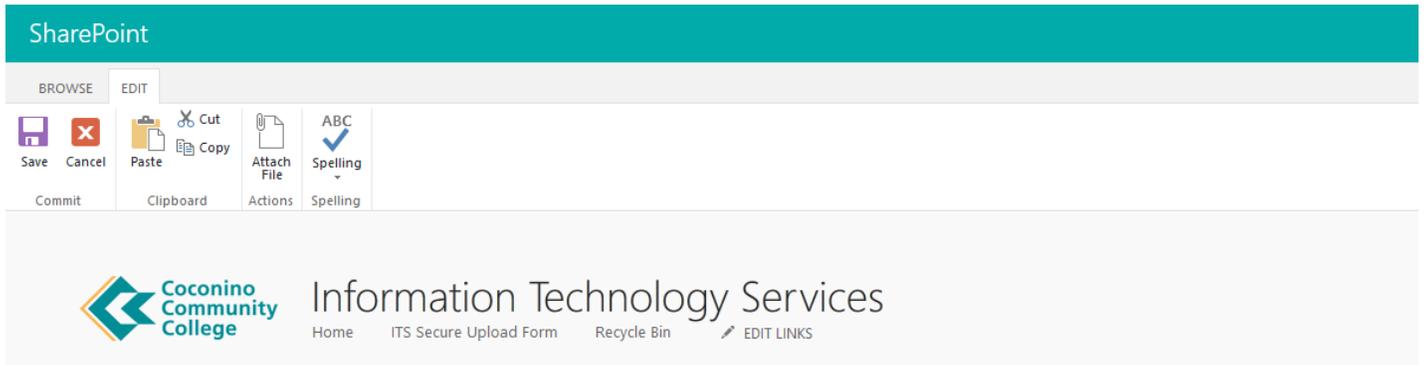
https://upload.coconino.edu is requesting your username and password.

User Name:

Password:

OK Cancel

5. Once you are signed in you will be greeted with the New Form for the department you chose.



SharePoint

BROWSE EDIT

Save Cancel Paste Copy Attach File Spelling

Coconino Community College Information Technology Services

Home ITS Secure Upload Form Recycle Bin EDIT LINKS

ITS Secure Upload Form

Welcome to our Secure Upload page.

Please complete all fields with your information.

Acceptable File Formats:

- .PDF
- .doc .docx
- .rtf
- .jpg .jpeg .png

Incomplete or damaged documents will be discarded.

Add Attachment (5mb Limit)

Comet ID *
The username you signed into this form with. Example: AB123

First Name *

Last Name *

Contact Email Address *
Please enter an email you access regularly

Title of Document *

Attention *
Specify who asked for you to upload this file

Agreement * I agree that upon completing this form and attaching one or more documents, CCC will access the document(s) and retrieve personal identifiable information (PII) from them to use in a suitable manner

6. Add an attachment with the “add file” button.

Add Attachment (5mb Limit) Add File

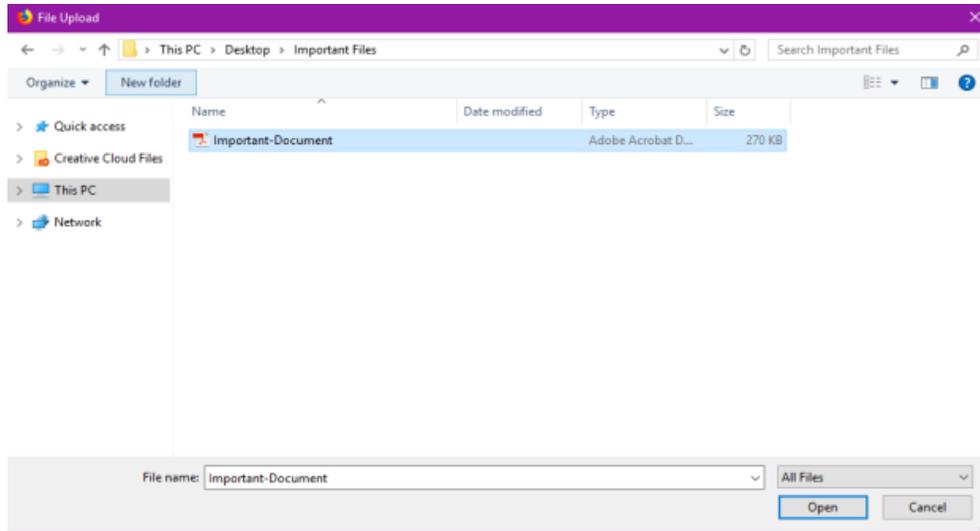
7. A new option will appear on the page to “Browse”

Add Attachment (5mb Limit) Add File

Use this page to add attachments to an item.

Name Browse... No file selected.

8. Clicking browse will open your file explorer for you to find the needed file.



9. Once you select the file you want, select the file so it appears as an attachment and click “OK”

Add Attachment (5mb Limit) Add File

Use this page to add attachments to an item.

Name Browse... Important-Document.pdf

OK Cancel

10. Completely fill in the form with all details. Be as thorough as possible.

Add Attachment (5mb Limit) Add File

Comet ID *
The username you signed into this form with. Example: AB123

First Name *

Last Name *

Contact Email Address *
Please enter an email you access regularly

Title of Document *

Attention *
Specify who asked for you to upload this file

Agreement * I agree that upon completing this form and attaching one or more documents, CCC will access the document(s) and retrieve personal identifiable information (PII) from them to use in a suitable manner

Attachments
[Delete](#)

Save Cancel

11. Once you have filled in the form and have attached your document click “SAVE”.
 - a. If you forgot to add your file you will receive an error.
12. If your form was saved successfully on a new screen you will see a spreadsheet layout of your form in a row.

✓	Comet ID	First Name	Last Name	Title of Document	Attention	Agreement	Created
	JS123	John	Smith	Requested Document Title	Jane Doe	I agree that upon completing this form and attaching one or more documents, CCC will access the document(s) and retrieve personal identifiable information (PII) from them to use in a suitable manner	A few seconds ago

13. You can now exit the browser and let the department know you have submitted the document.

FAQ

How does the department get notified of my form?

The department will get an email when you have submitted your form. You can also contact the department to verify they have successfully received your file.

What happens if I cannot submit a form?

Check to make sure all fields are filled in and you have attached your document. You may also want to try using a browser that auto updates like Chrome or Firefox. If you have trouble submitting a form, contact the Help Desk.

What happens if my document is over the size limit?

Please resize your document using a smaller file format. Contact the Help Desk if you need assistance with resizing a document.

For any other issues, please contact the Help Desk at its.helpdesk@coconino.edu or call at (928) 226 – 4357