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

![Academic Records](image)

- You will be brought to the academic information page

![Student Homepage](image)

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

![Useful Links](image)

- Select the Self-Service Document Upload Form

![Self-Service Document Upload Form](image)

- You will be brought to the form

![Student Self Service Document Upload Form](image)

- 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 and reference the Self-Service Upload form

![Student Information](image)
• 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*.

*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). 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) 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