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)

- Select the Self-Service Document Upload Form

- You will be brought to the form

- If your WCU ID, first name, last name, and/or email are not prepopulated, please do not continue with the form and email OnBaseSupport@wcupa.edu and reference the Self-Service Upload form
• 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 Director of Internships (Skienle@wcupa.edu) or Ms. Sharon Brady (sbrady@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 OnBaseSupport@wcupa.edu