Secure Document
Upload in MyView
Secure Transmit
Benefits

• Secure method to electronically send privacy data
• Increases efficiency
• Better tracking of the document
• Enhanced communication
• Electronic storage for easier retrieval if needed
Enter Student ID (or other identifying parameter)
Choose Appropriate Office
Choose Document Type

Office Upload for a Student
Upload Document to ImageNow for a Student

<table>
<thead>
<tr>
<th>Mary Tackett</th>
<th>Student ID</th>
</tr>
</thead>
</table>

**Upload File**
- **Office**: Records
- **Document Type**: Academic Renewal - S REC
- **Notes**: testing with campus solutions

**Uploaded File History**
- 12/23/19 12:01:36PM: Social Security Card - S REC
- 12/23/19 11:55:39AM: W9S 1095T Tax Form - S REC
- 01/24/20 11:20:26AM: Academic Renewal - S REC
- 01/16/20 10:15:23AM: Academic Renewal - S REC
- 01/24/20 9:59:44AM: Social Security Card - S REC

[Return to Search]
Enter any Notes to the Registration Office and Upload, (Please note: Comments can be viewed by the student).
Office Upload for a Student
Upload Document to ImageNow for a Student

Mary Tackett

Upload File

<table>
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<tr>
<th>Office</th>
<th>Document Type</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Records</td>
<td>Social Security Card - S REC</td>
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</tbody>
</table>

Please upload a copy of the social security card. The Records Office will enter, verify, or update the information in MyView within 3 to 5 business days. Thank you University of Missouri-St Louis Registrar.

Uploaded File History

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<td>testing with campus</td>
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File Uploaded
Tackett_test_ssn20200124_100604.jpg

Return to Search
Student Receives an Email Confirmation, (Advisor does not – they have audit trail)