

University of Missouri–St. Louis

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

UM Processes & Reports > UM Campus Community > Secure Document Upload

The screenshot shows a web browser window displaying the MyView@UMSL application. The browser's address bar shows the URL: https://myview.umsl.edu/psp/csprds/EMPLOYEE/SA/q/UM_DOCUMENT_UPLOAD.UM_IMGN_DOCUMENTS.GBL?PORT. The application header includes the University of Missouri–St. Louis logo and navigation links: Home, Worklist, Add to Favorites, and Sign Out. Below the header, a breadcrumb trail reads: Favorites > Main Menu > UM Processes and Reports > UM Campus Community > Secure Document Upload > Manage Document Types. The main content area is titled "Manage Document Types" and contains a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two buttons: "Find an Existing Value" and "Add a New Value". Below this is a "Search Criteria" section with a "Search by:" dropdown menu set to "Office Name" and a text input field containing "begins with Records". There are "Search" and "Advanced Search" buttons. The "Search Results" section shows "View All" and "First 1-5 of 5 Last" options. A table lists the search results:

Office Name	Description	Drawer in Image Now
Records	Academic Renewal - S REC	S REC Campus Solutions
Records	Grade Changes - S REC	S REC Campus Solutions
Records	Grade Modifications - S REC	S REC Campus Solutions
Records	Social Security Card - S REC	S REC Campus Solutions
Records	W9S 1098T Tax Form - S REC	S REC Campus Solutions

At the bottom of the page, there are links for "Find an Existing Value" and "Add a New Value".

University of Missouri–St. Louis

Enter Student ID (or other identifying parameter)

The screenshot shows a web browser window displaying the MyView@UMSL website. The browser's address bar shows the URL: https://myview.umsli.edu/psp/esprds/EMPLOYEE/SA/q/ESTABLISH_COURSES.CRS_CATALOG.GBL/PORTALPARAM.P11. The website header includes the University of Missouri–St. Louis logo and navigation links for Home, Worklist, Add to Favorites, and Sign Out. Below the header, there is a breadcrumb trail: Favorites > Main Menu > UM Processes and Reports > UM Campus Community > Secure Document Upload > Upload for a Student. The main content area is titled "Staff Upload for a Student" and includes the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a "Find an Existing Value" button and a "Search Criteria" dropdown menu. The "Search by:" dropdown is open, showing options: Empl ID (selected), Alternate Character Name, Empl ID, First Name, Last Name, Name, Name, and Second Name. A "Search" button is visible next to the dropdown.

University of Missouri–St. Louis

Choose Appropriate Office

The screenshot shows the MyView@UMSL web application interface. The browser address bar displays the URL: https://myview.umsl.edu/psp/csprds/EMPLOYEE/SA/q/ESTABLISH_COURSES.CRSE_CATALOG.GBL?PORTALPARAM_PTC. The page title is "Office Upload for a Student" with the subtitle "Upload Document to ImageNow for a Student".

The user profile section shows the name "Mary Tackett" and a "Student ID" field which is currently redacted with a black box.

The "Upload File" section contains a form with the following fields:

- Office:** A dropdown menu with "Cashiers" selected.
- Document Type:** A dropdown menu.
- Notes:** A text input field.
- Upload:** A button to submit the document.

Below the upload form is a table of uploaded records:

Document Type	Uploaded by	Notes
12/23/19 12:01:39PM Academic Renewal - S REC	KEUSST	testing with campus solutions
12/23/19 11:55:39AM Academic Renewal - S REC	KEUSST	testing the drawer
01/24/20 11:26:28AM Academic Renewal - S REC	KEUSST	
01/16/20 10:15:23AM Academic Renewal - S REC	KEUSST	testing email
01/24/20 9:59:44AM Social Security Card - S REC	KEUSST	

At the bottom of the page, there is a "Return to Search" button.

University of Missouri–St. Louis

Choose Document Type

University of Missouri–St. Louis
MyView@UMSL

Home | Worklist | Add to Favorites | Sign Out

About MyView | Admissions | Registration & Records | Cashier's Office | Financial Aid | UMSL Home

Favorites | Main Menu > UM Processes and Reports > UM Campus Community > Secure Document Upload > Upload for a Student

[New Window](#)

Office Upload for a Student

Upload Document to ImageNow for a Student

Mary Tackett Student ID [REDACTED]

Upload File

Office: Records | Document Type: [Dropdown] | Notes: [Text Field] | Upload

Uploaded File History

Upload Date	Document Type	Notes
12/23/19 12:01:39PM	Ac Social Security Card - S REC	testing with campus solutions
12/23/19 11:55:39AM	Ac W9S 1098T Tax Form - S REC	testing the drawer
01/24/20 11:26:28AM	Academic Renewal - S REC	
01/16/20 10:15:23AM	Academic Renewal - S REC	testing email
01/24/20 9:59:44AM	Social Security Card - S REC	

[Return to Search](#)

University of Missouri–St. Louis

Enter any Notes to the Registration Office and Upload, (Please note: Comments can be viewed by the student).

University of Missouri–St. Louis
MyView@UMSL

Home | Worklist | Add to Favorites | Sign Out

About MyView | Admissions | Registration & Records | Cashier's Office | Financial Aid | UMSL Home

Favorites | Main Menu > UM Processes and Reports > UM Campus Community > Secure Document Upload > Upload for a Student

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

Mary Tackett Student ID [REDACTED]

Upload File

Office: Records | Document Type: Academic Renewal - S REC | Notes: [REDACTED] Upload

Academic Renewal documents will be updated in MyView within 3 to 5 business days. Thank you. University of Missouri-St Louis Registration Team

Uploaded File History

Upload Date	Document Type	Uploaded by	Notes
12/23/19 12:01:39PM	Academic Renewal - S REC	KEUSST	testing with campus solutions
12/23/19 12:01:39PM	Academic Renewal - S REC	KEUSST	testing the drawer
12/23/19 12:01:39PM	Academic Renewal - S REC	KEUSST	
12/23/19 12:01:39PM	Academic Renewal - S REC	KEUSST	testing email
12/23/19 12:01:39PM	Social Security Card - S REC	KEUSST	

[Return to Search](#)

University of Missouri–St. Louis

File Upload Success

The screenshot shows a web browser window displaying the MyView@UMSL interface. The page title is "Office Upload for a Student" and the subtitle is "Upload Document to ImageNow for a Student". The user is identified as "Mary Tackett" with a redacted "Student ID".

The "Upload File" section shows the following configuration:

- Office: Records
- Document Type: Social Security Card - S REC
- Notes: (empty)

Below the upload form, there is a message: "Please upload a copy of the social security card. The Records Office will enter, verify, or correct the Social Security Card information in MyView within 3 to 5 business days. Thank You University of Missouri-St Louis Registration Team".

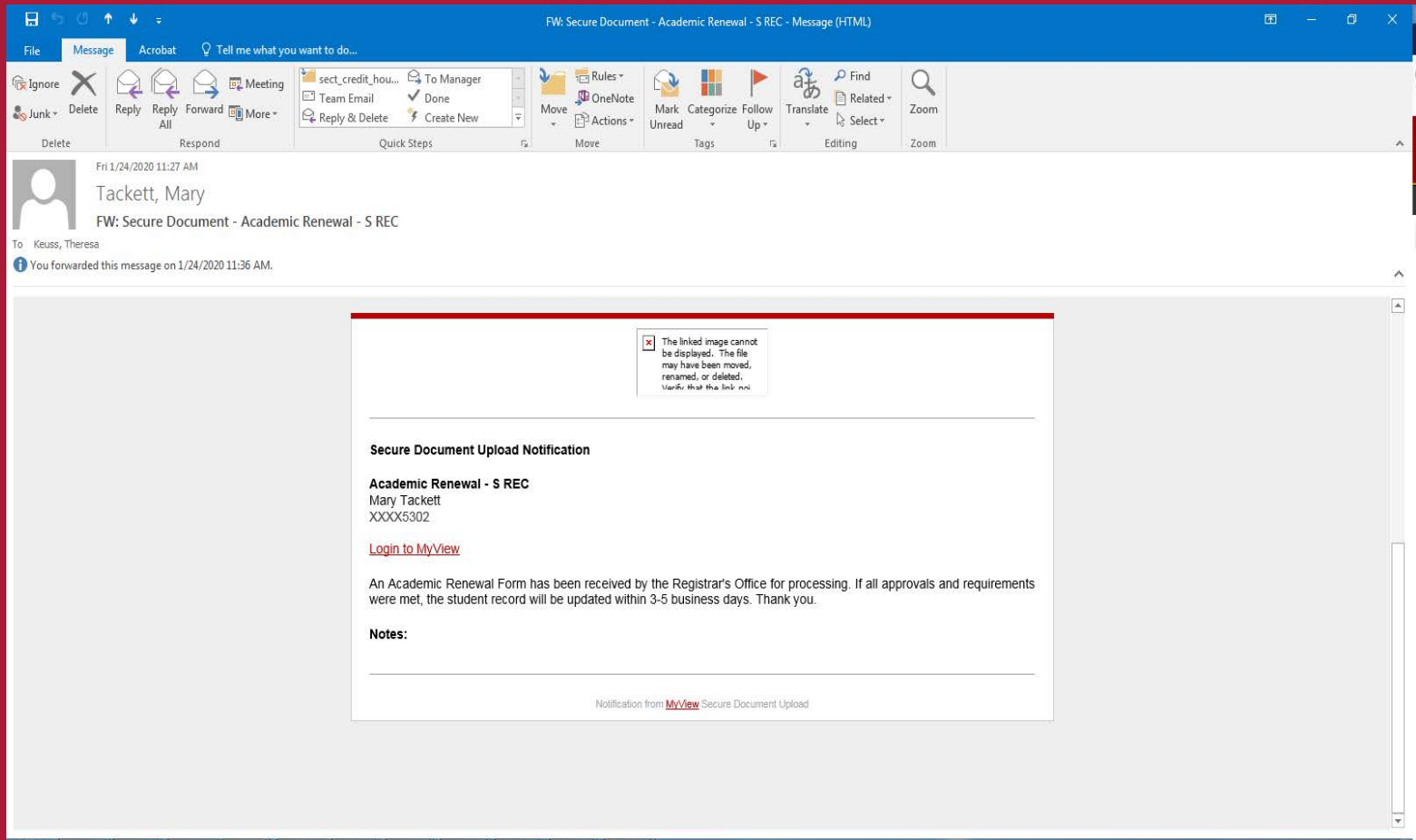
The "Uploaded File History" table shows the following data:

Upload Date	Document Type	Uploaded by	Notes
12/23/19 12:01:39PM	Academic Renewal - S REC	KEUSST	testing with campus solutions
12/23/19 12:01:39PM	Academic Renewal - S REC	KEUSST	testing the drawer
12/23/19 12:01:39PM	Academic Renewal - S REC	KEUSST	testing email

A "File Uploaded" notification box is overlaid on the page, displaying a green checkmark icon and the filename: "Tackett_test_ssn20200124_100604.jpg".

At the bottom left, there is a "Return to Search" button.

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



The screenshot shows a Microsoft Outlook window titled "FW: Secure Document - Academic Renewal - S REC - Message (HTML)". The interface includes a ribbon with "File", "Message", and "Acrobat" tabs. The "Message" tab is active, displaying various actions like "Ignore", "Delete", "Reply", "Forward", and "Meeting". The email content shows a forwarded message from Mary Tackett, dated Fri 1/24/2020 11:27 AM. The subject is "FW: Secure Document - Academic Renewal - S REC". The recipient is "Keuss, Theresa". A notification box states: "You forwarded this message on 1/24/2020 11:36 AM." The main body of the email contains a "Secure Document Upload Notification" for Mary Tackett (XXXX5302) with a "Login to MyView" link. The notification text reads: "An Academic Renewal Form has been received by the Registrar's Office for processing. If all approvals and requirements were met, the student record will be updated within 3-5 business days. Thank you." A "Notes:" section is present but empty. At the bottom, it says "Notification from MyView Secure Document Upload".

FW: Secure Document - Academic Renewal - S REC - Message (HTML)

File Message Acrobat Tell me what you want to do...

Ignore Delete Reply Reply All Forward More - Meeting

sect_credit_hou... To Manager Done

Team Email

Reply & Delete Create New

Move OneNote Actions -

Mark Unread Categorize Follow Up -

Translate Related - Select + Zoom

Find

Zoom

Fri 1/24/2020 11:27 AM

Tackett, Mary

FW: Secure Document - Academic Renewal - S REC

To Keuss, Theresa

You forwarded this message on 1/24/2020 11:36 AM.

The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

Secure Document Upload Notification

Academic Renewal - S REC
Mary Tackett
XXXX5302

[Login to MyView](#)

An Academic Renewal Form has been received by the Registrar's Office for processing. If all approvals and requirements were met, the student record will be updated within 3-5 business days. Thank you.

Notes:

Notification from [MyView](#) Secure Document Upload