

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)

Useful Links

Self-Service Document Upload Form

- Select the **Self-Service Document Upload Form**
- You will be brought to the form



Student Self Service Document Upload 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

Student Information

WCU ID*	First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 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*.

Document Upload

Please select the office for which you are uploading a document: *

COLLEGE OF HEALTH SCIENCES ▼

Please indicate the document type you wish to upload: *

COLLEGE OF HEALTH SCIENCES CLEARANCE DOCUMENTATION ▼

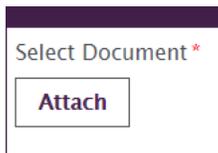
Select Document *

If you receive a message saying upload failed, please exit the form and reset your web browser cache. If you continue to have difficulty, please log a ticket at [OnBase Help Desk Ticket](#).

***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