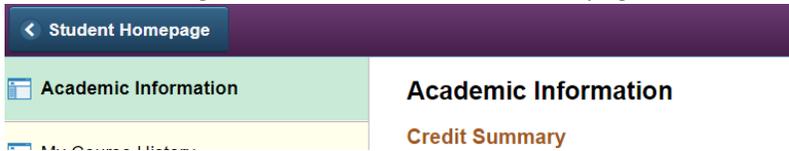


*It is recommended you complete this process from a laptop or desktop computer. Currently the form is unavailable on mobile devices.*

- 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

## Useful Links

[Upload Clearances for Educator Preparation/Ed Specialists](#)

[Self-Service Document Upload Form](#)

- Select the **Self-Service Document Upload Form**

[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](mailto:OnBaseSupport@wcupa.edu) and reference the Self-Service Upload form

### Student Information

WCU ID\*

First Name

Last Name

Email

- In the drop-down menu, please select the office for which you are uploading a document (the example below shows the Registrar's Office)

**Document Upload**

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

REGISTRAR

Students will select: College of Health Sciences

- Please select the type of document you are uploading from the list

**Document Upload**

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

REGISTRAR

Please indicate the document type you wish to upload: \*

REGISTRAR DOCUMENTATION

Students will only have 1 option to select: CHS Clearance Document

*Please note most offices have a single, generic document type in order to review your document before processing*

- Attach your document using the **ATTACH** button and select document from your device

Select Document \*

Attach

*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**

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](mailto:OnBaseSupport@wcupa.edu)