

Coconino Community College

# Secure Upload

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Part 1: [Uploading a File](#)

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For any other issues, please contact the Help Desk at [its.helpdesk@coconino.edu](mailto:its.helpdesk@coconino.edu) or call at (928) 226 – 4357

## Securely Uploading Files for CCC to the Student Accounts area specifically.

1. Navigate to <https://upload.coconino.edu/sites/student-accounts/Lists/Student%20Accounts%20Secure%20Upload%20Form/NewForm.aspx>
2. Read all the information on the page before uploading

Home / Secure Upload

## Secure Upload

Last Updated: April 24, 2018 Print

Below you'll find links to the different areas to securely upload documents. Please choose the best department/area to upload your document. If your document is uploaded to the wrong department, it will be **deleted**. You will be required to sign into the the Secure Upload site using your Comet ID and password. If you cannot sign into the site, please contact the Help Desk at [928-226-4357](tel:928-226-4357).

**You must complete all fields before uploading your documents.**

Acceptable File Formats:

- .pdf
- .doc .docx
- .rtf
- .jpg .jpeg .png

Max File Size:

- 5.00mb

Incomplete documents, damaged documents, or files not using an acceptable format will be **deleted**.

I agree to the informaton listed above and need to upload a document

**ITS Help Desk Contact**

**928-226-4357**  
[its.helpdesk@coconino.edu](mailto:its.helpdesk@coconino.edu)

**Fall/Spring Semester Hours (Lone Tree)**

Mon - Thur	8 am - 9 pm
Friday	8 am - 7 pm
Saturday	9 am - 3 pm
Sunday	Closed

**Fall/Spring Semester Hours (Fourth Street)**

Mon - Thur	8 am - 7 pm
Fri - Sun	Closed

**ITS Help Desk**

3. You will be asked to sign in using your Comet ID (Example: AB123) and password.
  - a. If you cannot sign in or have difficulties signing in, contact the Help Desk at 928-226-4357

**Authentication Required** ✕

**?** <https://upload.coconino.edu> is requesting your username and password.

User Name:

Password:

4. Once you are signed in you will be greeted with the New Form for the department you chose.

The screenshot shows a web browser window with a ribbon menu at the top containing 'BROWSE' and 'EDIT' tabs. The 'EDIT' tab is active, showing icons for Save, Cancel, Paste, Copy, Attach File, and Spelling. Below the ribbon is the Coconino Community College logo and the page title 'Student Accounts'. The main heading is 'Student Accounts Secure Upload Form'. The page content includes a welcome message, instructions to complete all fields, a list of acceptable file formats (.pdf, .doc, .docx, .rtf, .jpg, .jpeg, .png), a maximum upload size of 5.00mb, and a disclaimer that incomplete or damaged documents will be discarded. It also provides contact information for the ITS Help Desk and a warning that documents uploaded to incorrect departments will be deleted.

**Acceptable File Formats:**

- .pdf
- .doc .docx
- .rtf
- .jpg .jpeg .png

**Max Upload Size per File:**  
5.00mb

Incomplete or damaged documents will be discarded.

If you experience any issues or errors, please verify you are using an up-to-date browser. If you need assistance or have any issues uploading, please contact the [ITS Help Desk](#) at 928-226-4357.  
Please ensure you are uploading to the department that has requested a file from you.  
**All documents uploaded to incorrect departments will be deleted to ensure your privacy.**

Add Attachment (5mb Limit)		Add File
Comet ID *	<input type="text"/>	
	The username you signed into this form with. Example: AB123	
First Name *	<input type="text"/>	
Last Name *	<input type="text"/>	
Contact Email Address *	<input type="text"/>	
	Please enter an email you access regularly	
Title of Document *	<input type="text"/>	
Attention *	<input type="text"/>	
	Specify who asked for you to upload this file	
Agreement *	<input type="checkbox"/> I agree that upon completing this form and attaching one or more documents, CCC will access the document(s) and retrieve personal identifiable information (PII) from them to use in a suitable manner	
	Save	Cancel

5. Add an attachment with the “add file” button.

Add Attachment (5mb Limit) Add File

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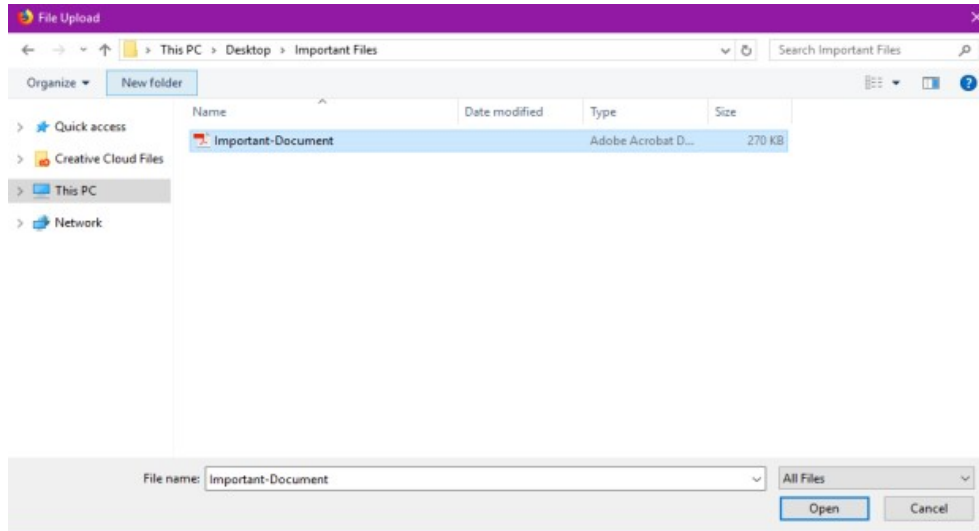
6. A new option will appear on the page to “Browse”

Add Attachment (5mb Limit) Add File

Use this page to add attachments to an item.

Name  No file selected.

7. Clicking browse will open your file explorer for you to find the needed file.



8. Once you select the file you want, select the file so it appears as an attachment and click “OK”

Add Attachment (5mb Limit) Add File

Use this page to add attachments to an item.

Name  Important-Document.pdf

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9. Completely fill in the form with all details. Be as thorough as possible.

Add Attachment (5mb Limit) Add File

Comet ID \*   
The username you signed into this form with. Example: AB123

First Name \*

Last Name \*

Contact Email Address \*   
Please enter an email you access regularly

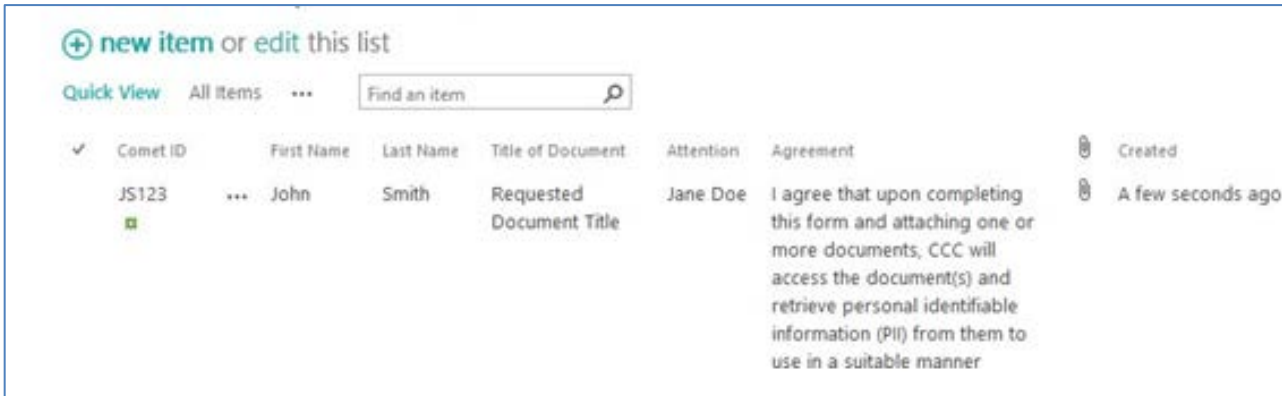
Title of Document \*

Attention \*   
Specify who asked for you to upload this file

Agreement \*  I agree that upon completing this form and attaching one or more documents, CCC will access the document(s) and retrieve personal identifiable information (PII) from them to use in a suitable manner

Attachments  [Delete](#)

10. Once you have filled in the form and have attached your document click “SAVE”.
- a. If you forgot to add your file you will receive an error.
11. If your form was saved successfully, you will see a spreadsheet layout of your form in a row.



The screenshot shows a SharePoint list interface. At the top, there is a header with a plus icon and the text "new item or edit this list". Below this are navigation options: "Quick View", "All Items", and a search box labeled "Find an item". The main content is a table with the following columns: "Comet ID", "First Name", "Last Name", "Title of Document", "Attention", "Agreement", and "Created". A single row is visible with the following data: "JS123", "John", "Smith", "Requested Document Title", "Jane Doe", and a long text agreement: "I agree that upon completing this form and attaching one or more documents, CCC will access the document(s) and retrieve personal identifiable information (PII) from them to use in a suitable manner". The "Created" column shows "A few seconds ago".

Comet ID	First Name	Last Name	Title of Document	Attention	Agreement	Created
JS123	John	Smith	Requested Document Title	Jane Doe	I agree that upon completing this form and attaching one or more documents, CCC will access the document(s) and retrieve personal identifiable information (PII) from them to use in a suitable manner	A few seconds ago

12. You can now exit the browser and let the department know you have submitted the document.

## FAQ

### How does the department get notified of my form?

The department will get an email when you have submitted your form. You can also contact the department to verify they have successfully received your file.

### What happens if I cannot submit a form?

Check to make sure all fields are filled in and you have attached your document. You may also want to try using a browser that auto updates like Chrome or Firefox. If you have trouble submitting a form, contact the Help Desk.

### What happens if my document is over the size limit?

Please resize your document using a smaller file format. Contact the Help Desk if you need assistance with resizing a document.

For any other issues, please contact the Help Desk at [its.helpdesk@coconino.edu](mailto:its.helpdesk@coconino.edu) or call at (928) 226 – 4357