

OFFICE OF EDUCATOR SUPPORT

## Directions for Uploading Sensitive Documents

Please follow the directions below to upload documents containing sensitive information (i.e., social security numbers) to the Office of Educator Support.

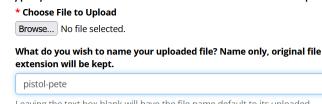
- 1. Go to the Secure Upload site: https://apps.okstate.edu/secure\_upload/osu/index.php
- 2. Click "Upload New File"
- 3. Use the dropdown menu to select the type of document that you are uploading.

## **Choose Area**

\* Requesting Area

Please select an option	~
Please select an option	
Office of Educator Support: Background Checks	
Office of Educator Support: Certification Applications	
Financial Aid	
Registrar	
Inspired To Teach	

- 4. Upload file from your device
- 5. Type your first and last name in text box without spaces (e.g., pistol-pete) and SUBMIT.



Leaving the text box blank will have the file name default to its uploaded name. Alpha numeric characters, dashes, and underscores only.

