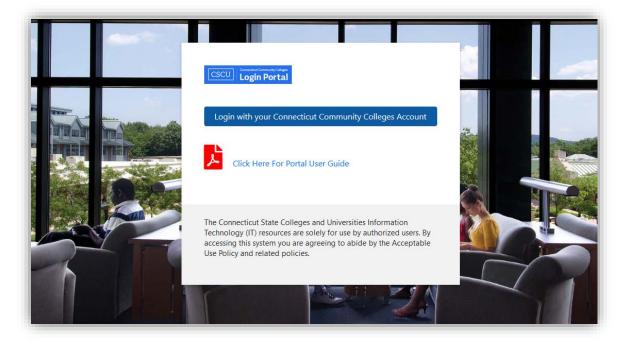


## **Secure Portal User Guide**

**Secure Document Transmission** 



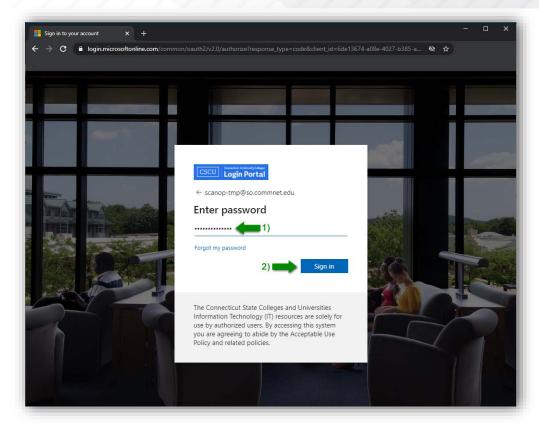
1) Navigate to the CSCU secure portal: <u>cscu.easy-forward.com</u>



2) Select "Login with your Connecticut Community Colleges Account".

Enter your username (NetID) and click next

| Sign in 1)  NET Sign in   |  |
|---|--|
| Cant access your account?<br>Sign in with a security key (?)<br>2) Next |  |
|   |  |



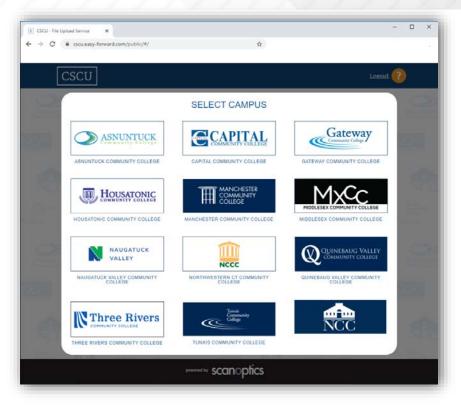
## 3) Enter your password and click sign in

## **Note:** If you see this after logging in:

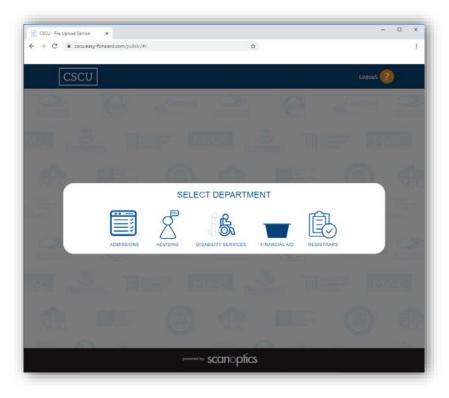
| alain@contoso.com                                   |                     |
|---|---------------------|
| More information                                    | required            |
| Your organization needs more<br>your account secure | information to keep |
| Use a different account                             |                     |
| Learn more  |                     |

It means you need to configure your security verification methods that you want to use (i.e. phone, email, authenticator app, security questions) for resetting your password. Clicking **Next** on the "More information required popup" will guide you through setting up your security verification methods. More information can be found <u>here</u>.

4) Select the College you are uploading documents to



5) Select the department you are uploading documents to



6) Drag files or use the "Browse for file" button

| C CSCU - File Upload Service X |                      |  |          | -               |   |
|--------------------------------|----------------------|--|----------|-----------------|---|
| ← → C                          | oublic/#/            | ×  |          |                 | 1 |
| CSCU                           |                      |  |          | Logout          |   |
|                                | YO                   | U ARE APPLYING DOCUMENTS TO:             |          |                 |   |
|                                | CAMPUS<br>DEPARTMENT | Asnuntuck Community College              | (change) |                 |   |
|                                | DEFARIMENT           | Admissions                               | (change) |                 |   |
|                                | -                    | $\sim$                                   |          |                 |   |
|                                |                      |  |          |                 |   |
|                                |                      |  |          |                 |   |
|                                | OR                   | ( <sup>®</sup> )                         |          | Rivers          |   |
|                                | OR                   |  |          |                 |   |
|                                | OR                   | DRAG FILES HERE<br>OR<br>Browse for file |          | Rivers (Gateway |   |
|                                | OR                   | OR                                       |          |                 |   |
|                                | OR                   | OR                                       |          |                 |   |
|                                | OR                   | OR<br>Browse for file                    |          |                 |   |

**Note:** please ensure files are named according to the document/form you are uploading before adding and submitting. Best practice is to name the file the same title as requested from the college representative.

- 7) Once files have been added you will see them in the browser
  - > To remove files prior to upload, click the trashcan icon to delete
  - When ready, click the "SUBMIT" button to upload the files

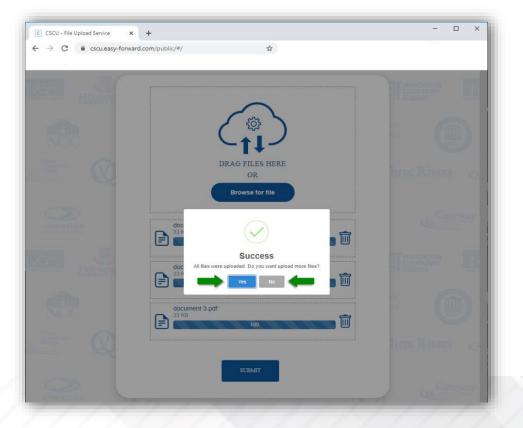
| - Q | DRAG FILES HE<br>OR | RE       | lux Risco 🧹 |
|-----|---------------------|----------|-------------|
|     | document 1.pdf      |          | Gateway     |
|     |                     |          |             |
|     | document 2 pdf      | <b>*</b> | H CORDO     |
|     | document 3 pdf      | <b></b>  |             |
|     |                     |          | bree Birers |

- 8) You will see the upload progress for each file as it's uploading

9) Once all files have been uploaded successfully, you will be notified and asked if you want to upload additional files.

If additional files need to be uploaded, click "Yes"

If no additional files need to be uploaded, click "No"



10) If you clicked Yes, go back to Step 7

If you clicked No, you will be redirected back to the CSCU secure portal home page

11)If you need to upload additional files to a different College or Department, click the "Change" link located next to the current College and/or Department then repeat Step 7-10

