## Uploading Documents for Admissions Requirements

	Steps	Illustrations
1.	Go to <u>www.uhcl.edu/eservices</u> and login using your 7 digit user ID and password to access E-Services.	E-Services/HRMS/PASS Login      User ID:     Password:     Sign In      The User ID is the 7 digit student/employee identification number, located on the back of your ID card.     Request A New Password?     Request My User ID
2.	Click on the <u>UHCL E-Services link</u> .	UNIVERSITY OF HOUSTON SYSTEM Tue, Feb 18, 14 3:13 PM UHCL E-Services UHCLE-Services University of Houston-Clear Lake Student Self Service
3.	Click on the <u>Student Center</u> link under Learner Services.	Learner Services Student Center Use the student center to manage school relat
4.	Under your <b>To-Do List</b> , click on <u>Details/Upload Documentation</u> link.	To Do List     Population Selection     CA-Earned Bach Degree Proof     CA-Graduate Test Score     CA-Res Status Not Reviewed     Curriculum Vitae-Prof Psyc Prg     Official Transcript     Recommendations-Prof Psyc Prg     Statement of Goals-Prof Psyc     TOEFL(English Proficiency)     More To Do     Details/Upload Documentation
5.	To upload a document, click on the <u>Upload/View Document</u> link for that item.	Statement of Goals-Prof Psyc         11/04/2016         Initiated         UH-Clear Lake         Admissions Program         Upload/View Document
6.	Click on the <b>Upload File</b> button	Statement of Goals-Prof Psyc         Academic Career:       GRAD         Student Career Nbr:       0         Application Nor:       0962905         Application Program       0         Nbr:       0         Contact       Administrative         Administrative       Admissions Program         Function:       Due Date:         Due Date:       11/04/2016         Contact:       Office of Admissions         admissions@uhcl.edu       Description         Statement of purpose and goals, not to exceed 2 pages single-spaced, describing your reasons for wanting this degree and how it fils into career goals.         Upload File       View File         Document       No         Turn off PopUp Blocker before uploading file

	E-SERVICES	University of Houston-Clear Lake Student Center To-Do List Uploads
7. 8.	The system will provide a message to indicate that the file naming conventions and format required. It will also provide you a statement asking for certification of information provided. Click <b>OK</b>	Message         Document must be in .PDF format (20000,163)         File name should not contain any invalid characters such as (*;'<>?). Length of file name should be less than 30 characters. If you experience issues please shorten the length of your file name.         By submission, I certify that the information I have provided is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action.
9. 10.	Click on <b>Browse</b> to find file. Select file from your computer and click on upload.	File Attachment       Help         Upload       Cancel         File Attachment       Help         C:\Users\UstoyCa\Desktop\Resume.pdf       Browse         Upload       Cancel
11. 12.	Once the document has successfully uploaded, the system will show <b>View File</b> and <b>Document Uploaded</b> will show Yes. Click on Return.	Upload File View File Document Yes Uploaded: Return
13.	You can then return to the To Do List to view any remaining to do items.	To Do List         Your current To Do items are shown below. To sort or filter your To Do tems below and click Go         View your To Do Items by         Due Date         Imative Do Items by         Due Date         Imative Do Items by         Imative Date Status Institution Administrative Document         Colspan="2">Due Date         Colspan="2">Imative Due Date Status Institution Administrative Program         Colspan="2">Determine Due Date Status Institution Administrative Program         Colspan="2">Colspan="2">Details/Upload         CA-Canad Bach Ind/2016 Initiated UH-Clear Lake Admissions Review Item Description         CA-Canaduate Test Ind/4/2016 Initiated UH-Clear Lake Admissions Review Item Description         Ca-Res Status Not Ind/adabte: Review Item Description         Ca-Res Status Not Ind/adabte         Review Item Description         Official Transcript         Official Transcript         Official Transcript         Official Transcript         Statement of Goals-Program         Official Transcript         Official Transcript         Statement of GoalsAres (pr