

OSAS SECURE PORTAL

The screenshot shows the OSAS Secure Portal login page. The browser address bar displays the URL: documents.york.cuny.edu/login?return_url=/osas/add?type=osas_docs. The page header includes the York College logo and navigation links for Future Student, Current Student, Faculty / Staff, and Alumni / Friends. The main content area features a 'Login' form with the following elements:

- Instructions:** Current Student/Staff need to log in with their York College Network Account (same as the VPN, VDI, Computers, wi-fi, printing), not your email or CUNYfirst login. Prospective/not-enrolled/Others can register with your personal email account and use your email address as the login name.
- Input Fields:** 'Login Name' and 'Password' fields, both highlighted in yellow.
- Links:** 'Forgot your password?', 'Network Account', and 'Personal email'.
- Registration:** A 'Need an account?' section with a 'Register with your personal email' button highlighted in yellow.
- Buttons:** A close button (X) and a submit button (right arrow) at the bottom, with the submit button highlighted in yellow.

Annotations and instructions:

- 1. Type in your York Network credentials (first initial last name) and password** - Green arrows point to the 'Login Name' and 'Password' input fields.
- (1). If you have never used any portal service before, you may have to Register** - A green arrow points to the 'Register with your personal email' button.
- 2. Click Log in** - A green arrow points to the submit button (right arrow).
- If you are having difficulties logging in, you must contact the IT Department for assistance** - Red text on the right side of the page.

OSAS SECURE PORTAL

The screenshot shows a web browser window with the URL `documents.york.cuny.edu/osas/add?type=osas_docs`. The page header includes the York College logo and navigation links for 'Future Student', 'Current Student', 'Faculty / Staff', and 'Alumni / Friends'. The main content area is titled 'Office of Student Academic Services' and contains a form titled 'Add osas_docs'. The form includes several fields, each with a red dot indicating a required field: 'Academic Year', 'Petition Application Type', 'Petition Application', 'Photo ID Type', 'Photo ID', 'Personal Statement Type', and 'Personal Statement'. Each of these fields has a 'Select...' dropdown menu. There are also three dashed boxes for file uploads, each with the text 'Drop file or click here to upload a new file'. Annotations include a green arrow pointing to a save icon in the top left corner with a yellow box containing the text 'TO SAVE CLICK HERE', a red arrow pointing to the 'Photo ID Type' dropdown with the text 'Every area that has a "Select" drop down must be filled if you have an attachment below. IF NOT; you will receive an ERROR message', and a green arrow pointing to the 'Photo ID' file upload area with the text 'This area is where your files will be uploaded'. A red text overlay at the top of the form reads 'EVERY AREA THAT HAS A "RED DOT" NEXT TO IT MUST BE FILLED IN ORDER FOR YOU TO SAVE'.

TO SAVE
CLICK
HERE

EVERY AREA THAT HAS A "RED DOT" NEXT TO IT MUST BE
FILLED IN ORDER FOR YOU TO SAVE

Every area that has a
"Select" drop down must be
filled if you have an
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IF NOT; you will receive an
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This area is where
your files will be
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OSAS SECURE PORTAL

documents.york.cuny.edu/osas/add?type=osas_docs

YORK College

Future Student | Current Student | Faculty / Staff | Alumni / Friends

Office of Student Academic Services

THE SECURE PORTAL ONLY ACCEPTS PDF, JPEG, and PNG

Add osas_docs

Academic Year ● Select... 2022-2023

Petition Application Type ● Select... Petition Application

Petition Application ● Jane Doe Petition/Appeal. pdf

Photo ID Type ● Select... College ID

Photo ID ● Image12847qhdfs27593. jpeg

Personal Statement Type ● Select... Personal Statement

Personal Statement ● Personal Statement letter. pdf

No longer accepts Word documents

TO SAVE CLICK HERE