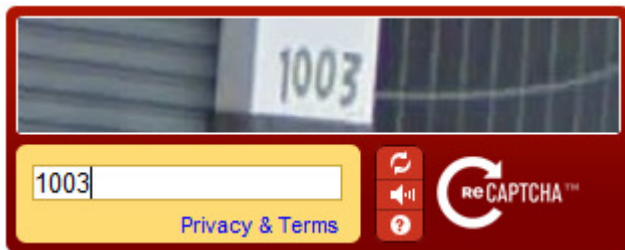


MappingXpress will be used for uploading documents to the Financial Aid office. This can be used for any outstanding paperwork that you need to submit to the office. Please see below for the detailed instructions on uploading your documents.

- 1) Go to the web site: <https://mappingyourfuture.org/MappingXpress/NJITFA/>
- 2) Enter the pass code for NJIT which is: NJIT2015
- 3) Enter the confirmation code in the image on the screen as displayed below then select "submit"



- 4) Fill out the form that appears by entering your information as matching the screen shot below before selecting "Submit"
 - a. Name information
 - b. DOB
 - c. Last 4 of SSN
 - d. Email
 - e. Corresponding Aid Year
 - f. 8-digit NJIT ID
 - g. Select the checkbox for acknowledging the electronic signature
 - h. Type your first name and middle initial as provided in the first two boxes for the electronic signature
 - i. Select "Submit"

Once you complete the form, you will be asked to verify the information and then routed to the next step to upload your documents.

Student First Name: *	John
Student Middle Initial:	J
Student Last Name: *	Smith
Student Birth Date: *	01/20/1990 - mm/dd/yyyy
Student Last 4 of SSN: *	1234 - Must be a number
Email: *	JJS999@njit.edu - xxxx@xxxx.xxx
Aid Year: *	2015-2016 - Enter as 2015-2016
NJIT Student ID: *	12345678 - Enter 8 digit NJIT Student ID

I understand that I am providing my electronic signature on this page, which is essentially the same as signing a paper document with a pen. By providing my electronic signature, I certify that I am providing accurate information and understand it will be used for the purpose outlined by the organization requesting the information.

Type your first name, middle initial (if provided), and last name in the box below exactly as you have entered it above.

John J Smith

Submit

5) Next click on Submit after ensuring the information is correct

Please verify the data you entered is correct. This data will be used to correlate the files you are about to upload for New Jersey Institute of Technology to retrieve.

If the information is incorrect and you need to make changes, select "No". You will be routed back to the form and can make the appropriate updates. If the information is correct, select "Yes" and you will progress to the next step to upload your files.

Student First Name:	John
Student Middle Initial:	J
Student Last Name:	Smith
Student Birth Date:	01/20/1990
Student Last 4 of SSN:	1234
Email:	JJS999@njit.edu
Aid Year:	2015-2016
NJIT Student ID:	12345678

Is this information correct?

Yes
 No

Submit

6) Next select the number of files and then browse to select the files you would like to upload after selecting the document type

7) Once you have all the files you need select "Upload" as depicted below

Upload documents

Please choose the number of documents you would like to upload, then select the documents. You can upload 12 documents at a time. You will be given the opportunity to select additional documents, after the first files are uploaded.

The following file types are accepted by MappingXpress:

.bmp, .doc, .docx, .gif, .jpg, .jpeg, .pdf, .png, .rtf, .tif, .txt, .xls, and .xlsx

Total # of files uploaded so far: 0

How many documents would you like to upload?

Please select the type of document for each file you are uploading. If the document type is not listed, you may select Other.

Type: File:

8) After confirming that you are complete select "submit"

Files have been scanned and uploaded. Thank you.

Do you have additional documents to upload for New Jersey Institute of Technology?

Yes

No

9) You can now send yourself a confirmation email

10) Chose Exit when you are complete

Confirmation

Files have been scanned and uploaded. Thank you.

This page confirms that you have successfully uploaded your file(s) to MappingXpress. New Jersey Institute of Technology will be notified. Please allow five to ten business days for New Jersey Institute of Technology to retrieve the files and update their system.

It is important that you [print this page](#) for your records, make a note of your confirmation, and/or e-mail the confirmation by entering an e-mail address in the box below and click "send e-mail." Your e-mail address will automatically appear in the box if you were required to enter it in the data collection form. If you would like your confirmation sent to a different e-mail address you can enter that now.

Confirmation number:	201139872
Full name:	John Smith
Birth date:	01/20/1990
Email:	JJS999@njit.edu
Last 4 of SSN:	1234
Number of files uploaded:	1

You will be routed to the Mapping Your Future homepage or a different website, if selected by New Jersey Institute of Technology, once you click the Exit button below.