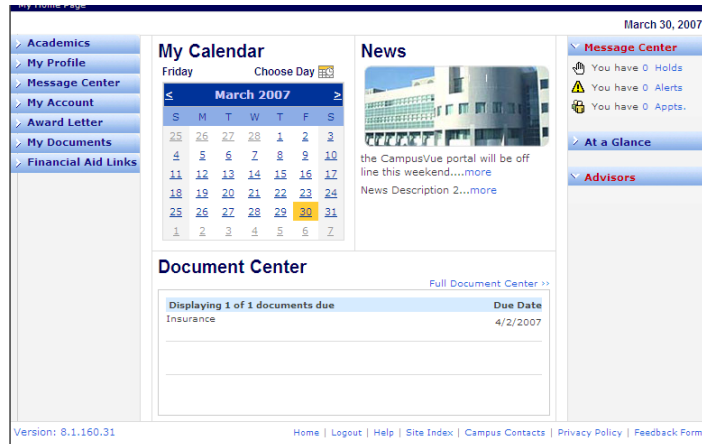


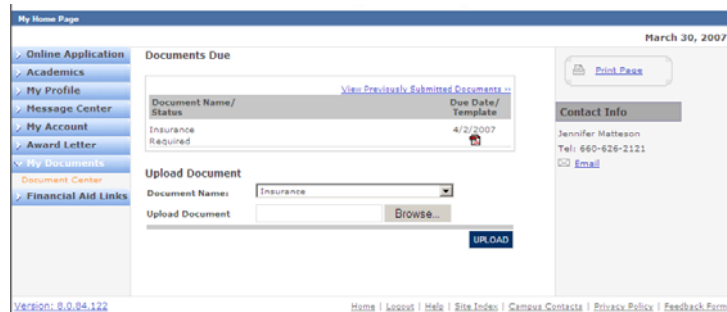
## How to use the Document Center in the CampusVue Portal

- Log into the CampusVue Student portal.
  1. Open a web browser and login to the ATSU portal [my.atsu.edu](http://my.atsu.edu) authenticating with your ATSU username and password.
  2. Under My Tools you will see the [CampusVue Portal-Student link](#).
  3. Click on the [CampusVue Portal-Student link](#).

- The lower portion of the screen contains the Document Center.
- Notice that there is one document due and it is the Insurance document. Also notice that there is a due date for this document. In this case, 4/2/2007.
- Click on the link titled “Full Document Center >>”.



- The status of this document is Required. This document is to be filled out and returned to ATSU. To access the document, click the PDF document icon and save this document to your computer. Remember where you saved it.
- Open this document using Adobe Acrobat Reader. Fill out this document and save it back on your computer.
- Back to the CampusVue portal, click the Browse button.
- Browse to where you saved your document, click it, and press the Open button.
- Now press the Upload button to load the document into the CampusVue system.
- That's all you need to do.



If you have filled out the document incorrectly, it will be rejected back to you. Simply correct the errors and resubmit using the process outlined above.