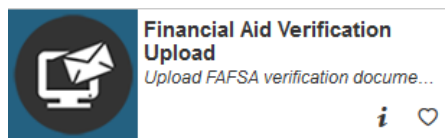

How to Upload Documents:

1. Access SalukiNet at salukinet.siu.edu.

Students: Please logon using your Network ID and password.

2. In the search box search for *'Financial Aid Verification Upload'*



3. Click the *'Financial Aid Verification Upload'* task.

4. A login screen to MOVEit will appear.

Students: Log into MOVEit using your Network ID and password.

Parents/Spouses: Log into MOVEit using the ID and password you generated. (If you have not registered, please see 'Registering a New Account' section.)

A screenshot of a login form. At the top center is a purple padlock icon. Below it are two input fields: "Username" and "Password", each with a keyboard icon on the right. Under the password field is a link that says "Request a password change". Below that is a large orange button with the text "Sign On". At the bottom of the form is a "Security Notice" section with a scroll bar, containing the text: "You are about to access a secured resource. Southern Illinois University reserves the right to".

Have you used SIU MOVEit before?
Try Single Signon

Don't have an account?
Register and Send files

Register for an account

5. After successfully logging into MOVEit, you are now able to upload and send documents to the SIU Financial Aid Imaging Department. Information you will need to complete this task are:

- Who to send the verification documentation to (Financial Aid Imaging Department – faoimaging@siu.edu) - (**Required**)
- A Subject line - (**Required**)
- A description/note of what documents are being uploaded - (**Required**)
- Uploaded files - (**Required**)
- Delivery Receipt (Optional) - (**Optional**)

a. Go to the ‘*Send Package*’ page in MOVEit.

Students: At the MOVEit home, click on ‘*Send Package*’ under Package Actions



Parents/Spouses: After your successful login, you should be on the ‘*Send Package*’ page.

b. In the ‘*To*’ field, enter faoimaging@siu.edu.

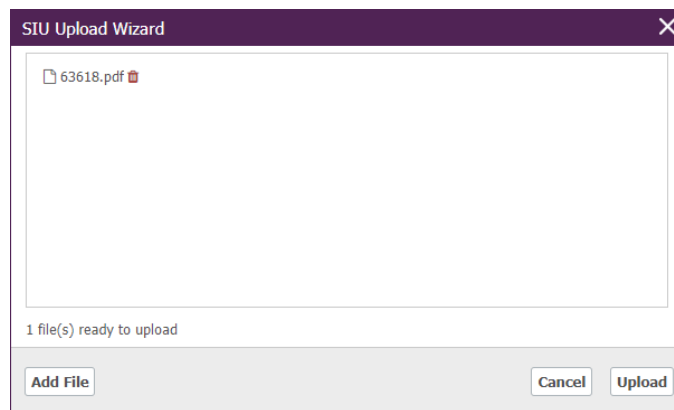
Parents/Spouses: faoimaging@siu.edu will automatically populate for you in the ‘*To*’ field.

c. Enter a subject in the ‘*Subject*’ field.

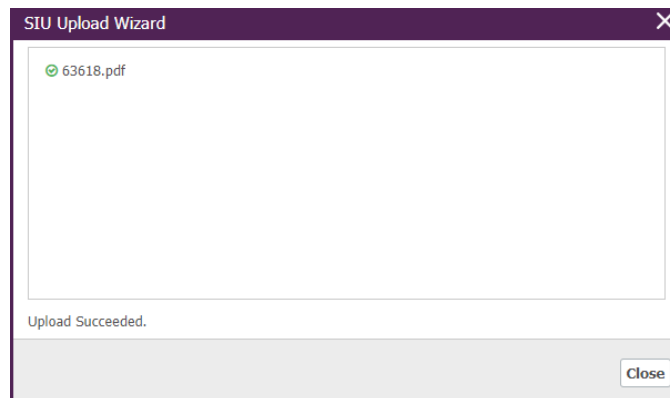
d. Enter a description in the ‘*Notes*’ field.

e. Upload files using the *'Launch the Upload Wizard.'*

- i. Click Add File.
- ii. Choose the file to be uploaded and click 'Open.'
- iii. Press the 'Upload' button.



- iv. Proceed with steps i-iii if you have multiple documents to upload.
- v. Once uploaded, you should see a message stating the upload succeeded.



- vi. Press the 'Close' button.
- vii. All documents uploaded are listed under the files section.

- f. If you would like confirmation that the verification document(s) were received to the Financial Aid for verification, click the checkbox to receive 'Delivery Receipt(s).'

Options: Delivery Receipt(s)

- g. Once everything is complete, press the 'Send' button.

Please note: Any other emails sent to the faomaging@siu.edu account other than uploaded verification documents will not be addressed. This email account is only used to upload documents!