# BerkBox
# Instructions

1. Log into **Engage.BerkeleyCollege.edu**.

2. Once you have logged in, please click on **eForms/Documents.**

3. Sign-in using the same log-in information that you use for all other systems.

4. A list of items you may need to submit is available in the grid at the top.

5. At **STEP 1**, select which item you would like to submit. Click **OK.**

6. At **STEP 2**, click **Upload**. This will open a dialog box allowing you to select a file from your computer. Jpgs, tifs, and pdfs are the best kinds of files to upload, but we can support other formats, too.

7. Click **Add** and this will add it to your BerkBox submission

8. Once the document is in dialog box it will be submitted in the BerkBox. If you need to submit more than one page for this document, you can click **Browse** again and select a second page and click **Add.** When you've added all the necessary pages, click **Done.**

9. **TWO OPTIONS AT THIS POINT:**

   • If this is the only item you would like to upload, click **Submit.** Click **OK** on the prompt that appears. Then click **End Session.**

   • If you would like to add a different document for another item in the list from the top of the page, click **Submit.**

     This will keep the page open and allow you to submit under another item. Click **OK.** Then select another item from the document list.

   • At **STEP 2**, click **Upload.** Click the **Red X** to delete the file from the previous submission. Then select your new file. Click **Choose File and Add.** Click **Close.**

   • If you are submitting another item, you may click **Refresh List** – it takes a few moments for the system to realize that you just uploaded something! If the item you already submitted still shows up on the list, go ahead and submit your other document. Again, sometimes even with refreshing, it takes a few minutes for this to update. It doesn't necessarily mean it wasn't received.

   • Repeat this process until you have submitted all of your missing documents.

   • Once you have submitted all the documents you'd like to provide the Admissions or Financial Aid Offices, click **Submit and End Session.**

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