

# INTERNATIONAL STUDENT SERVICES

California State University, Fullerton

## How to Securely Upload Documents to the ISS Server

### Step 1:

Go to <https://uee-file01.fullerton.edu/>.

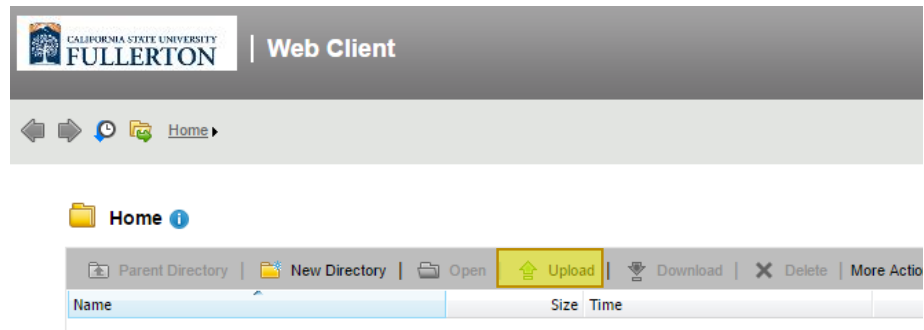
Enter your CSUF email (@csu.fullerton.edu) and portal password. Click **“Login”** at the bottom.



The screenshot shows the login page for the California State University Fullerton. At the top left is the university's logo, a tree inside a shield, with the text 'CALIFORNIA STATE UNIVERSITY FULLERTON' to its right. Below the logo is a purple box containing the text: 'Please sign in with your campus issued student email address (xxxxxx@csu.fullerton.edu) and associated password'. There are three input fields: 'Login ID:' with the value 'brobles4@csu.fullerton.edu', 'Password:' with masked characters, and 'Language:' with a dropdown menu set to 'English'. Below these fields is a 'Remember me' checkbox and a 'Login' button. At the bottom of the page, it says 'Serv-U 15.1.5.10 © 1995 - 2017 SolarWinds Worldwide, LLC. All rights reserved.'

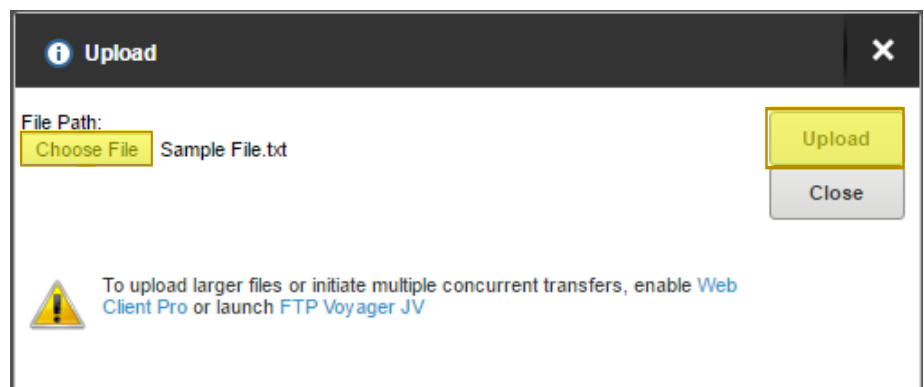
### Step 2:

Upon logging in, click on the **“Upload”** button towards the middle-left side of your screen.



### Step 3:

An **“Upload”** pop-up should appear. Click **“Choose File”** and search for the file that you wish to upload. You can only upload one file at a time. Click the **“Upload”** button on the right side once you have chosen your file to complete the upload.

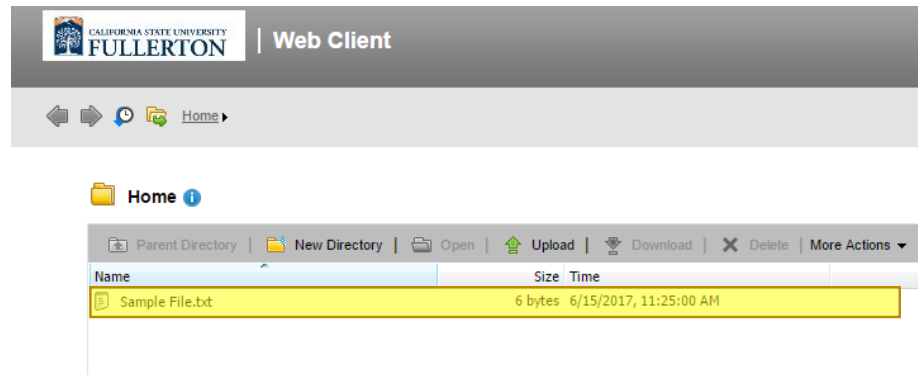


### Upload Complete!

Once your upload is complete, it should appear in your Home folder.

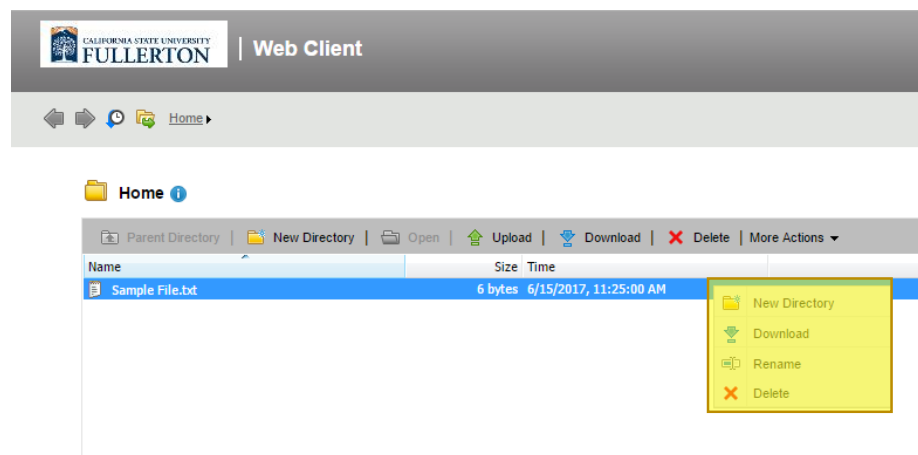
ISS will receive a notification email that your file has been uploaded.

To upload a new file, repeat the steps mentioned above.



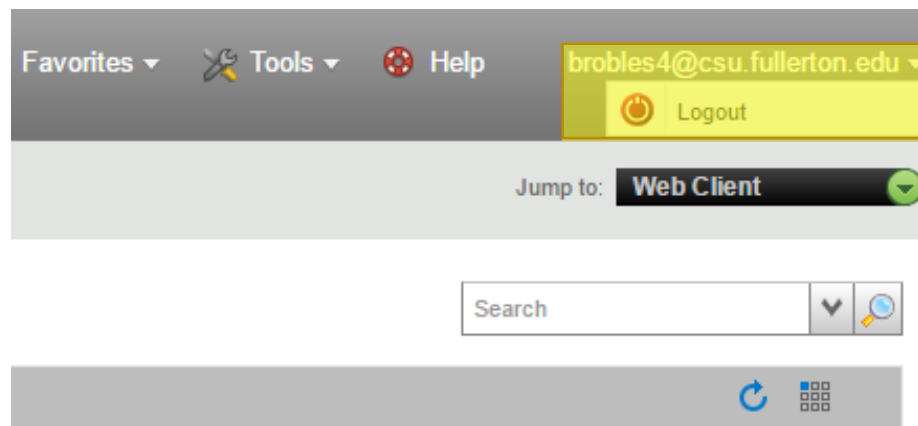
### Modifying Your File:

You can **“Download,”** **“Delete,”** or **“Rename”** your file by right-clicking on it and selecting the desired action.



### Logging Out:

You can logout by clicking your email address in the top right corner of the screen and then clicking **“Logout.”**



## Questions?

If you have any questions about uploading files to the server, please sign up for ISS Advising at <https://extension.fullerton.edu/international/students/advising.aspx>.