

## Electronic Document Collection for 2022-2023

Welcome to the electronic document collection process for **Sussex County Community College - Financial Aid Office** powered by Mapping Xpress. The Simplest Way to Send Your SCCC Financial Aid Documents.

THE DOCUMENTS YOU ARE SCANNING ARE FOR YOUR SCCC FINANCIAL AID OFFICE FILE ONLY!  
DO NOT SEND NJHESAA/NJFAMS FORMS TO THIS ADDRESS.

### Let's get started!

With MappingXpress Electronic Document Collection, you will expedite the processing of your SCCC Financial Aid file.

To use MappingXpress, you will need access to a personal device such as a printer/scanner, tablet, laptop computer, smart phone or iPad. If you do not have access to one of these devices, please mail your documents to SCCC Financial Aid Office, 1 College Hill Road, Newton, NJ 07860.

Please note that when you are saving your scanned documents, the following file types are accepted by MappingXpress:  
.bmp, .doc, .docx, .gif, .jpg, .jpeg, .pdf, .png, .rtf, .tif, .txt, .xls, and .xlsx.

When you have scanned your documents on your personal device, write down the location of the files.

Remember, you will need to use the passcode (case sensitive) to log into MappingXpress:

Passcode SCCCF A22 valid through 12/31/2022.

Passcode SCCCF A23 valid 1/1/2023-12/31/2023

You now can begin the document upload process by clicking here:

[MappingXpress \(mappingyourfuture.org\)](https://mappingyourfuture.org)

#### Instructions:

1. Visit <https://mappingyourfuture.org/MappingXpress/SCCCFinAid/>.
2. Enter the passcode SCCCF A22 or SCCCF A23 (valid 1/1/23), enter the CAPTCHA code displayed, and click "Submit". Please note the passcode is case sensitive.
3. Complete the form and click "Submit".
4. Confirm the information you entered is correct and click "Submit".
5. Select the total number of documents you would like to upload. You can select up to 12 documents for each upload. You will have the opportunity to add additional documents after your initial upload. We recommend the total size of the file(s) you upload be less than 25MB. Uploading files totaling more than 25MB may cause your session to time-out or cause the individual retrieving your file(s) experience a time-out issue.
6. Select the type of document and choose the file.
7. Click the "Upload" button.
8. Select whether or not you have additional documents to upload.
9. If yes, select yes and click "Submit". Repeat steps 5-7.
10. If no, select no and click "Submit".
11. Print out the confirmation page for your records or make a note of your confirmation number.
12. Click the "Exit" button.