



Document Upload Instructions

EOF at Sussex County Community College: eof@sussex.edu

You will need the following information:

- MappingXpress URL and **SCCC Passcode: SCCCEOF23**
- First Name, Middle Initial, Last Name
- Last 4 dig
- Birth Date
- Email
- Telephone
- Comments
- Academic Year
- SCCC Student ID
- Electronic copies of the following documents, such as:
 - Appeal Documents
 - Appeal For Dependency Override
 - Appeal Form
 - Child Support Documentation
 - College Transcript
 - Dependent Verification Worksheet
 - Disability Benefits Statement
 - EOF Application
 - EOF Transfer Form
 - Food Stamps-SNAP Documentation
 - High School Diploma or Equivalent
 - High School Transcript
 - IRS Form W-2-Other
 - IRS Form W-2-Parent
 - IRS Form W-2-Student
 - IRS Tax Transcript-Other
 - IRS Tax Transcript-Other Parent
 - IRS Tax Transcript-Parent
 - IRS Tax Transcript-Student
 - Photo ID
 - Proof Of Non-Filing-Parent
 - Proof Of Non-Filing-Student
 - Proof Of Orphan Foster Or Ward Of The Court
 - Social Security Card
 - Verification Worksheet-Dependent
 - Verification Worksheet, Independent
 - Other _____

The following file types are accepted by MappingXpress:

.bmp, .doc, .docx, .gif, .jpg, .jpeg, .pdf, .png, .rtf, .tif, .txt, .xls, and .xlsx

INSTRUCTIONS:

1. Visit <https://mappingyourfuture.org/MappingXpress/SussexEOF/>
2. **Enter the passcode SCCCEOF23**, 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.