

Use Case 1: Upload to CampusNexus Documents on premises (i.e., from office)

0. CTRL-C your Desktop Path: \\Client\C\$\Users\X\OneDrive - Sullivan University\Desktop
 - a. NOTE: X = your Sullivan University staff ID (e.g., sallen)

1. Within CampusNexus, single left-click CampusNexus Documents



2. Within CampusNexus Documents, create or edit a document of your choosing

CampusNexus Student - LIVE DATABASE *** SULLIVAN UNIVERSITY SYSTEM *** LIVE DATABASE

Setup Help

Recent Students: Allen, Samuel - SALLEN1006

Document Tracking: Allen, Samuel

Unique Student ID: 1796865 SSN: [REDACTED]
 Student Number: SALLEN1006 Enrollment No.: 270638

Enrollment: <All Enrollments> Module: Admissions

Document	Source	Status	Requested	Approved	Received	Date Due
ADM - Entrance Test Scores	AM	Not Required	2/22/2016		2/22/2016	
ADM - FERPA Consent Form	AM	On File	2/22/2016		2/22/2016	
ADM - High School and/or GED Ver	AM	On File	2/22/2016	9/20/2016	9/15/2016	
ADM - Integrated Postsecondary E	AM	On File	2/22/2016		2/22/2016	
ADM - KY Residency Determination	AM	No Longer Needed	2/22/2016		2/23/2016	

Add Document List Add Document Display Document Audit Edit Delete

Document Detail Inbound Transcript Request Permit Details

Document: ADM - KY Residency Determination Document Status: No Longer Needed

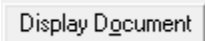
Enrollment: Bachelor of Science in Information Technology

Date Requested: 2/22/2016 Date Sent: Date Approved: Date Due: Date Received: 2/23/2016 Date Expires:

Comments: NO LONGER NEEDED
 Student completed KY Res Checklist and submitted KY Res Documents...HOUSE ACCOUNT
 100%...Not using KY Residency Funding for enrollment
 Scanned into IMAGE NOW

Save Cancel Close

3. Within CampusNexus Documents' Document, single left-click "Display Document"



4. Within sub-menu that appears, single left-click "Upload Document" icon



5. Within new sub-menu that appears, single left-click address bar and type CTRL-V to enter your Desktop Path from Step #0 (above)

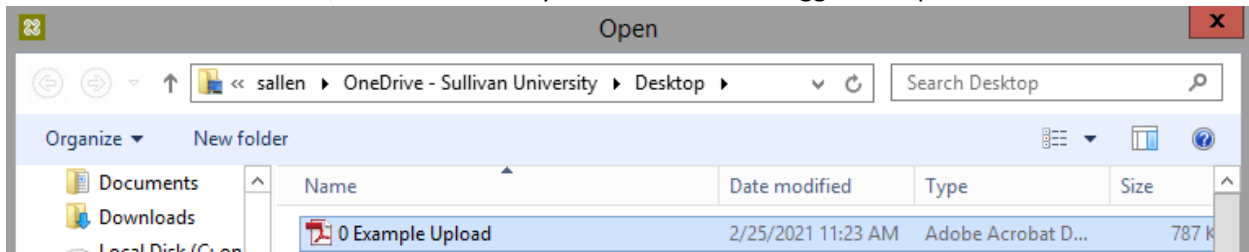
Open


\\Client\C\$\Users\sallen\OneDrive - Sullivan University\Desktop

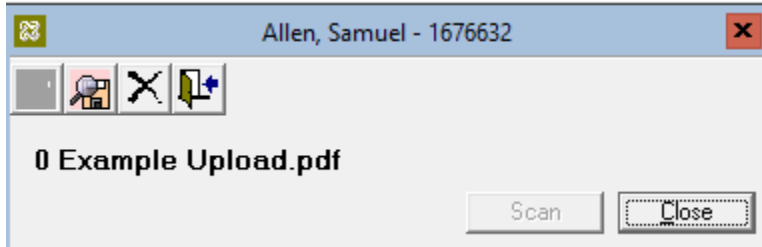
Search Desktop

Method for Uploading Files to CampusNexus *Outside of* Virtual Desktop Interface (VDI) System

6. Within the same sub-menu, double left-click your desired file to trigger file upload

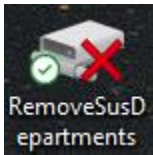


7. Visually confirm your desired file successfully uploaded by single left-clicking  icon



Use Case 2: Upload to CampusNexus Documents *off premises (i.e., from home)*

0. Download "[Remove SUS Departments Drive](#)"
 - a. Install
 - b. Reboot system
 - c. *NOTE: Barring app updates, in a workstation's life this is a one-time step; hereafter, proceed to Step #1*
1. Run "Remove SUS Departments Drive" from Desktop



2. Execute Use Case 1 (above)