Instruction on how to upload document securely to the Mason Student Services Center
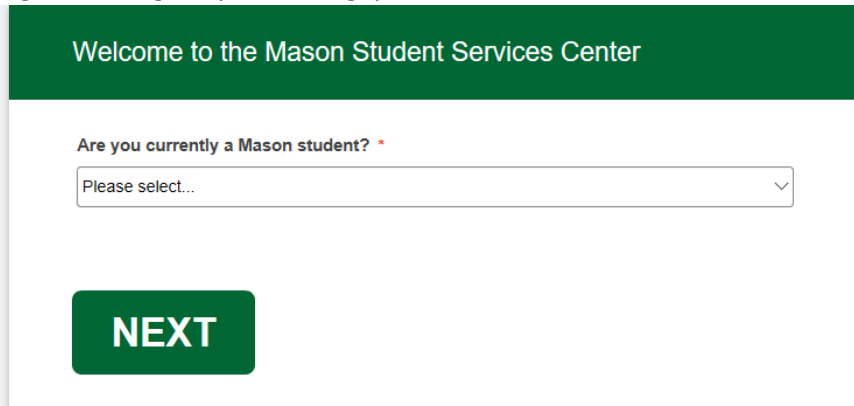
Uploading the signed document to the MSSC secured portal

1. Complete the form and sign as needed.
2. Save the signed document into PDF.
3. Once the form is completed and signed, please go to https://mssccheckin.gmu.edu/ to submit the form securely to the Mason Student Services Center.
4. Begin checking in by answering questions. Click Next.
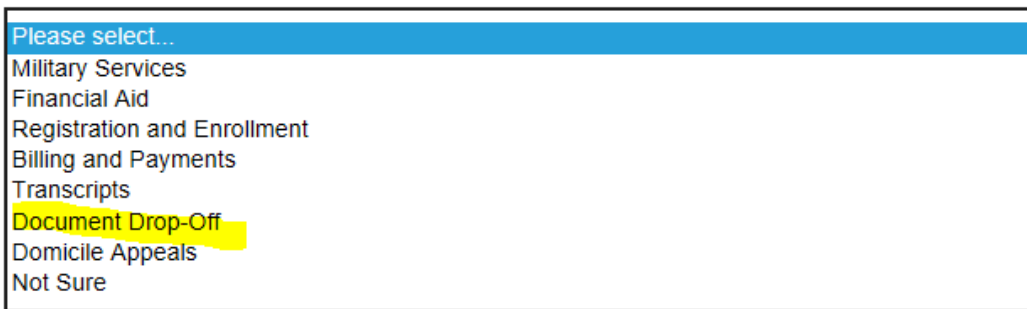
Welcome to the Mason Student Services Center

Are you currently a Mason student? *

Please select...

NEXT

5. Under "Which area of the university do you need assistance with?"
   Choose "Document Drop-off"

Which area of the university do you need assistance with? *

Please select...
Military Services
Financial Aid
Registration and Enrollment
Billing and Payments
Transcripts
Document Drop-Off
Domicile Appeals
Not Sure

6. Under "Document Drop Off", select "Student Accounts"

Document Drop Off *

Student Accounts

7. Please answer all questions with *. Click the check box to agree to the consent. Click Next.

Document Drop Off Directions

Upon submission, you will be sent an email to the email address you provided. The email will contain a secure website link where you can upload your documents. Please be sure to include your case number which you will also receive via email and at the end of the form.

Please enter the details of your specific question below so that we can provide you with the best service. *

I'm submitting my direct deposit form.

Do you have any additional details you'd like to share with us about your question?

☑ *I understand that George Mason University will use my information to contact me about enrollment opportunities. George Mason University does not sell personal information to third party organizations.*

NEXT

8. Once you click next, you will be given with a case number. Click Submit My Case.

Thank you for visiting us. Please read over your Next Steps below and then submit your case.

Your Case Number is: 00063235

Next Steps:

1. A Mason Student Services Center team member will follow up on your inquiry via the email you provided shortly.

2. Please click the "SUBMIT MY CASE" button below.

SUBMIT MY CASE

9. In the email that you provided when submitting your case, you will receive an email from Mason Student Services Center.

George Mason University Case # 00063235

From: Mason Student Services Center <mssc@gmu.edu>
   To:
 Date: Tue, Mar 31, 2020 9:31 am

Dear

Thank you for submitting your question to the Mason Student Services Center.

Your case number is #00063235:

A Mason Student Services Center team member will email you shortly.

For Document Submission:
1. Please visit https://qafederation.ngwebsolutions.com/sp/startSSO.ping?
PartnerIdpId=https://shibboleth.gmu.edu/idp/shibboleth&TargetResource=https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/7f2fee51-50ef-
4dcf-a66f-593367ccb8ba.
2. Include your Case Number above in your submission.
Thank you,
Mason Student Services Center
George Mason University

10. Click the link above, it will take you to log in using your net ID.

Log in to AttributeContract

NetID

Password

☐ Don't Remember Login

Login

11. Select appropriate radio button and click Accept.

You are about to access the service:
AttributeContract

Information to be Provided to Service

eduPersonPrincipalName
email
employeeNumber
givenName
surname
uid

The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

○ Ask me again at next login
- I agree to send my information this time.

◉ Ask me again if information to be provided to this service changes
- I agree that the same information will be sent automatically to this service in the future.

○ Do not ask me again
- I agree that **all** of my information will be released to **any** service.

This setting can be revoked at any time with the checkbox on the login page.

Reject   Accept

12. Mason Student Services Center Secure document Submission portal will be displayed.
    a. Make sure to enter the Case Reference #
    b. Type the Document Description
    c. Click "Choose File" to locate the file that you want to load and click Next

Mason Student Services Center
Secure Document Submission
Please complete all required fields.

Student ID:

Name:

Email:

Case Reference #:

Additional Information:

Documentation
Please do not provide previously submitted documentation.
You can upload up to eight files.
Once you upload one, a place for the next will appear.
Document Description: (required)
*

Document Name

Choose File   No file chosen

Files over 25 MB will not be accepted

Save Progress   Next

13. Please note when the file is loaded, the title of document will be displayed.

Once you upload one, a place for the next will appear.

Document Description: (required)

Document Name

Document Name .pdf Delete file

14. When you click Next, Electronic Signature will be displayed. Please type your name to sign electronically.

Electronic Signature

Please read the Disclosure / Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

First Name

Last Name

Previous   Sign Electronically

15. Your form is submitted to the secured portal.

GEORGE MASON UNIVERSITY

Your Additional Information has been submitted.

Please allow 2-3 business days for review. Requests for additional information will be sent to your Official Mason email address.

View Form PDF

16. You will receive an email confirmation of Secure Document Submission.

Tue 3/31/2020 12:33 PM

forms@gmu.edu

Form submission confirmation

To

This is an e-mail confirmation of receipt of your Secure Document Submission recently submitted.

PLEASE NOTE: This message was automatically generated. Please do not respond to this email address: it is used only by an automated system and is not monitored for responses.