How to upload your documents to File Locker

**IMPORTANT NOTE: You MUST name all PDF files in the following format "FAUNetID – Name of Document"

Step 1: Make sure your FAU Net ID is active.

- How to Activate your FAU Net ID:
- https://www.fau.edu/oit/files/how-to-activate-your-faunet-id.pdf

Step 2: Login to https://filelocker.fau.edu with your FAU Net ID and your password.

**Step 3**: Upload **all** of your documents as a **PDF** file to your File Locker
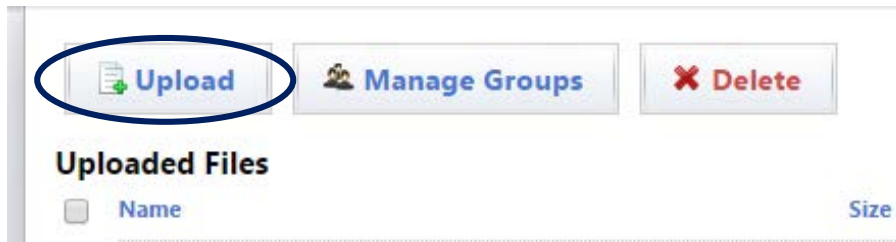
Make sure the documents are named correctly (See important note above), unnamed documents will delay the processing time

Step 4: Click the arrow to the right of the file you would like to send to ISSS, then click "Share This File"
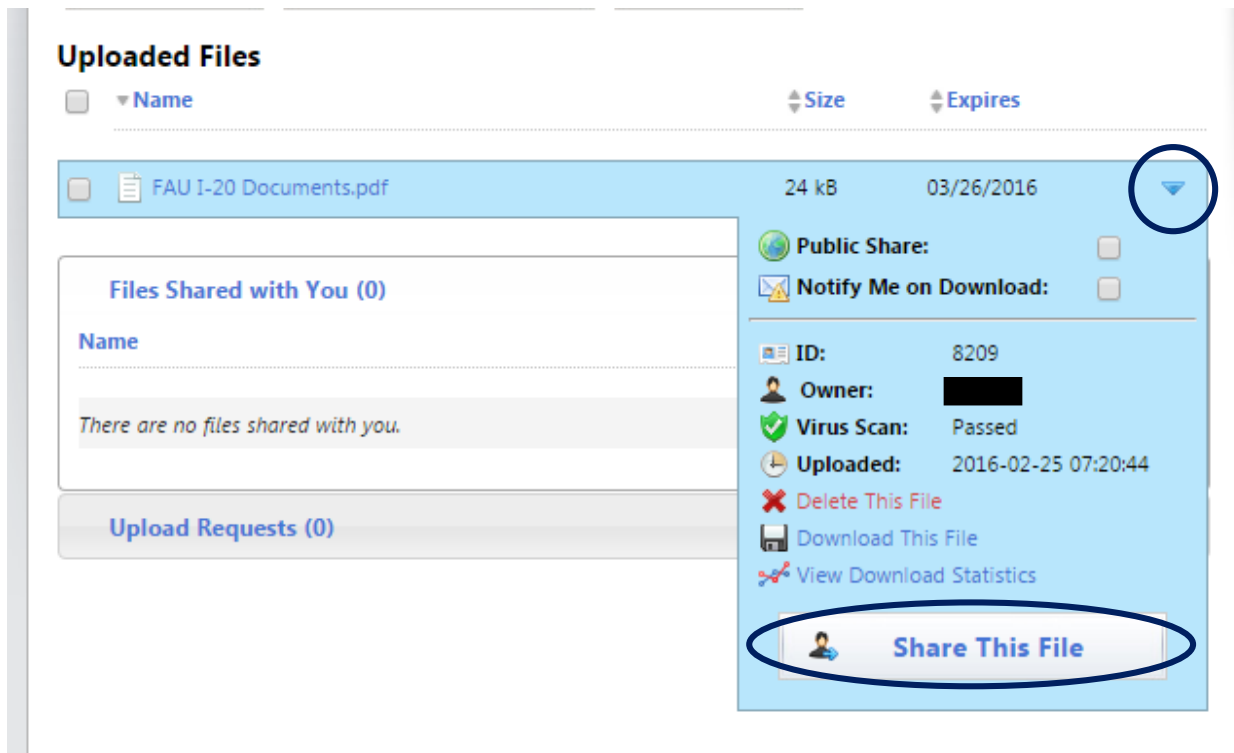
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Step 5: Search by "Name" and type in **ISSSDOCS**
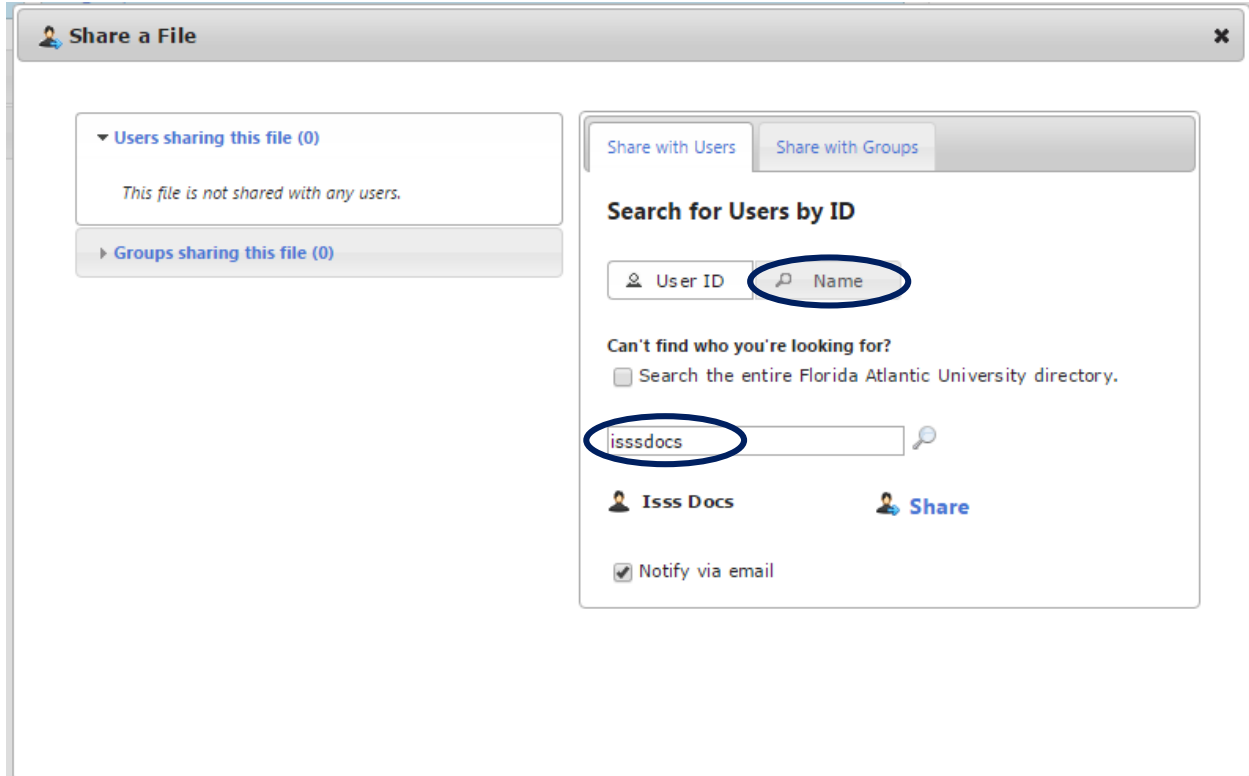
Step 6: Choose the name Isss Docs from the Search list, and then click "Share"