Submitting Program Forms

Step 1:

Goto the URL:
https://sis.nyu.edu/psp/csprod/EMPLOYEE/HRMS/c/NYU_AWS_SS.NYU_AAWS_LOGIN.GBL?APP_TYPE=EHGHSC1

If you receive the following error message: simply close ALL of your open browser windows, clear your browsing history and try again. This happens if you are logged into your NYU Home account or the NYU course search while you are attempting to log into the application.
Welcome to New York University’s Online Admissions Application System!

If you have not previously used this system, please register by creating a new, unique ID – the Application User ID. Please do not use any existing NYU NetID or NetID or NYU email for this application if you have one. This will only be a temporary ID used to access your online admissions application. You will be able to provide an NYU email address for correspondence after you’ve created your Application User ID.

Note: Passwords must be 8 characters long and contain at least one special character (!,@,#,$, etc) and one number (0-9).

When you get a message that indicates that the user could not be authenticated, this means that you have provided an incorrect userid/password. Password values are case sensitive. Make sure that you do not have extra characters in the userid/password fields.

If you are unable to login, please make use of the ‘Forgot your userid?’ and ‘Forgot your password?’ functionality on the login page. If you attempt to retrieve your userid or reset the password and the system is not able to locate your email address, this means that the system has temporarily locked out your account for security reasons. In this case, do not attempt to login but reset the password using the ‘Forgot your password?’ functionality on the login page after 5 minutes.

For technical issues, email admissions.ops@nyu.edu or call 212-996-4500.

New User

<table>
<thead>
<tr>
<th>User ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password:</td>
</tr>
<tr>
<td>Confirm Password:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
<tr>
<td>First Name:</td>
</tr>
<tr>
<td>Last Name:</td>
</tr>
</tbody>
</table>

If you have already created an account with this system, enter your Application User ID and password below.

Retrieving User

<table>
<thead>
<tr>
<th>User ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password:</td>
</tr>
</tbody>
</table>

Use the Original Login credentials that you created, not your NYU Net ID or NetID.

Forgot your User ID?

Forgot your password?
Step 2:

Once you log in you will see a blue bar (example below) with the name of your program and the status of your application ‘Submitted’. You should click on the VIEW button.
Step 3:

Click on the Upload Attachments button in the bottom right hand corner to Upload your program forms.
Step 4:

Each program will list the names of the forms that need to be submitted. Simply click on the Upload button below each form (circled below) and attach your completed form. **Once you click the save button the name of the form will disappear, do not worry, this means you have completed the process.** If there is not a place to upload a certain form, that means that it is supposed to be mailed into a different office. See the directions on the individual form.

**Step 5:**

You have successfully uploaded your forms. If you have any questions or problems you should email university.programs@nyu.edu.