MappingXpress will be used for uploading documents to the Financial Aid office. This can be used for any outstanding paperwork that you need to submit to the office. Please see below for the detailed instructions on uploading your documents.

1) **Go to the web site:** [https://mappingyourfuture.org/MappingXpress/NJITFA/](https://mappingyourfuture.org/MappingXpress/NJITFA/)

2) **Enter the pass code for NJIT which is:** NJIT2015

3) **Enter the confirmation code in the image on the screen as displayed below then select “submit”**

![Confirmation Code Image]

4) **Fill out the form that appears by entering your information as matching the screen shot below before selecting “Submit”**
   a. Name information
   b. DOB
   c. Last 4 of SSN
   d. Email
   e. Corresponding Aid Year
   f. 8-digit NJIT ID
   g. Select the checkbox for acknowledging the electronic signature
   h. Type your first name and middle initial as provided in the first two boxes for the electronic signature
   i. Select “Submit”
5) Next click on Submit after ensuring the information is correct

6) Next select the number of files and then browse to select the files you would like to upload after selecting the document type

7) Once you have all the files you need select “Upload” as depicted below
8) After confirming that you are complete select “submit”

Files have been scanned and uploaded. Thank you.

Do you have additional documents to upload for New Jersey Institute of Technology?
- Yes
- No

Submit

9) You can now send yourself a confirmation email

10) Chose Exit when you are complete