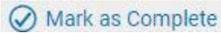


Submitting A Student Status Checklist

Access the log-in page via this link: [UEIWorkforce](#)

Once a **Student Status Checklist** has been assigned, click the notification badge in the upper right-hand corner of the page.

- x To attach proof of enrollment, click the paperclip icon , choose the file, file type, click **upload**, **close**, and **submit**. Up to five (5) documents that are not in html format can be attached.
- x Once the file(s) are attached the paperclip icon with a red dot will appear in the upper right-hand corner of the home page.
- x **Please note, proof of enrollment is required for all Non-Sacramento State schools. All file(s) need to contain the following: your name, school name, academic term, and number of units enrolled (waitlisted courses do not count).**
- x After all details are entered and documents are attached, click  in the upper right-hand corner to fully complete the checklist. PLEASE NOTE: If this step is skipped, UEI Human Resources will not receive the form.

