UPLOADING DOCUMENTS VIA MAPPING XPRESS

To upload documents to the Financial Aid office, please follow these instructions:

* Go to this web-site: https://mappingyourfuture.org/MappingXpress/essexcountycollege/

* Enter this passcode: Essex2021

Once you are logged onto the system, you will be asked to provide basic information and will be asked, via electronic signature, to certify that you are providing accurate information and understand it will be used for the purpose outlined by the College (in this case, for financial aid administration purposes).

You will then be taken to a page to upload a document. There is a drop-down box under the term 'type" which lists all the possible documents to provide. Select the appropriate document that you are going to provide. We prefer documents to be submitted as pdf files, or jpeg files if pdf cannot be done. We cannot access documents in any other format. Please do not password protect your documents or else we will not be able to view them.

Once you upload a document, the next page will ask you if you wish to upload another document. If so, follow the steps.

You will then be taken to a Confirmation page which will include a confirmation number.

Clicking exit will take you out of the system to the Essex County College Financial Aid Office webpage.