FileBound Instructions

Gather all forms and scan them into one PDF.
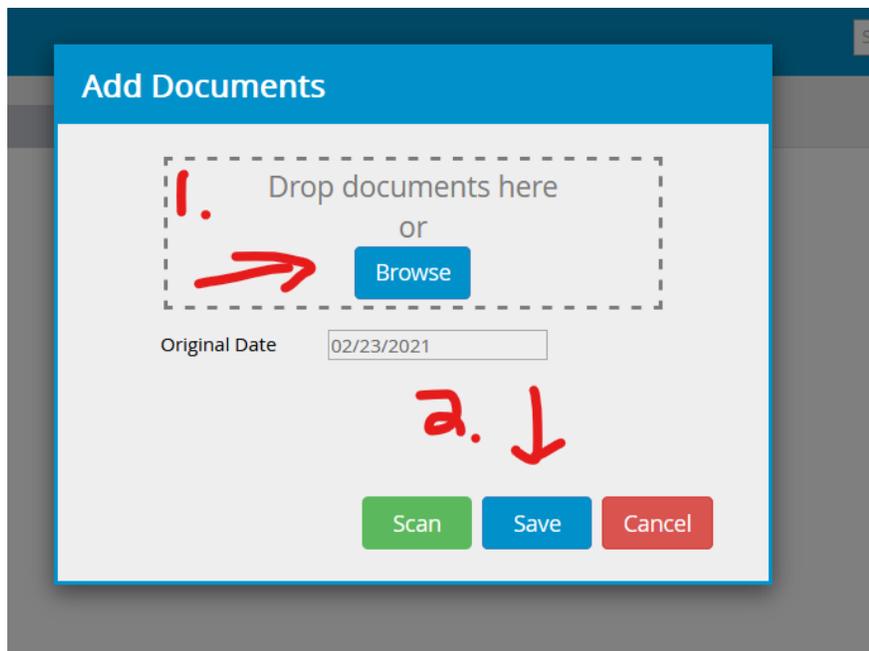
Log onto FileBound at https://sek.filebound.com/LogOn.aspx.

Go to the Indexing Queue page, it should be the default page when you log in.

Click on "Add Documents".
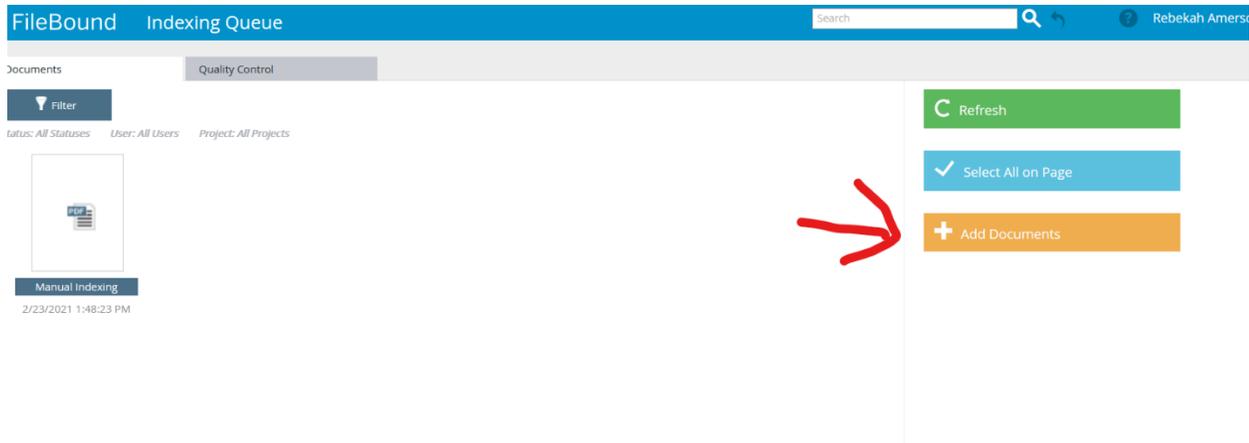
Then you click "Browse" and find your file. Click "Okay" and then "Save".

That is it. You have now uploaded a document!

Make sure to email Kathleen or Rebekah to let them know which students you have uploaded.

If you have any issues or if you need to have someone talk you through it while you are on the page, call or email Rebekah or Kathleen.