

## ImageNow Import Tool

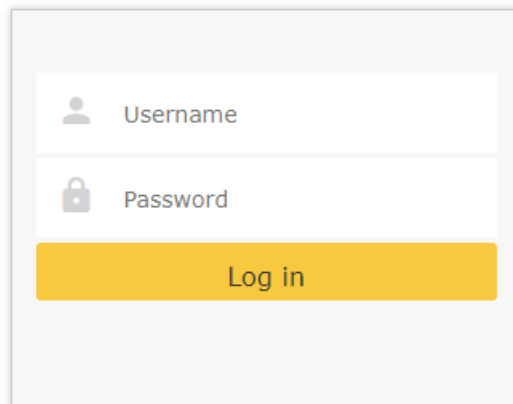
ImageNow is the personnel filing system used to capture documents electronically and store them in a central server. The ImageNow Import Tool allows users to upload documents directly into ImageNow using a web browser while securely authenticating user access. The only documents that should be uploaded are the current documents that are submitted to the HR offices for processing. When uploading a document(s), you may only submit documents for a single employee per upload. Example: LastName,FirstName\_PantherID

Link - [https://imagenowweb.fiu.edu/imagenowforms/fs?form=HR\\_Import](https://imagenowweb.fiu.edu/imagenowforms/fs?form=HR_Import)

Sign in using your AD credentials.

# FIU

## ImageNow





A login form for the ImageNow system. It features a light gray background with a white input area. The form contains two input fields: the first is labeled 'Username' with a person icon, and the second is labeled 'Password' with a lock icon. Below these fields is a prominent yellow 'Log in' button.

Select files for upload or drag and drop them into the form area. Then click submit.

## Division of Human Resources

ImageNow Document Upload

  Choose document(s) for ImageNow Upload

You may also drag and drop files here...

Submit Document(s)

Once documents are submitted the following message will appear confirming upload.

