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

Sign in using your AD credentials.
Select files for upload or drag and drop them into the form area. Then click submit.

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

Document(s) have been uploaded

Document(s) has been sent to ImageNow, allow a few minutes for processing

Close