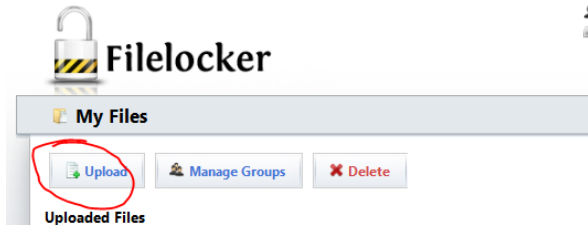


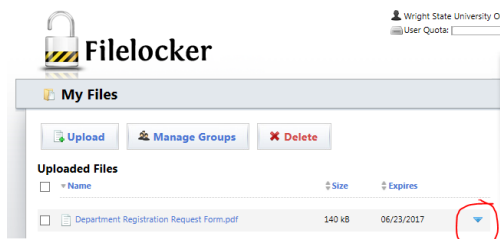
Sending Documents to the Office of the Registrar via Filelocker

1. Log into [FileLocker](#) with your WID

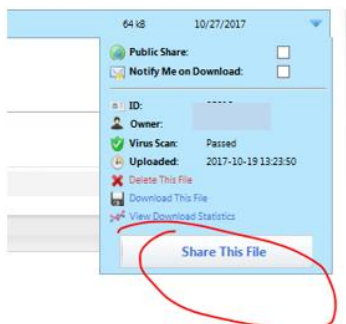
2. Upload the document



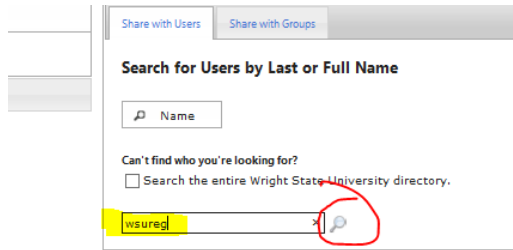
3. Click on dropdown to the right of the document



4. Click on Share This File



5. Type **wsureg** into the search box



6. If Office Of The Registrar does not return, check the "Search the entire Wright State University directory" box and click the search icon again and you should see our office Share

