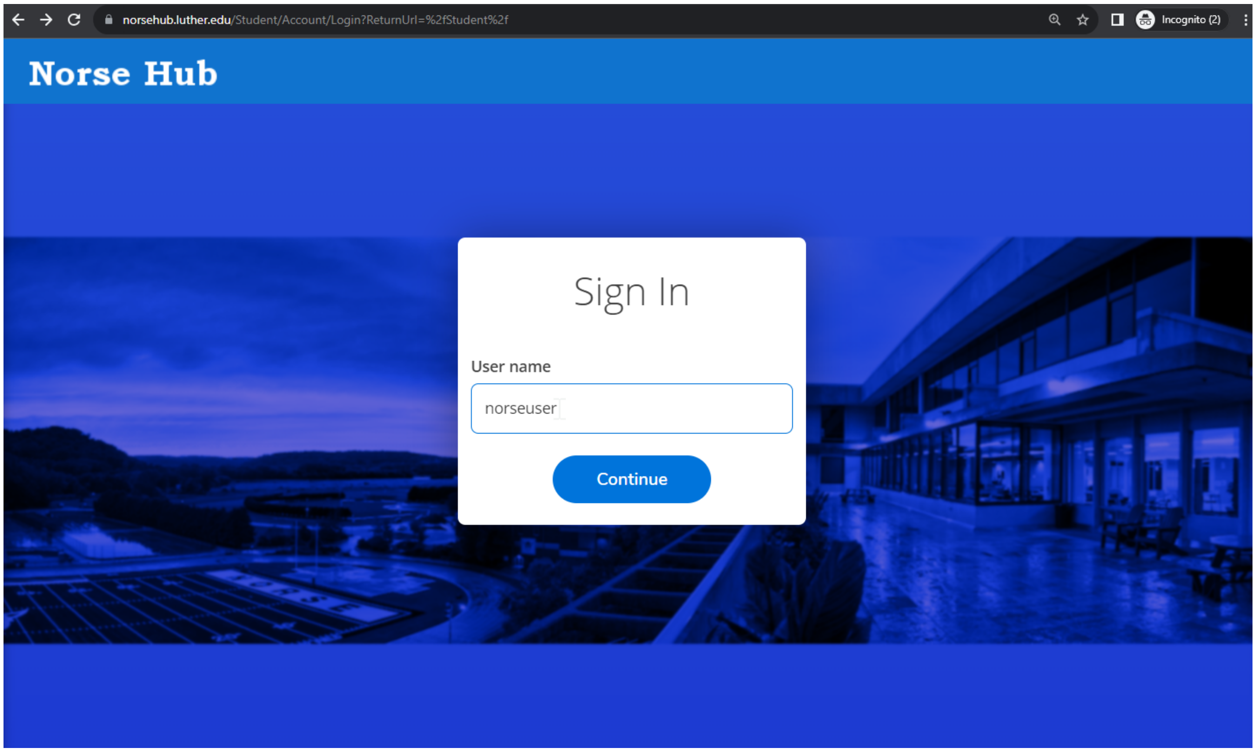
Norse Hub: Instructions for Submitting Documents

Norsehub.luther.edu provides students, faculty and staff, parents, guardians, or proxies self-service access to manage your information. Norse Hub Self Service allows employees and students to upload documents requested by Human Resources, Financial Aid or Student Life. You can securely upload vaccination cards, health forms, or other documents requested by offices on campus. Do not send documents with personally identifiable or sensitive information by email. Norse Hub can be used on most mobile devices.

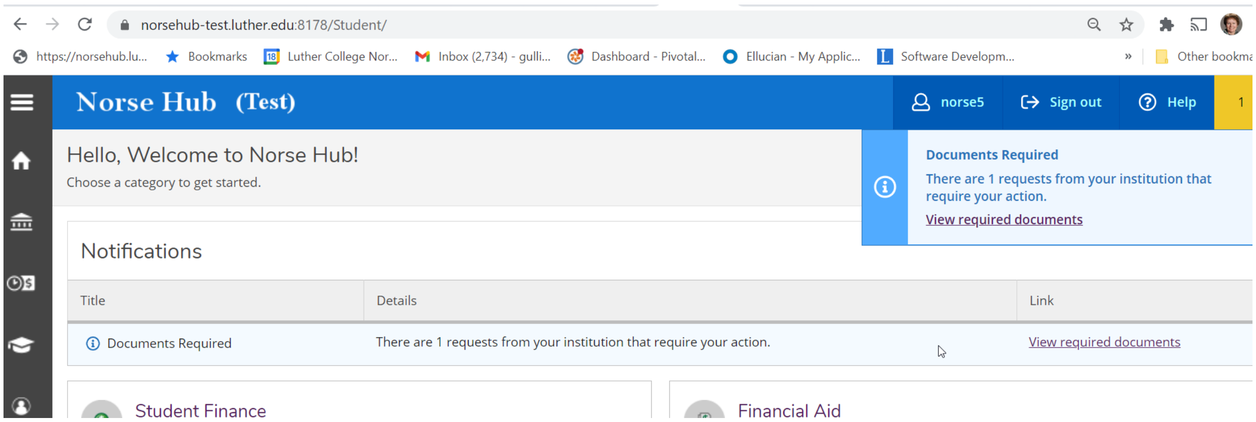
Log in with your Norse Key username and password



Notifications of document requests

If you have pending requests for documents, you will see a notice on the home screen. You can click the link to view outstanding requests. Norse Hub refers to all documents as 'required documents', however some documents are optional. If you have a question about whether or not a document is optional, contact the office requesting the document.

After the office views the document as received or waives the request, you will not see a notification.

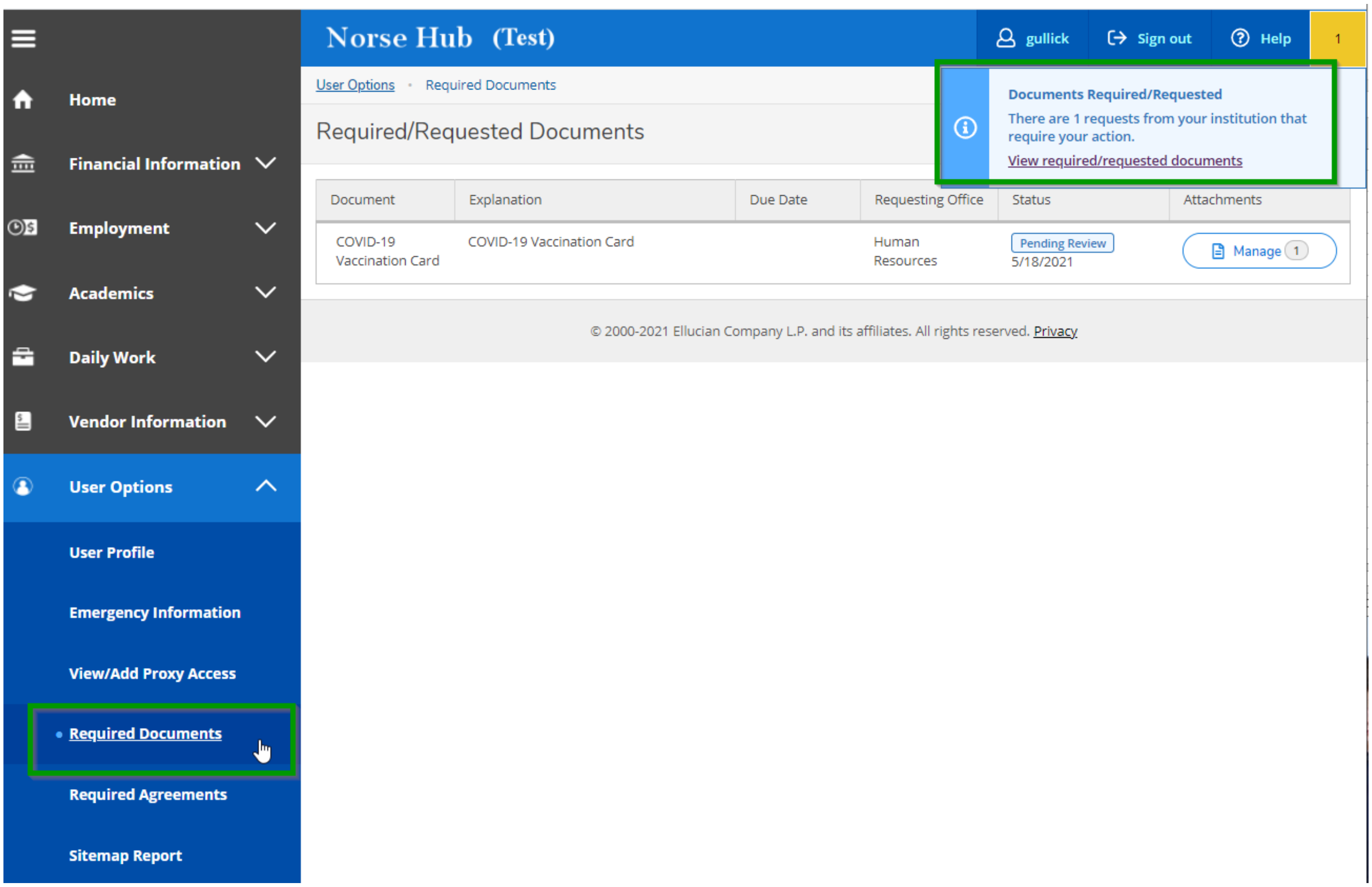


Navigation: Click on the menu icon  in the upper left corner to expand and collapse the navigation menu.

Getting help: Click on the *'? Help'* button in the upper right corner of the screen. For more information, you can contact the Technology Help Desk at helpdesk@luther.edu or 563-387-1000.

View document requests

You can view document requests in three ways: By clicking the link on the main page, or by clicking the yellow notifications menu in the top-right corner, or by navigating through the sidebar menu (User Options > Required Documents).



Press the *'tab'* key to move between fields.

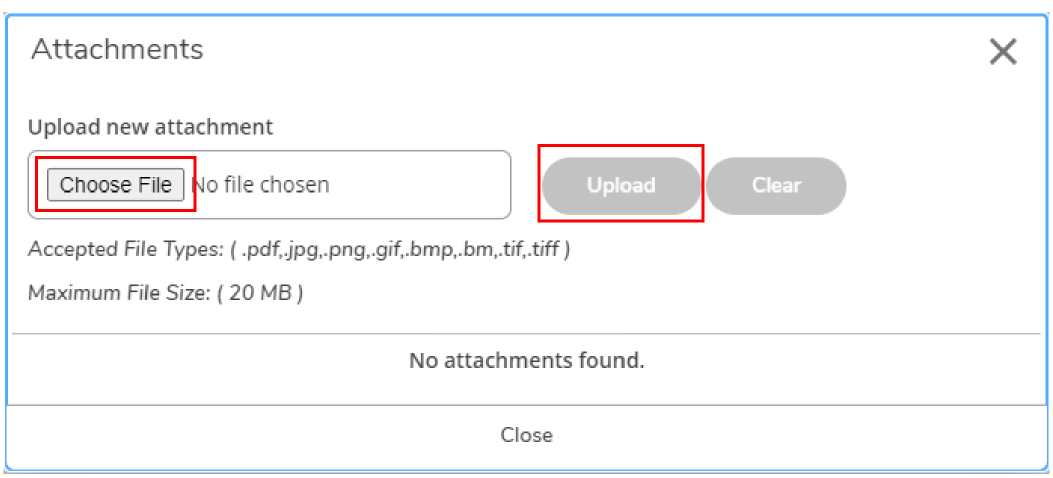
Create an image of your document

You can use a scanner to scan your document or you can take a photo of your document with a smartphone. It's helpful to use an intuitive name for the image you create to make it easier to find the file later on your device.

Required/Requested Documents page

The *Required/Requested Documents* page displays the description of the document requested. You can click on the *Manage* button to add the attachment.

Use the *Choose File* button to choose a file from the device, then click *Upload*.

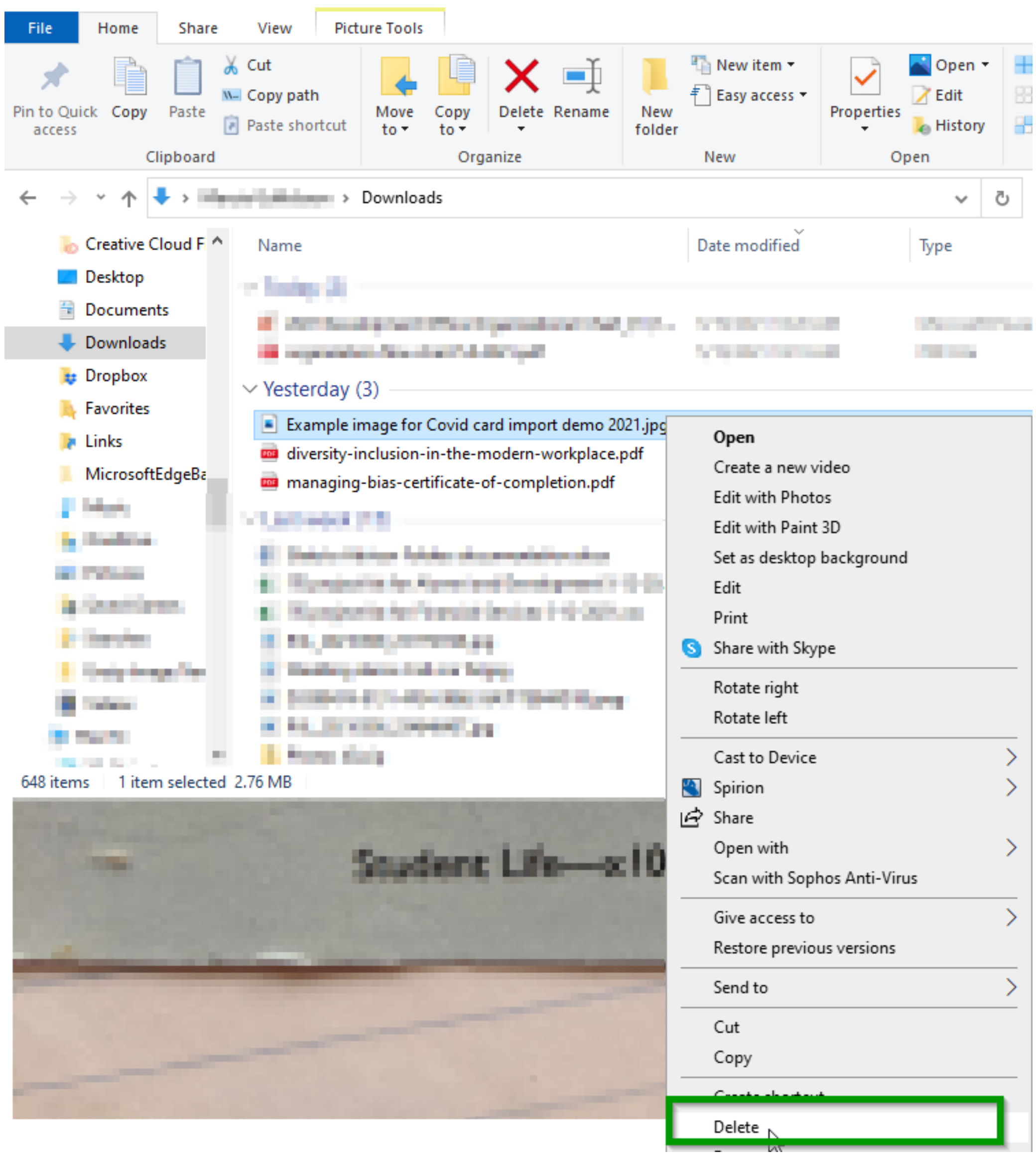


The appropriate office receives an email that you have attached and uploaded a file. Only authorized personnel will have access to view the contents of the file. Once the office updates your record that the document has been received, the notification will not appear on the home screen.

Delete a file and sign out

Because Norse Hub contains private employee and student information, be sure to sign out when you have finished working and close your browser. If you are working on a public computer and have downloaded any information, please delete it.

To delete a file, find the file by searching for the file name, click on 'open the file location', then right-click on the file name and choose 'delete' from the options displayed.



Sign out of Norse Hub: