## GO ANYWHERE SECURE DROPBOX INSTRUCTIONS

Effective immediately, all Interim and Final Reports submitted for this program are required to be submitted to a secure drop box powered by GoAnywhere®.

You will soon be receiving an invitation to register your account with GoAnywhere®, a secure file transfer protocol (SFTP), in the executive/CEO's email inbox. When the executive/CEO receives the email invitation, please click on the link and follow the instructions to register your account.

Below are snapshots of what you will see when registering your GoAnywhere® account. Please follow step one, two, three and four, when you initially register your account (see steps starting on the next page).

Once you have registered, it can take up to 48 hours for your account to be approved and you can access it. (see step five) and before you receive a user registration approval notification via email (see step six).

Once you receive the approval notification, we encourage you to become familiar with the site's navigation dashboard (see step seven) and how to upload each completed report (see step eight and nine) before the due date of each report.

If you have any questions about the GoAnywhere® site, please contact Richard McMillan at (518) 474-4989 or via email at richard.mcmillan@nysed.gov. 1. You will receive an email indicating that a folder has been shared with you through GoAnywhere®, with a link provided to gain access and register an account.



SED File Transfer Manager <GoAnywhere@nysed.gov> CSTEP project folders

Folder Shared

A folder has been shared with you by richard.mcmillan@nysed.gov You will be prompted to register before you can access the folder.

Click here to access the folder listed below

Shared Folder: /PTECH

If the link above does not open, please copy and paste the following URL into your browser: <a href="https://sedftm.nysed.gov/register?">https://sedftm.nysed.gov/register?</a>

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This email is confidential and is intended solely for the use of the named addresses. This notification has been sent to you by <u>GoAnywhere.</u>
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2. Clicking on the link will prompt you to create your Login Credentials and enter Contact Information on the following page to begin the registration process.



#### Register

Please enter the information be	low and click Submit.	
Login Credentials		
User Name *		
Password *		
Confirm Password *		
Contact Information		
Email Address		
First Name *		
Last Name *		
Organization		
Phone	1	

Submit Cancel

3. Complete the requested information. Once your details have been entered, click on the "submit" button.



#### Register

Please enter the information below and click Submit.		
Login Credentials		
User Name *	testname	
Password *	•••••	
Confirm Password *	•••••	
Contact Informatio	n	
Email Address	jsmith@testname.gov	
First Name *	James	
Last Name *	Smith	
Organization	NYS Education Department	
Phone	555-987-6543	



4. You will be directed to the login screen where you will be able to access to your account dashboard once the registration is complete. This page will provide a prompt, indicating that a notification will be sent to your email address for approval.



User Name	testname
Password	••••••
	Login
	Forgot Password?

Your registration is complete and is currently pending approval. A notification will be sent to your email address when you are approved. 5. You should receive the email indicating that your account will take effect within 48 hours.



The following NYSED GoAnywhere account has been created, but requires approval before you can login. This can take up to 48 hours to take effect, and you will receive an email when it is completed.

Username: testname First Name: James Last Name: Smith Email Address: jsmith@testname.gov

6. Subsequently, your Account Approval Notification will arrive. Once the confirmation email is received, you may log into your account.

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SED File Transfer Manager <GoAnywhere@nysed.gov>

User Registration - Approved

# **Account Approval Notification**

Your account has been approved. You can now login with the user name: testname

This email is confidential and is intended solely for the use of the named addresses. This notification has been sent to you by <u>GoAnywhere</u>. 7. Once you are logged into your account (see: Point 4), you will be taken to your account Dashboard. From the Dashboard, select "Secure Folders."



The Web Client provides you with the ability to perform ad-hoc file transfers and file sharing through your internet browser.



## Secure Folders

Quickly exchange files between your desktop and the file server.



My Profile View your profile and keep your details up to date.



### Get Help

Access the online help system to find answers and get useful tips.

8. Once you have selected the Secure Folders directory, click on the folder indicating your name/program.

New York State EDUCATION DEPARTM Knowledge > Skill > Opport	
Dashboard Secure Folders Address Book My Account *	
Location /	i 🏟 🍠 😤 C Applet
Name 🗘	Date Modified \$
UNIVERSITY OF AMERICAN SAMOA - 0999-18-1234	1/01/17 12:34:56 PM

9. Once inside, you will be able to upload your document(s) by clicking the "Update" button.

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Dashboard Secure Folders	Address Book My Account -				
Secure Folders					
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Name ≎	Date Modified \$		Size ≎		
This directory is empty.					

Powered by GoAnywhere

10. Once clicked, you will be able to select and upload the document from your files.

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Secure Folders							
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This directory is empty.					Q		
	Organize 🔻 New	folder			1 1 1 1	•	
	🔆 Favorites		Name	Date modified	Туре	Size	
	🧮 Desktop		17-18 Program Report Form.xlsx	1/26/2018 11:08 AM	Microsoft Excel W		8 KB
	🚺 Downloads		2015-2020 Budget Projections.xlsx	1/26/2018 11:04 AM	Microsoft Excel W		8 KB
	📃 Recent Places		📄 Award Letter Update 2.docx	1/26/2018 11:05 AM	Microsoft Word D		12 KB
	ineDrive 🍊	=	NYSED Announcement 12.31.17.docx	1/26/2018 11:05 AM	Microsoft Word D		12 KB
			Program Log Revisions 01.01.18.xlsx	1/26/2018 11:03 AM	Microsoft Excel W		8 KB
	🥃 Libraries		Recommendation Letter (Draft Copy).docx	1/26/2018 11:06 AM	Microsoft Word D		12 KB
	Documents		🔁 RequestforWaiverMWBE101rev.pdf	8/31/2017 4:18 PM	Adobe Acrobat D	3	896 KB
	J Music		Science Presentation v2.pptx	1/26/2018 11:07 AM	Microsoft PowerP		32 KB
	Pictures		🔁 StaffingPlanEEO100.pdf	8/31/2017 4:18 PM	Adobe Acrobat D	4	16 KB
	Videos		Student Nomination 3.49.xlsx	1/26/2018 11:04 AM	Microsoft Excel W		8 KB
	🖳 Computer		🔁 UtilizationPlanMWBE100.pdf	8/31/2017 4:21 PM	Adobe Acrobat D	З	327 KB
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