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.

SF 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:
https://sedftm.nysed.gov/register?

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.**

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

File   Edit   View   Favorites   Tools   Help

**New York State
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Register

Please enter the information below and click Submit.

Login Credentials

User Name *	testname
Password *	••••••••••••
Confirm Password *	••••••••••••

Contact Information

Email Address	jsmith@testname.gov
First Name *	James
Last Name *	Smith
Organization	NYS Education Department
Phone	555-987-6543

Submit   Cancel

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?

ℹ️ **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.

SF

SED File Transfer Manager (DO NOT REPLY) <goanywhere@nysed.gov>

NYSED GoAnywhere registration was successful

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.

SF

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 GoAnywhere.

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."

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

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Dashboard   Secure Folders   Address Book   My Account ▾

Secure Folders

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

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