

GO ANYWHERE SECURE DROPBOX INSTRUCTIONS

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

If you are a new applicant to STEP/CSTEP you will need to notify our office so an account can be established for your institution. Once you contact our office you will receive 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 John Schnurr at (518) 473-9134 or via email at John.Schnurr@nysed.gov

FOR C-STEP RELATED ISSUES ONLY!!!

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.

GoAnywhere Folder Access for C-STEP  Inbox x



NYSED GoAnywhere Server <goanywhere@nysed.gov>
to me ▾

9:48AM (0 minutes ago) ☆ ☺

Folder Shared

A folder has been shared with you by John Schnurr <john.schnurr@nysed.gov>
You will be prompted to register before you can access the folder

Good morning, please follow the instructions within this email to create an account and allow up to 24-48 hours for your account to be activated.


Shared Folder: /STEP

[Access the Folder](#)

If the link above does not open, please copy and paste the following URL into your browser:
<https://sedfrm.nysed.gov/register?token=fd90068b-690a-4ab2-a979-3eb9148992fb>

Powered by [GoAnywhere](#)

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.



The screenshot shows the 'GoAnywhere Web Client' registration interface. At the top, there is a dark header with the logo and title. Below this is a light gray bar containing the text 'Register - Complete Registration' and two buttons: 'Submit' and 'Cancel'. The main content area is light blue and contains the following elements:

- A prompt: 'Please enter the information below and click Submit.'
- A section header: '**Login Credentials**' with a green underline.
- Three input fields for 'User Name *', 'Password *', and 'Confirm Password *'.
- A section header: '**Contact Information**' with a green underline.
- Five input fields for 'Email Address' (containing 'jsmith@testname.gov'), 'First Name *', 'Last Name *', 'Organization', and 'Phone'.

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



GoAnywhere Web Client

Register - Complete Registration

Please enter the information below and click Submit.

Login Credentials

User Name *

Password *

Confirm Password *

Contact Information

Email Address

First Name *

Last Name *

Organization

Phone

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.



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User Name

Password

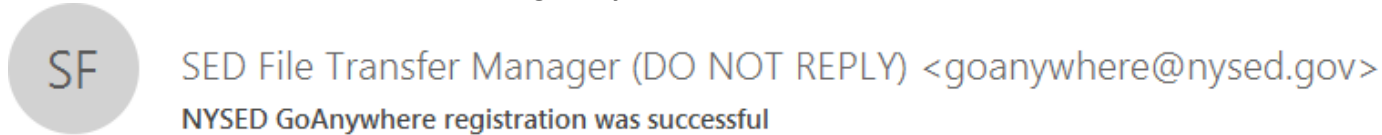
[Login](#)

[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.



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.”



Dashboard Secure Folders Address Book My Account ▾

Dashboard

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.



Dashboard Secure Folders Address Book My Account ▾

Secure Folders

Location /     Applet

<input type="checkbox"/>	Name ▾	Date Modified ▾
<input type="checkbox"/>	 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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[Logout](#) | [Help](#)

[Dashboard](#) [Secure Folders](#) [Address Book](#) [My Account](#) ▾

Secure Folders

Location



Applet

Upload ▾



Name ▾

Date Modified ▾



Size ▾

This directory is empty.

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

