# 2022-23 Universal Monitoring System (UMS) ShareFile Instructions

## Purpose

The purpose of these ShareFile Instructions is to provide local educational agencies (LEAs) with directions on how to access program-specific monitoring ShareFile, reset the passwords and upload documents.

# **Instructions**

For optimal performance, users should access ShareFile using Google Chrome. To download a free version of this browser, go to <u>https://www.google.com/chrome/</u>.

The Universal Resource Locator (URL) to ShareFile is <u>https://fldoe.sharefile.com/Authentication/Login</u>. Only contacts identified by Florida Department of Education (FDOE) will have access to ShareFile. Liaisons may send an email to a specific program office to add users by providing the contact's name and email address. The same information should be provided if the agency head requests to remove a user.

Program	Director	Email
Title I, Part A	Matthew Wiley	TIPA@fldoe.org
Title I, Part C	Henry Miller	Henry.Miller@fldoe.org
Title I, Part D	Carla Greene	Colinthia.Walker@fldoe.org
Title II, Part A	Matthew Caldwell	Matthew.Caldwell@fldoe.org
Title III, Part A	Ginger Alberto	Ginger.Alberto@fldoe.org
Title IV, Part A	Dr. Cassandra Brown	Cassandra.Brown@fldoe.org
Title V, Part B	Dr. Hilal Peker	Hilal.Peker@fldoe.org
Title IX, Part A	Courtney Walker	Courtney.Walker@fldoe.org

## **FDOE Program Office Contacts**

If the user agency has deployed a network firewall, the agency will need to whitelist the IP addresses at <u>https://support.citrix.com/article/CTX234446</u> in order to avoid service interruptions. If customers do not have a firewall, no action is required.

To ensure the user is receiving alerts from ShareFile the user can whitelist the following email domains:

- sf-notifications.com
- noreply@sf-notifications.com
- mail@sf-notifications.com
- \*.sf-notifications.com

#### **ShareFile Alerts**

To control the alerts from ShareFile the user can access their profile settings and update the frequency of alerts. After logging into ShareFile look at the left side of the screen and Select Personal Settings.

	ENT OF ON fildoe.org		Q	Help	Log Out
Dashboard	Edit Profile Two-Step Verification	Add Alternate Email			Î
Workflows	Advanced Connections My Apps & Devices	Email Notifications Email notifications are controlled on a folder by folder basis. Using the below dropdown list, you can select whether you would like to receive upload/download notifications in real-time or whether you would like them consolidated and sent to you at a time			
<ul> <li>Personal Settings</li> </ul>		interval you specify. Email Frequency: In real-time			
		Default email language: English (Account Default) V			

In Profile settings, select the Edit Profile button.

		Q	Help	Log Out
Dashboard Edit Profil	Add Alternate Email			~
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Inbox     Personal Settings	interval you specify. Email Frequency:			
3	In real-time 🗸			
	Default email language: English (Account Default)			

Scroll down until you see the Email Notifications field.

		Q	Help	Log Out
Dashboard     Edit Profile       Folders     >       Workflows     >       My Apps & Devices       Inbox     >       Personal Settings	Add Alternate Email Email Notifications Email Notifications Email notifications are controlled on a folder by folder basis. Using the below dropdown list, you can select whether you would like to receive upload/download notifications in real-time or whether you would like them consolidated and sent to you at a time interval you specify. Email Frequency: In real-time Default email language: English (Account Default)			

The settings for the Email Frequency field should be set to "In real-time." It is recommended that users change this setting to "In real-time" to receive static notifications as uploads occur in ShareFile.

#### Initial Log into ShareFile

An initial user setup notice will come from the Florida Department of Educations' program offices when folders become available for submission. If you are a new user or have not logged into ShareFile in the past 30 days, users may be prompted to select the "Forgot Password" button to reset their password.

#### **Resetting your Password in ShareFile**

Select "Forgot Password" on the ShareFile log in page at

<u>https://fldoe.sharefile.com/Authentication/Login</u>. The Forgot Password Button is located under the sign in button.

FLORIE	DA DEPARTMENT OF JCATION Fidecorg
Email	
Password	
Sig	n In
Remember Me	Forgot Password?
	ded this service for the purpose of transferring
The Florida Department of Education has provi confidential work product to intended entities i for secure file transfers and is not intended for I system are not backed up. Use of this solution	n a secure manner This solution is intended long term file storage. Note that the files on thi for personal purposes is strictly forbidden.

By selecting the Forgot Password button users will be taken to the email verification page. Users will enter their business email address, verify that users are not a robot and select the send button.

Enter your email:	
michael.lesley@fidoe.org	
V I'm not a robot	
Send	

Users will then receive a message that states an email has been sent to the email address to reset your password. The example below is a message that user Michael Lesley would receive:



Users will click the link in the email to reset your password and then follow the ShareFile prompts to reset your password.

there are problems lick here to downloa	with how this message is displayed, click here to view it in a web browser. ad pictures. To help protect your privacy, Outlook prevented automatic download of some	e pictures in this me
×		
store and is not a password which	ten made to reset your password. For security reasons, stratterne does not able to retrieve your existing password. Click the link below to set a new will allow you to log in.	
Reset your	password now	
Trouble with the ab https://fidoe.share	ove link? You can copy and paste the following URL into your web browser: file.com?cmd-rp&id=1458d32ac8ef28ed	

#### ShareFile prompts



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#### Uploading a file into ShareFile

When uploading documents into ShareFile, it is important to verify that you are uploading into the correct program folder. Once a document is uploaded into ShareFile, it cannot be deleted.

There are two options for users to upload submissions in ShareFile:

- 1) Drag and Drop
- 2a) Manual Upload hover the mouse over the plus symbol on the upper right side of the screen and select the Upload button.

Folders > Title_I_Part_D_Monitor	ng > Alschus_TIPD_Monitoring > October Uploads Uploads ···· More Options	
Items in this Folder	8₀ People on this Folder	
	This folder is empty	
	Drag files here	
	Email me when a file is: Uploaded to	this folder

(2b) Select the Browse files button.

Dragfiles here Browse files
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This will open a document browser that will allow users to select the document to upload.



(2c) Select the document to be uploaded to ShareFile

Open						>
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Organize 👻 New folder					-	•
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Madison						
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Broward	$\sim$				
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<ul> <li>OneDrive</li> </ul>		$\backslash$			
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The document should appear in your district folder in ShareFile.

Folders > Title_L_Part_D_Monitoring > Alachua_TIPD_Monitoring > October U roads				
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				•
Name -	Size	Uploaded	Creator	$\equiv \vdots \vdots \vdots$
frage.docx	11 KB	5:58 PM	C. Walker	
		Email me	when a file is: 🔲 Uplo	aded to this folder

Liaisons should verify if the correct file has been uploaded. If you do not see the file in your folder, accidentally uploaded the wrong file or experienced any difficulty with uploading evidence, please contact the program-specific office directly.