

## 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 <https://www.google.com/chrome/>.

The Universal Resource Locator (URL) to ShareFile is <https://fldoe.sharefile.com/Authentication/Login>.

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.

### FDOE Program Office Contacts

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

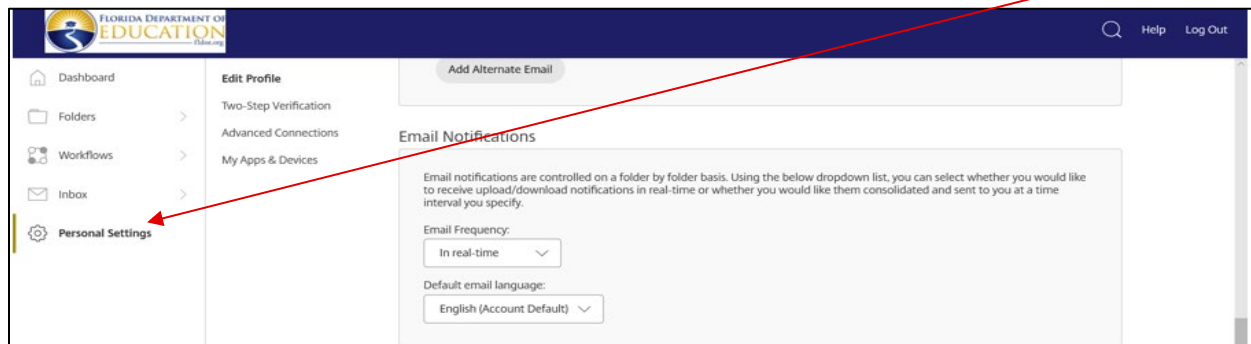
If the user agency has deployed a network firewall, the agency will need to whitelist the IP addresses at <https://support.citrix.com/article/CTX234446> in order to avoid service interruptions. If customers do not have a firewall, no action is required.

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

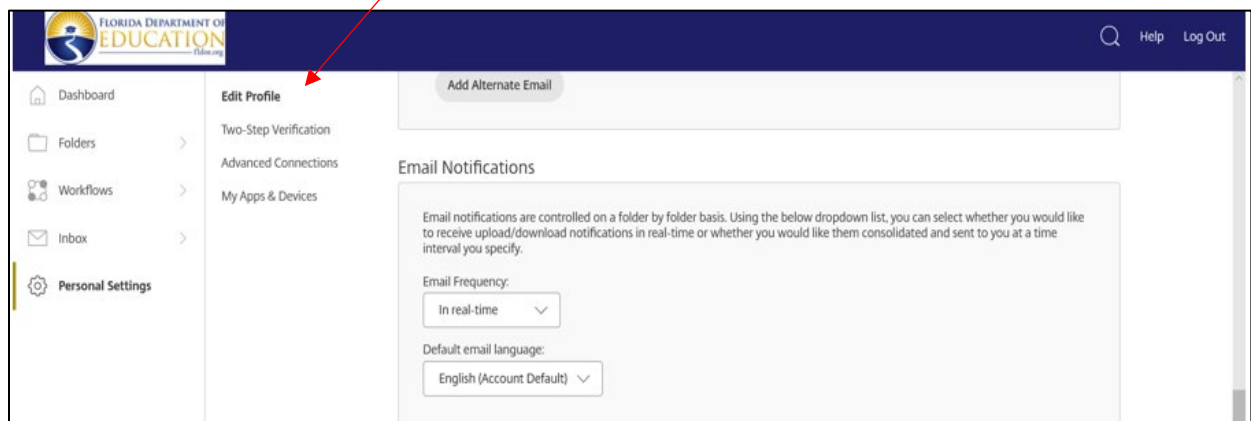
- sf-notifications.com
- noreply@sf-notifications.com
- mail@sf-notifications.com
- \*.sf-notifications.com

## ShareFile Alerts

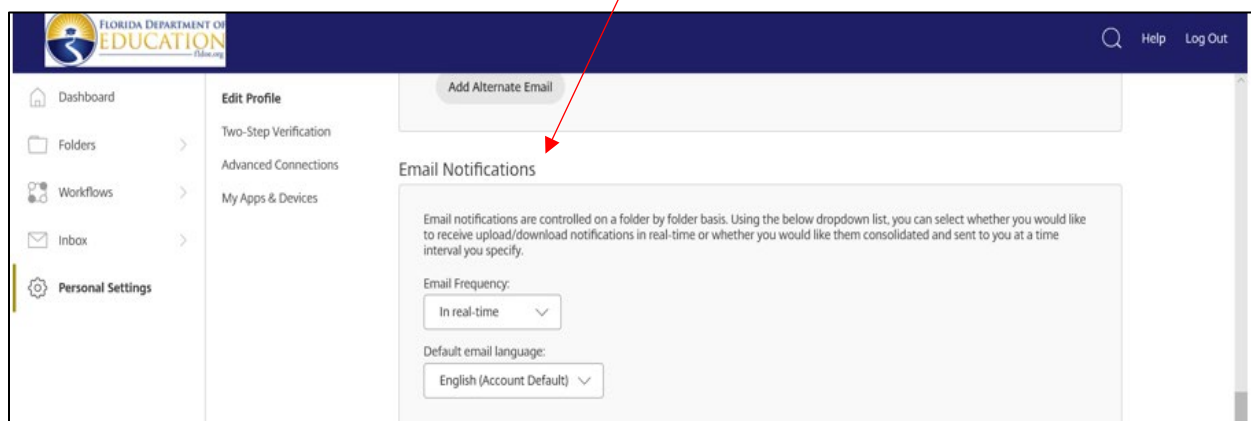
To control the alerts from ShareFile the user can access their profile settings and update the frequency of alerts. After logging into ShareFile look at the left side of the screen and Select Personal Settings.



In Profile settings, select the Edit Profile button.



Scroll down until you see the Email Notifications field.



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 Education's 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

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

Florida Department of Education  
fldoe.org

Email

Password

Sign In

☐ Remember Me [Forgot Password?](#)

The Florida Department of Education has provided this service for the purpose of transferring confidential work product to intended entities in a secure manner. This solution is intended for secure file transfers and is not intended for long term file storage. Note that the files on this system are not backed up. Use of this solution for personal purposes is strictly forbidden.

[Privacy Policy](#)

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.

Florida Department of Education  
fldoe.org

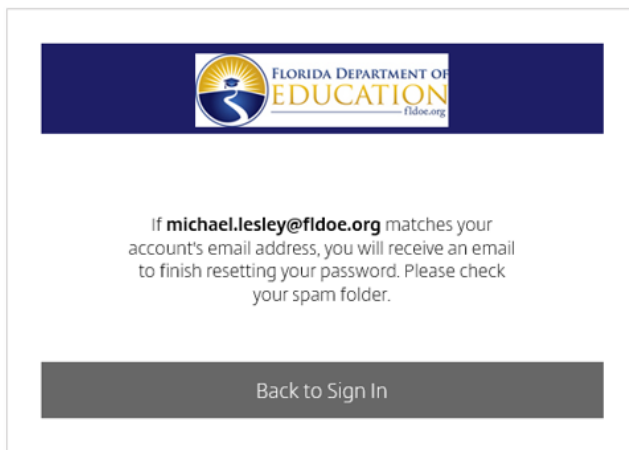
Enter your email:

michael.lesley@fldoe.org

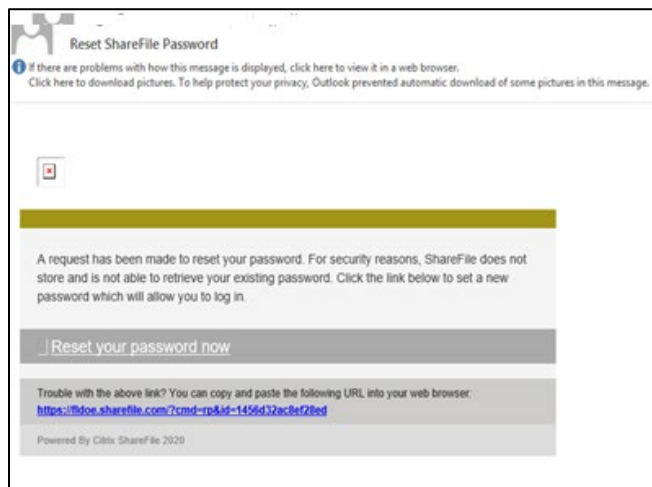
✓ I'm not a robot reCAPTCHA Privacy Terms

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.



ShareFile prompts

The image shows the ShareFile password reset prompts screen. At the top is the ShareFile logo. Below it, the text reads: "Reset your password for **Michael.Lesley@fldoe.org** on State of Florida - Dept of Education (fldoe.sharefile.com)". A box lists the password requirements:
 

- ✓ at least 1 upper case letter
- ✓ at least 1 lower case letter
- ✓ at least 1 number
- ✓ at least 1 special characters
- ✓ at least 12 characters in length
- ✓ Passwords should match

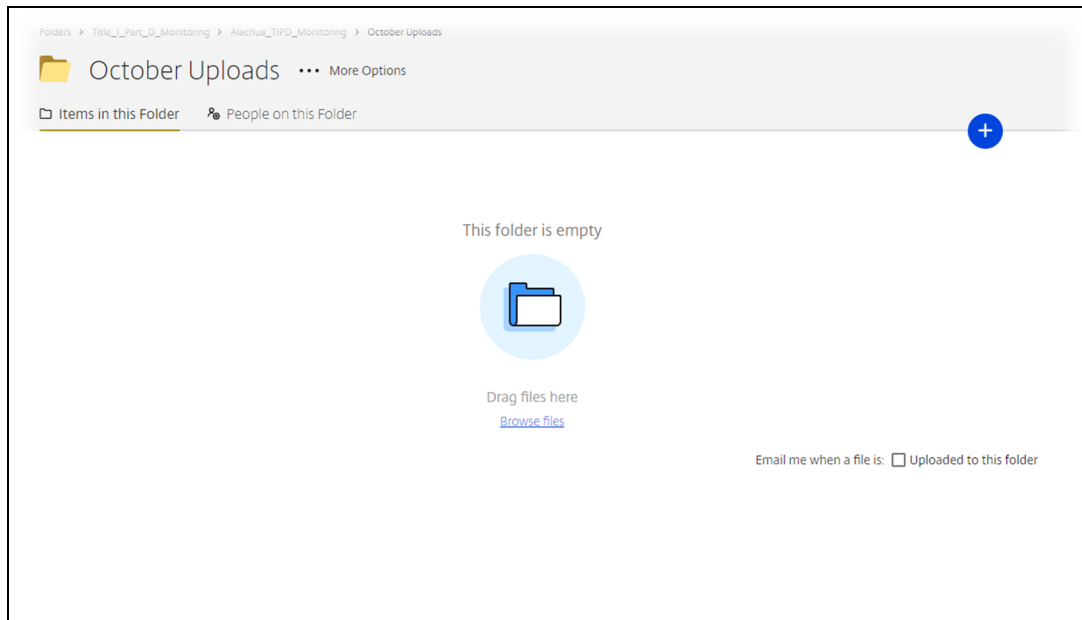
 Below the requirements, it says: "We'll also perform an additional strength check on save. (?)". The form includes a "Password:" field with a "Show Password" checkbox, a "Confirm Password:" field, and a blue "Reset Password" button. The Citrix logo is at the bottom.

## Uploading a file into ShareFile

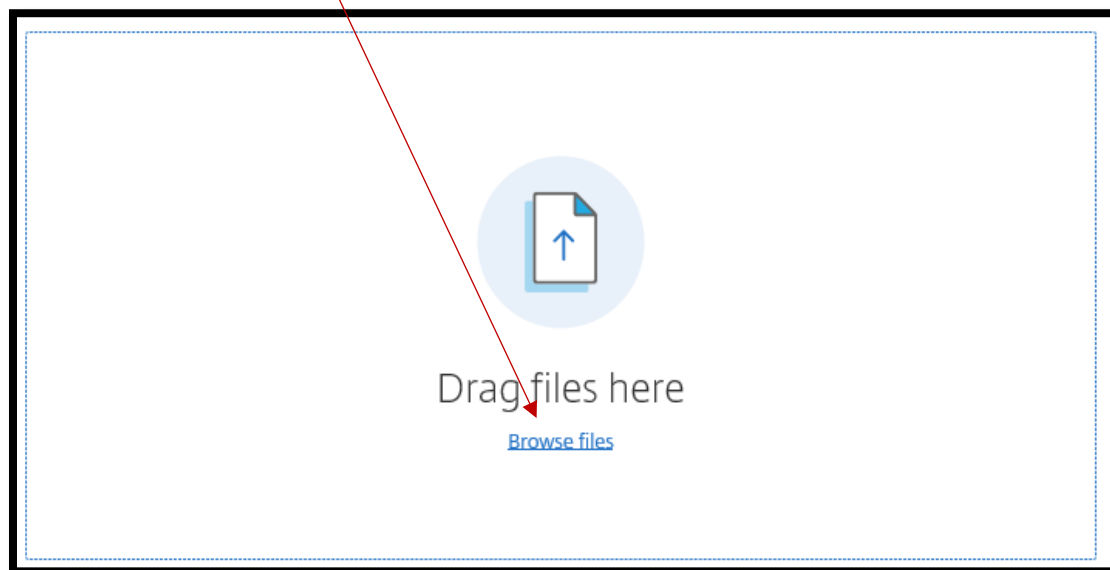
When uploading documents into ShareFile, it is important to verify that you are uploading into the correct program folder. Once a document is uploaded into ShareFile, it cannot be deleted.

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.

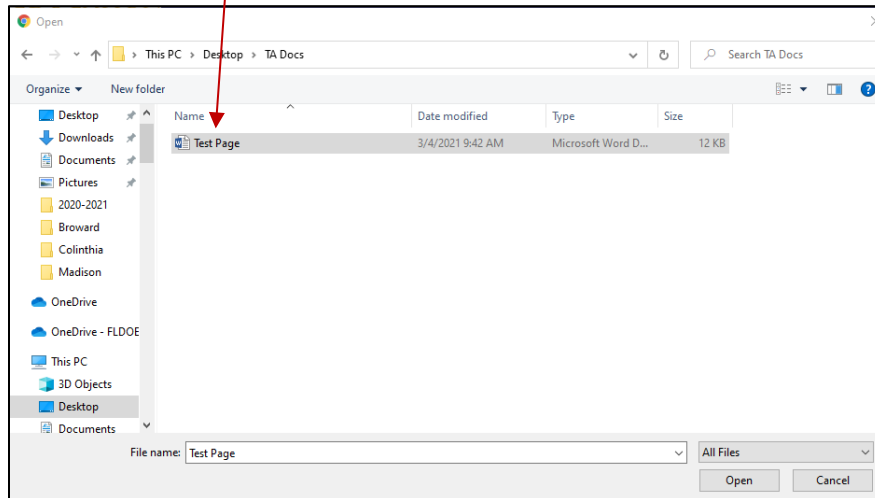


(2b) Select the **Browse files** button.

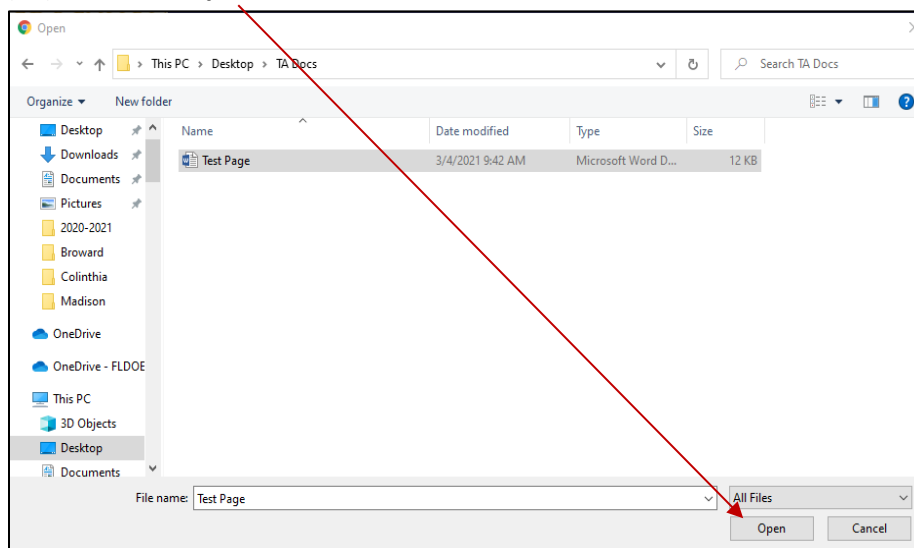


This will open a document browser that will allow users to select the document to upload.

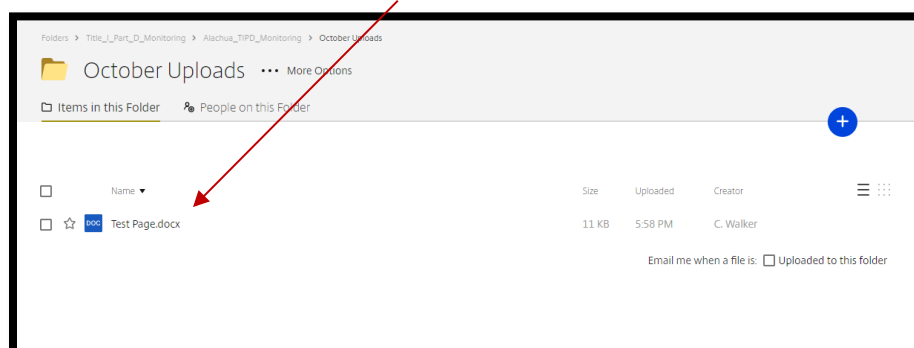
(2c) Select the document to be uploaded to ShareFile



(2d) Select the **Open** button.



The document should appear in your district folder in ShareFile.



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.