

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 you to receive a notification via email (see step six).

Upon receiving a notification, we encourage you to become familiar with the reporting dashboard (see step seven) and how to submit reports (see step eight and nine) before the due date.

For more information about the GoAnywhere® site, please contact us at 800-74-4989 or via email at info@goanywhere.com

CALL OR EMAIL FOR HEOP RELATED ISSUES ONLY!!!



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Handwritten text on the right side of the top section.



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Large block of handwritten text in the middle section, possibly a main heading or title.

Handwritten section header

Line of handwritten text following the section header.

Line of handwritten text.

Line of handwritten text.


Line of handwritten text.

Horizontal line of handwritten text.

Horizontal line of handwritten text.

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.

File Edit View Favorites Tools Help



Register

Please enter the information below and click Submit.

Login Credentials

User Name *

Password *

Confirm your password *

Contact Information

Email Address

First Name *

Last Name *


Organization

Phone

Submit Cancel

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

File Edit View Favorites Tools Help



NYS
ED
.gov

New York State
EDUCATION DEPARTMENT

Knowledge • Understanding • Skill • Opportunity

Register

Please enter the information below and click Submit:

Login Credentials

User Name *

Password *

Contact Information


Email Address

First Name *

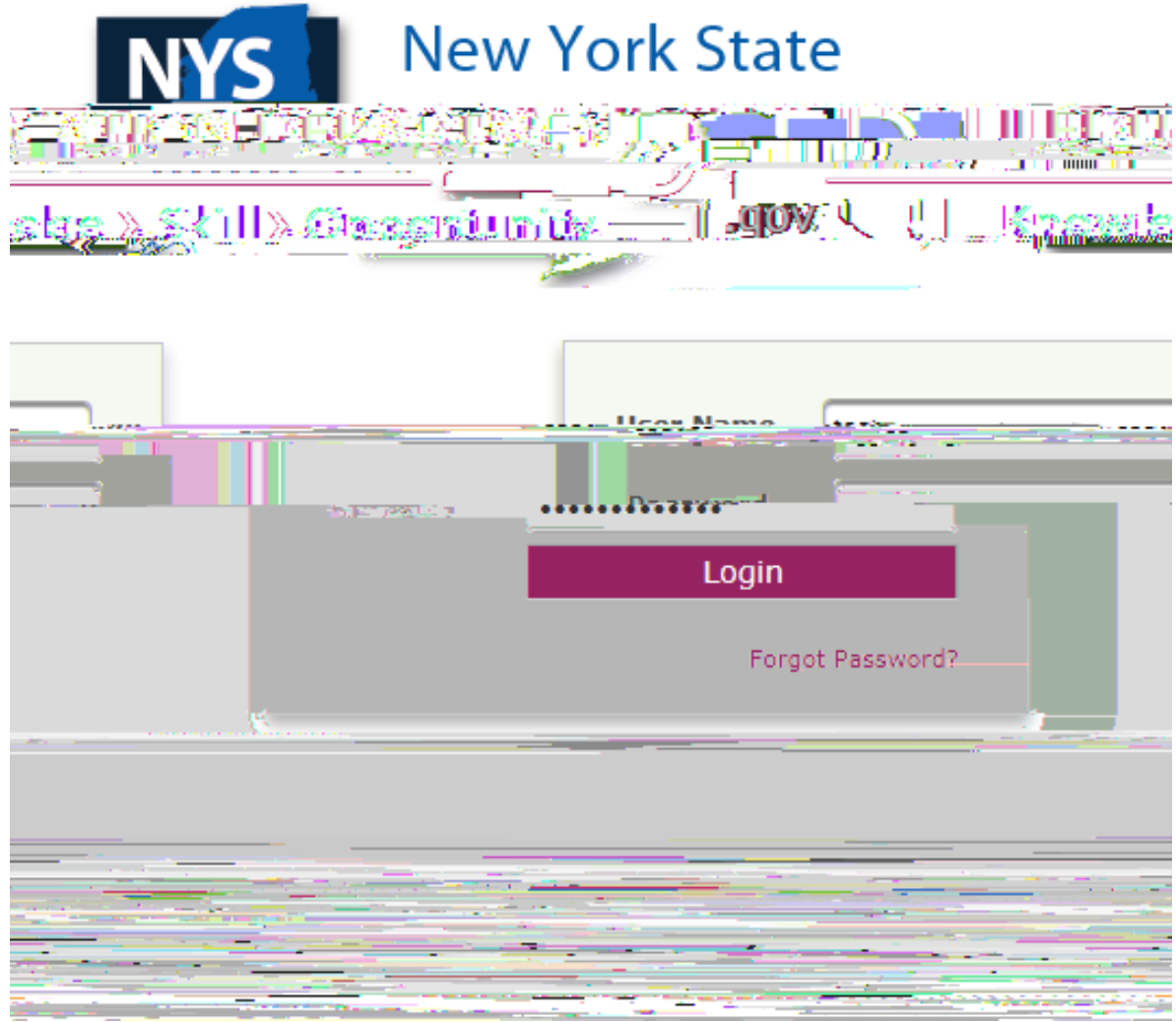
Last Name *

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.



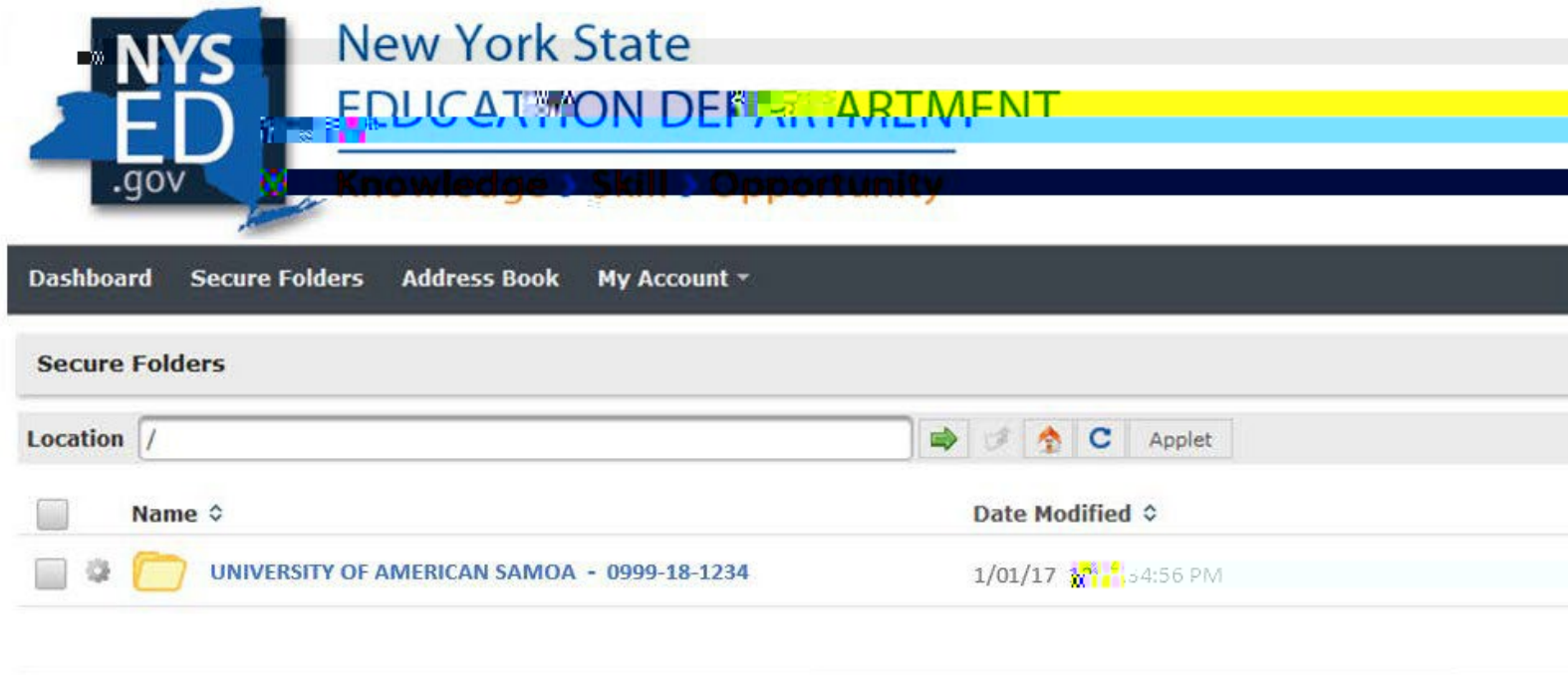
5. You should receive the email indicating that your account will take effect within 48 hrs.

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




7. Once you are logged into your account (see: Point 4), you will be taken to your account Dashboard. From the Dashboard, select "Folders."



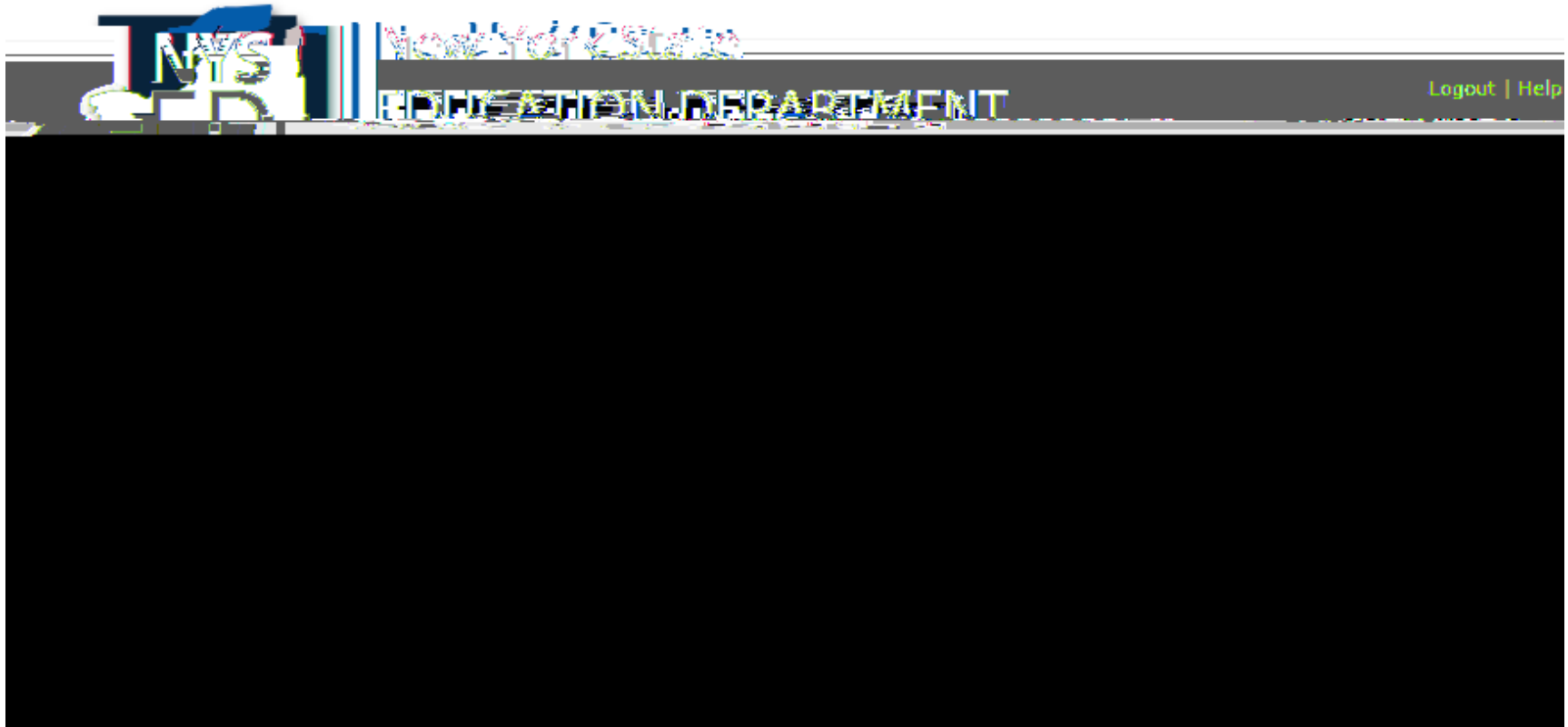
8. Once you have selected the Secure Folders directory, click on the folder indicating your zone/program.



The screenshot shows the New York State Education Department website. The header includes the NYS ED .gov logo and the text "New York State EDUCATION DEPARTMENT" with the tagline "Knowledge > Skill > Opportunity". A navigation bar contains "Dashboard", "Secure Folders", "Address Book", and "My Account". The "Secure Folders" section is active, showing a "Location" field with a slash and a toolbar with icons for navigation and applets. Below this is a table with two columns: "Name" and "Date Modified".

<input type="checkbox"/>	Name	Date Modified
<input type="checkbox"/>	  UNIVERSITY OF AMERICAN SAMOA - 0999-18-1234	1/01/17  4:56 PM

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.

