## Instructions for Uploading a File to the SSWS Dropbox

To submit the confidential list of students approved Free by direct certification (identified students) for validation of the identified student percentage (ISP) for the CEP application, follow the steps below.

The VDOE Dropbox process will allow any SSWS account holder to send data files to any other SSWS account holder. The SSWS Dropbox is to be used for the communication of official VDOE data only. It provides a secure "File Transfer Protocol" (FTP) style function within the VDOE infrastructure for the transfer of sensitive or confidential information.

Please NOTE: File upload and download time is highly dependent on the file size and network speed. Larger files may require a very long time to upload and download between the local environment and the VDOE servers. Please do not exit the browser or otherwise navigate away from the SSWS Dropbox page until the process has finished.

Step One:
- Log in to SSWS.
- At the main menu, look to the gray field to the right and scroll down to "Dropbox."
- Click the dropbox link to enter the area for secure file uploads.
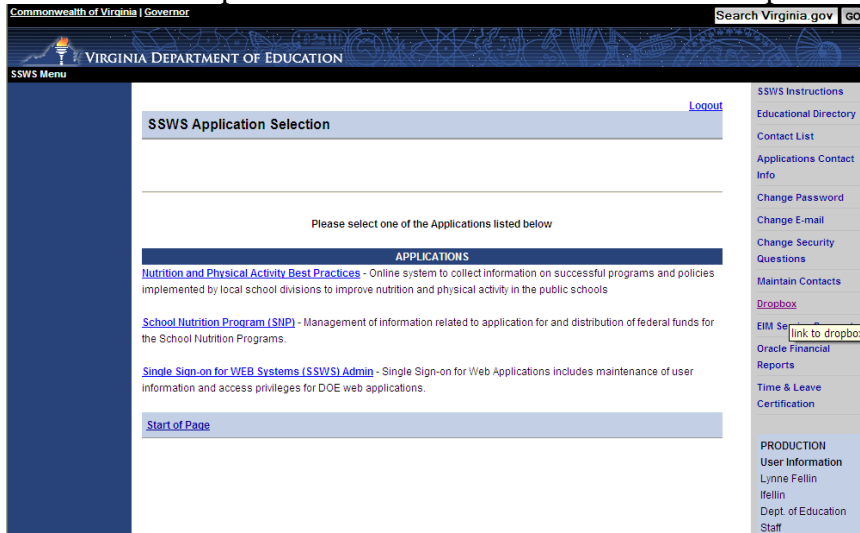
Step Two:
- Leave the **"School Division"** field set to "All" for both the **To** and **CC**.
- Select *"Receiver"* from the drop down list – select the name of the DOE SNP specialist assigned to your division from the dropdown list. The assigned SNP Staff are as follows:
  - Region 1 School Divisions – Denise Clark
  - Region 2 School Divisions – Suzanne Wood
  - Region 3 School Divisions – Suzie Kollaja
  - Region 4 School Divisions – Dayana Bray
  - Region 5 School Divisions – Karen Howard
  - Region 6 School Divisions – Thomas Patrick
  - Region 7 School Divisions – Lynne Fellin
  - Region 8 School Divisions – Rasa Lakas

- Also select **"CC: Receiver**," and choose **Catherine Digilio Grimes or Lynne Fellin** from the dropdown box to be copied on the e-mail.
- Enter the Subject as shown substituting your school division name for DIV NAME.
- Select "Browse" to look for the file on your computer to upload. Upload the April 1, 2016, list of students directly certified for free meals by any method for the CEP participating school(s) or division-wide listing if all schools are participating in CEP. File size limit is 400mb.
- Select "Submit" to send the file.

The SNP specialist will receive an e-mail message telling them a file has been dropped into SSWS. All information in the file remains secure and confidential and is deleted from SSWS within 6 calendar days if it is not downloaded by the recipient. Files cannot be retrieved once deleted.