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Purpose

The purpose for the Office of Grants Management ShareFile Instructions (instructions) is to provide recipients and sub-recipients with directions on how to access ShareFile, reset the passwords, naming conventions for documents, how to upload documents, and retrieve the award notifications from Office of Grants Management's (OGMs) cloud-based "ShareFile."

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 the Office of Grants Management ShareFile is <https://fldoe.sharefile.com/Authentication/Login>. Only contacts identified by Florida Department of Education (FDOE) will have access to "ShareFile." Agency heads may send an email to OGM@fldoe.org to add users by providing the program name, TAPS number, the contacts first name, last name, and email address. The same information should be provided if the agency head requests to remove a user.

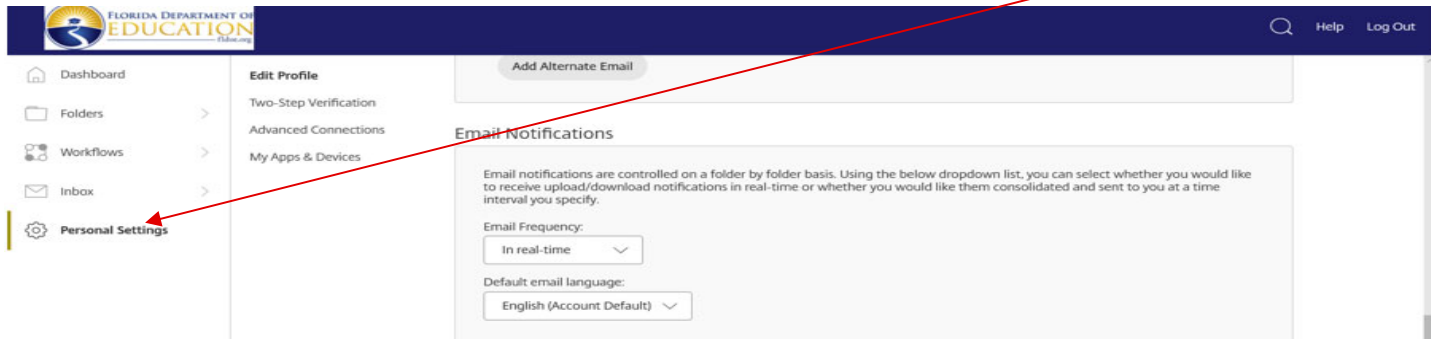
If the user agency has deployed a network firewall the agency will need to whitelist the IP addresses at <https://support.citrix.com/article/CTX234446> in order to avoid service interruptions. If customers do not have a firewall, no action is required.

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

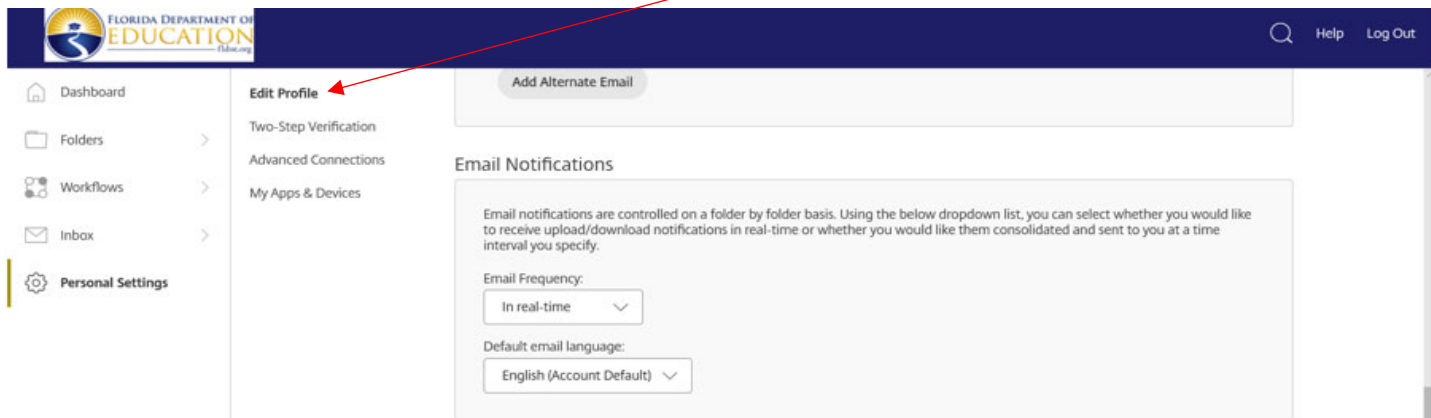
- sf-notifications.com
- noreply@sf-notifications.com
- mail@sf-notifications.com
- *.sf-notifications.com

ShareFile Alerts

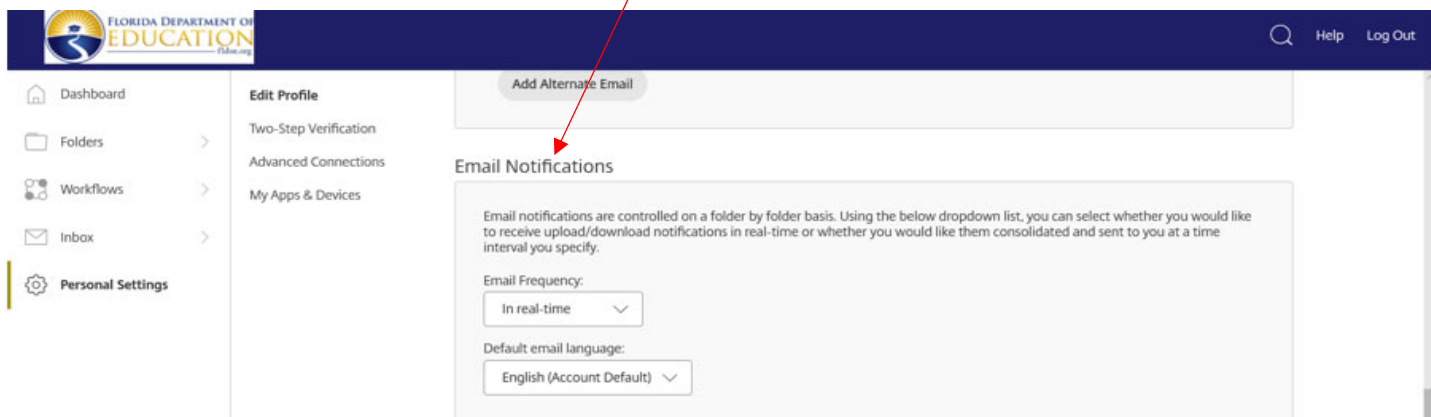
To control the alerts from ShareFile the user can access their profile settings and update the frequency of alerts. After logging into ShareFile look at the left side of the screen and Select Personal Settings.



This will bring up the users Profile settings. Select the edit Profile button.



Then scroll down till you see the Email Notifications field.



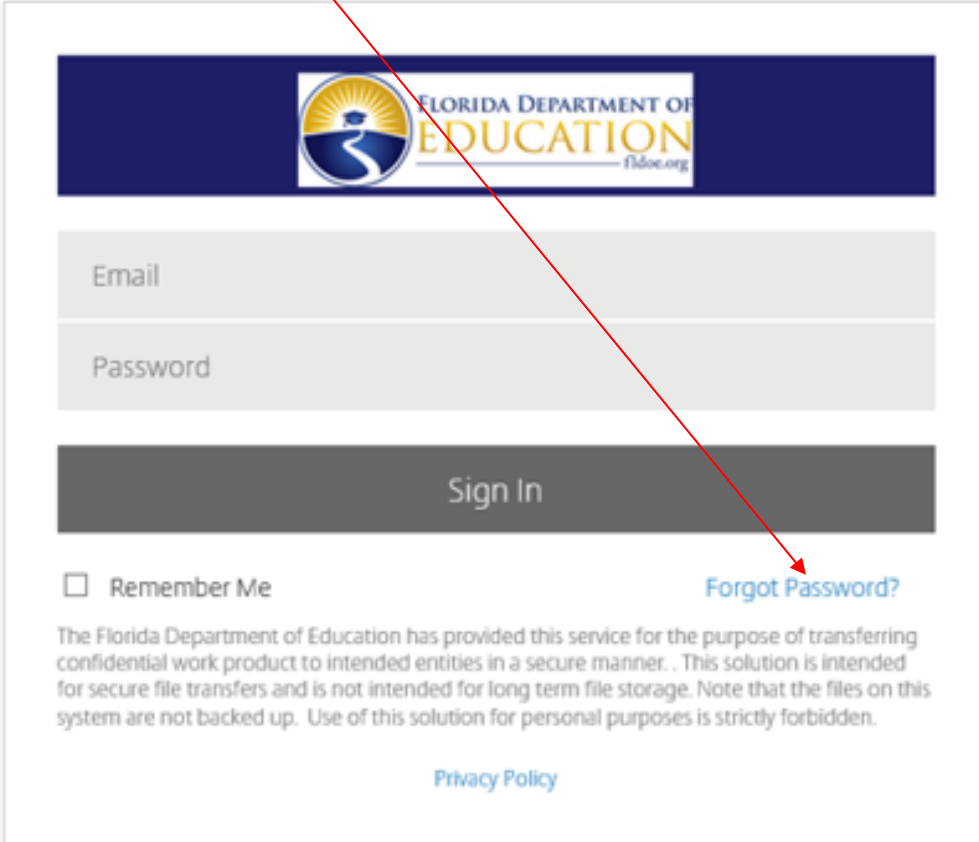
The settings for the Email Frequency field should be set to “In real-time.” It is recommended that users change this setting to “In real-time” to receive static notifications as uploads occur in ShareFile.

Initial Log into “ShareFile”

An initial user setup notice will come from the Florida Department of Educations’ program offices when programs become available for submission. If you are a new user or have not logged into ShareFile in the past 30 days. Users must select the “Forgot Password” button to reset their password.

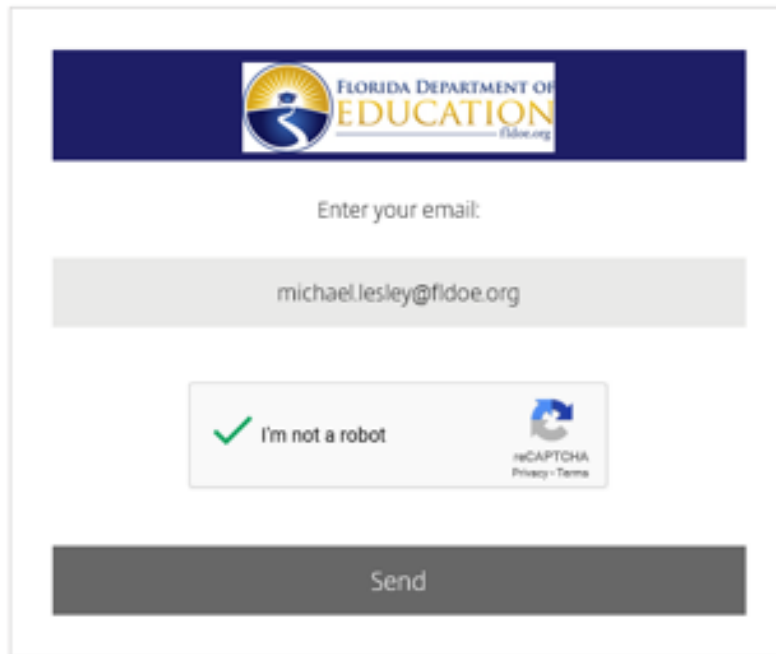
Resetting your Password in “ShareFile”

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.



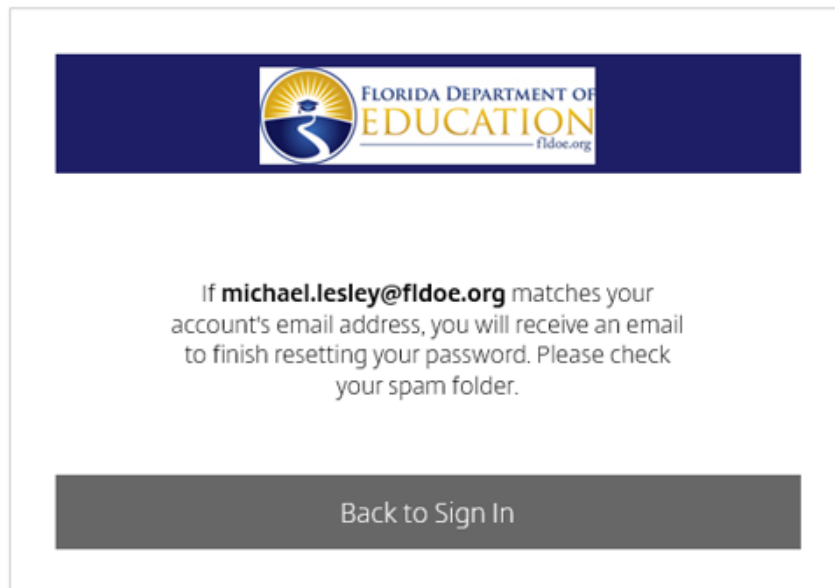
The screenshot shows the login interface for the Florida Department of Education's ShareFile system. At the top is the department's logo and name. Below this are two input fields: "Email" and "Password". A dark grey "Sign In" button is positioned below the password field. Underneath the sign in button, there is a "Remember Me" checkbox and a blue "Forgot Password?" link. A red arrow points from the text in the previous section to this link. At the bottom of the form, there is a disclaimer: "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." and a "Privacy Policy" link.

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.



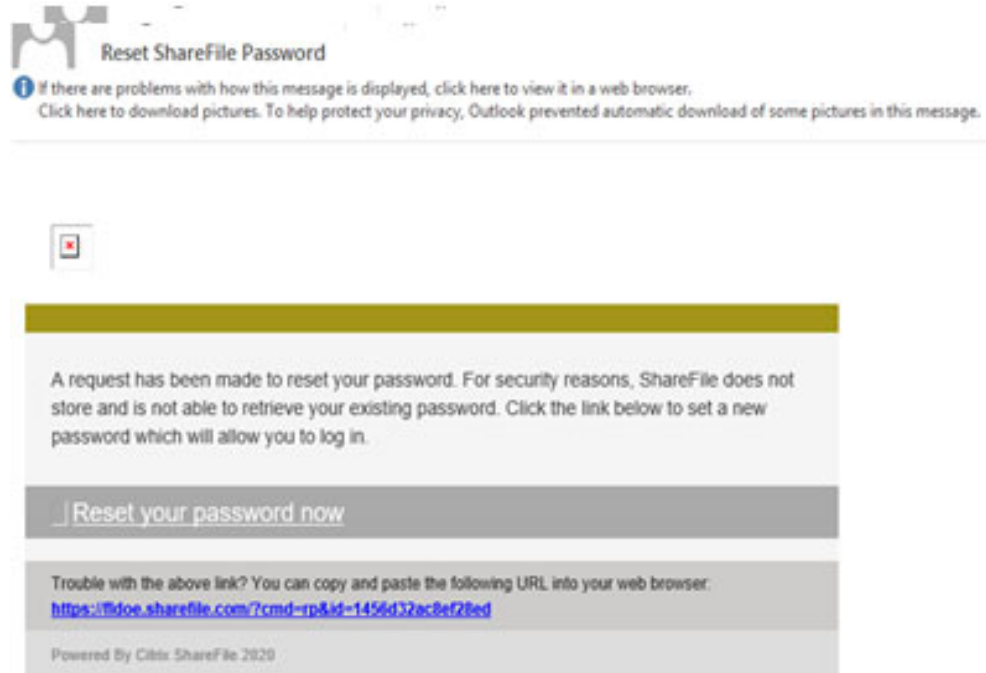
The screenshot shows a web form for email verification. At the top is the Florida Department of Education logo, which includes a stylized sun and a path leading to a graduation cap, with the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org". Below the logo, the text "Enter your email:" is displayed. A text input field contains the email address "michael.lesley@fldoe.org". Below the input field is a reCAPTCHA widget showing a green checkmark and the text "I'm not a robot", along with the reCAPTCHA logo and "reCAPTCHA Privacy - Terms" link. At the bottom of the form is a large grey button labeled "Send".

Users will then receive a message that states an email has been sent to the email address to reset your password.



The screenshot shows a confirmation message. At the top is the Florida Department of Education logo. Below the logo, the text reads: "If **michael.lesley@fldoe.org** matches your account's email address, you will receive an email to finish resetting your password. Please check your spam folder." At the bottom of the message is a large grey button labeled "Back to Sign In".

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 screenshot shows the ShareFile password reset prompts. At the top is the ShareFile logo, which consists of a blue 'S' inside a circle followed by the word "ShareFile" with a registered trademark symbol. Below the logo, the text reads: "Reset your password for **Michael.Lesley@fldoe.org** on State of Florida - Dept of Education (fldoe.sharefile.com)". A light blue box contains the following requirements: "Passwords must meet the following requirements:" followed by a list of five items, each with a green checkmark: "at least 1 upper case letter", "at least 1 lower case letter", "at least 1 number", "at least 1 special characters", and "at least 12 characters in length". Below the list is the text: "Passwords should match". At the bottom of the box is the text: "We'll also perform an additional strength check on save." followed by a question mark icon. Below the box, there are two input fields. The first is labeled "Password:" and has a "Show Password" checkbox to its right. The input field contains ten dots. The second is labeled "Confirm Password:" and also contains ten dots. To the right of the second input field is an eye icon. At the bottom of the form is a blue button with the text "Reset Password".



“ShareFile” Document Naming Convention

The standard naming convention for Projects is the Agency Number followed by the Fund Source ended by the Project Code. This is known as the Project Number.

When uploading documents into ShareFile users will utilize this method with the following difference. At the end of the Project Number for amendments use an “A” – Amendments and follow with the Amendment request number “1, 2, or 3”.

For example, if requesting amendment one for Alachua County’s Title I, Part A 2019-2020 fiscal year project. The naming convention should be 010-2120B-OCB01-A1.

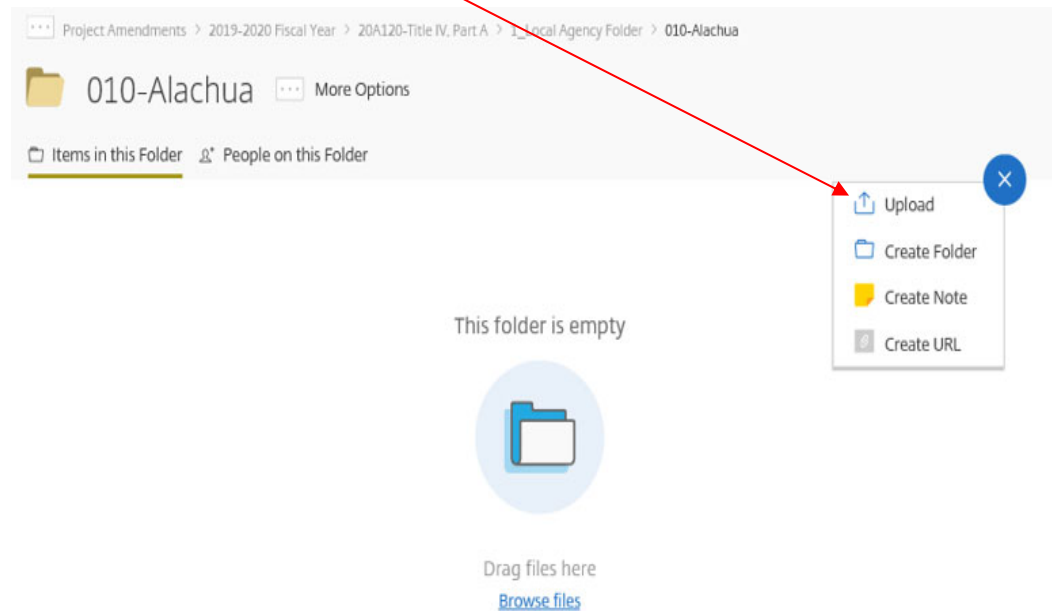
Uploading a file into “ShareFile”

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

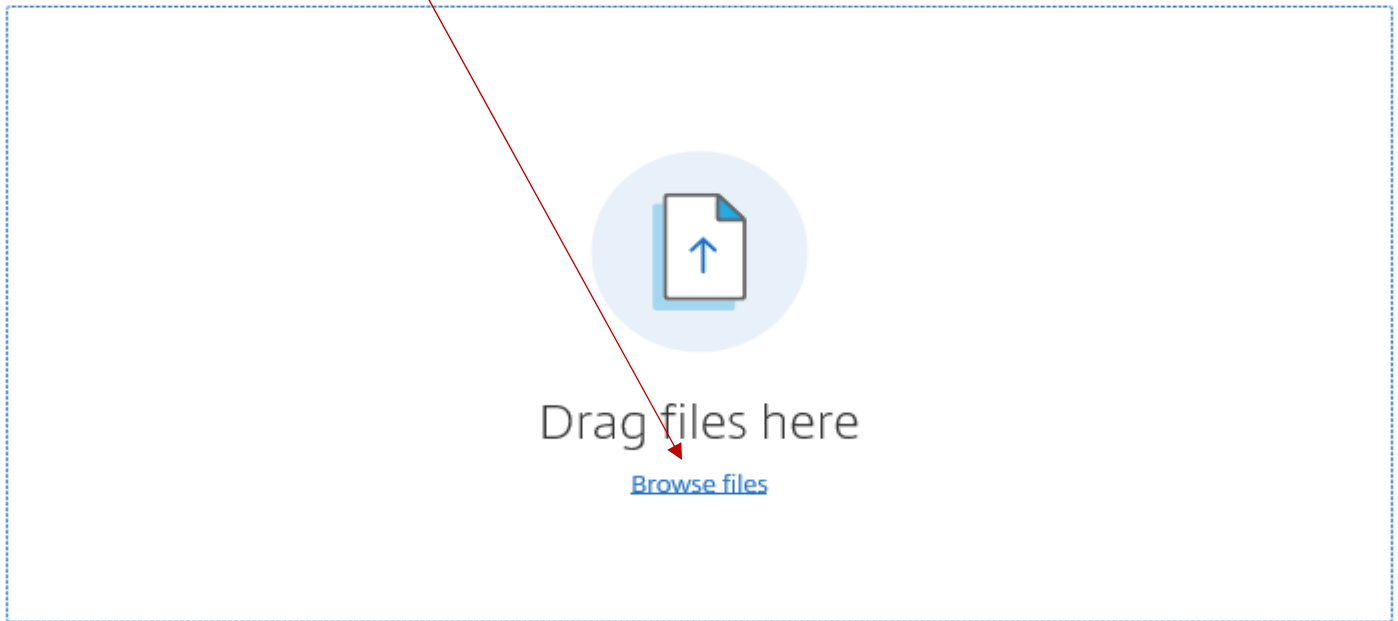
There are two options for users to upload submissions in “ShareFile:”

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.

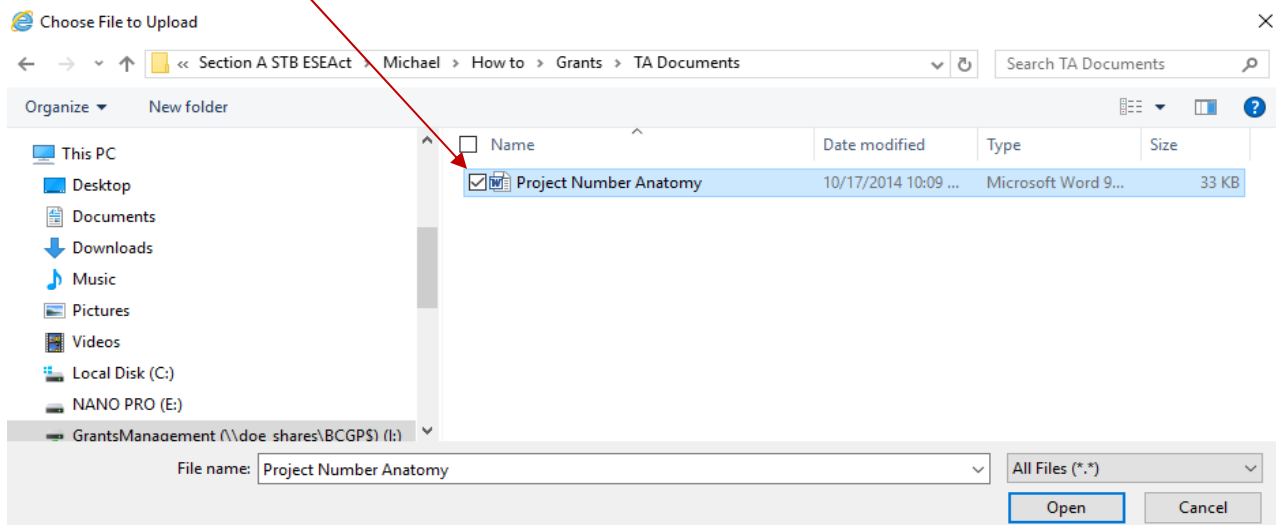


(2b) Then select the Browse files button.

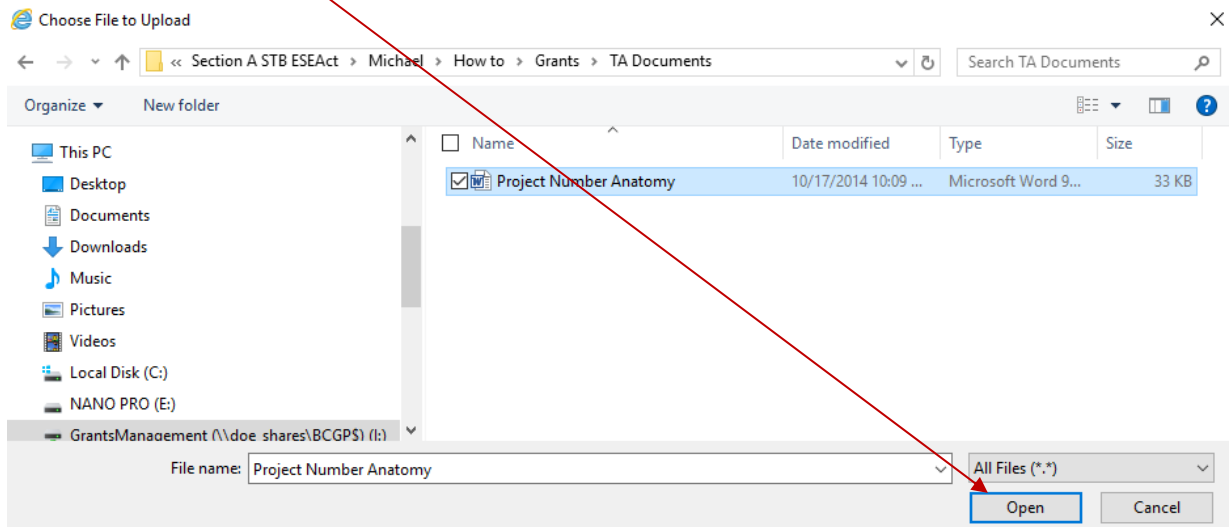


This will open up a document browser which will allow users to select the document to upload.

(2c) Select the document to be uploaded to “ShareFile” and

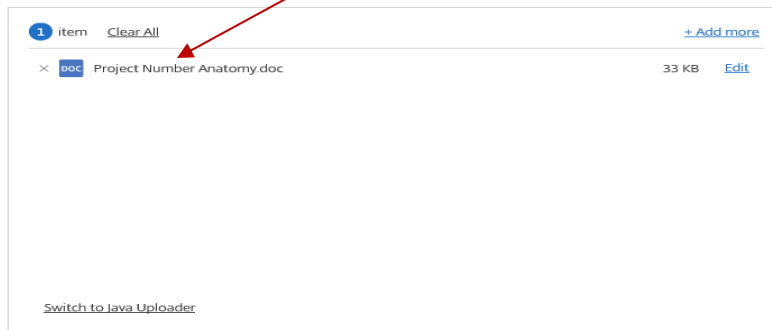


(2d) Select the Open button.



This will cause "ShareFile" to prompt user to verify the document to be uploaded.

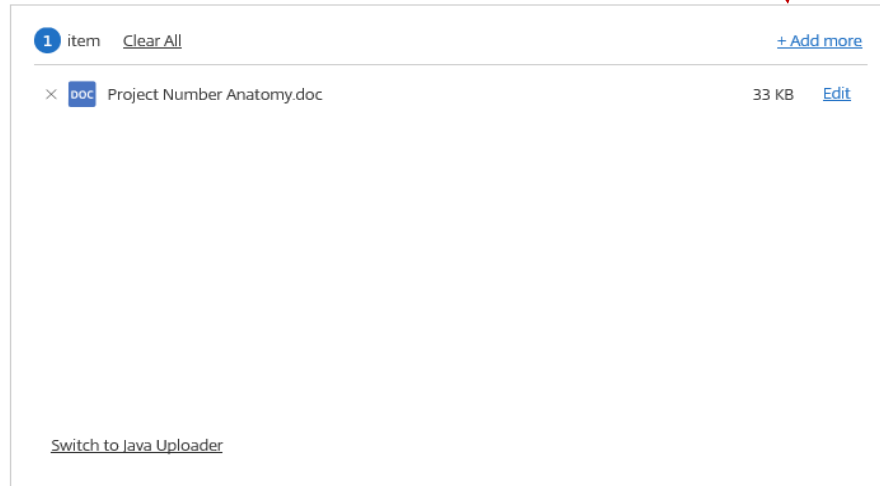
Upload to "010-Alachua"




Upload Cancel

If users want to upload more than one document at a time, select the Add more button and repeat steps (2c-2d).

Upload to "010-Alachua"



1 item [Clear All](#) [+ Add more](#)

×  Project Number Anatomy.doc	33 KB	Edit
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[Switch to Java Uploader](#)

[Upload](#) [Cancel](#)

(2e) Verify the document(s) to be submitted and then select the Upload button.

Upload to "010-Alachua"

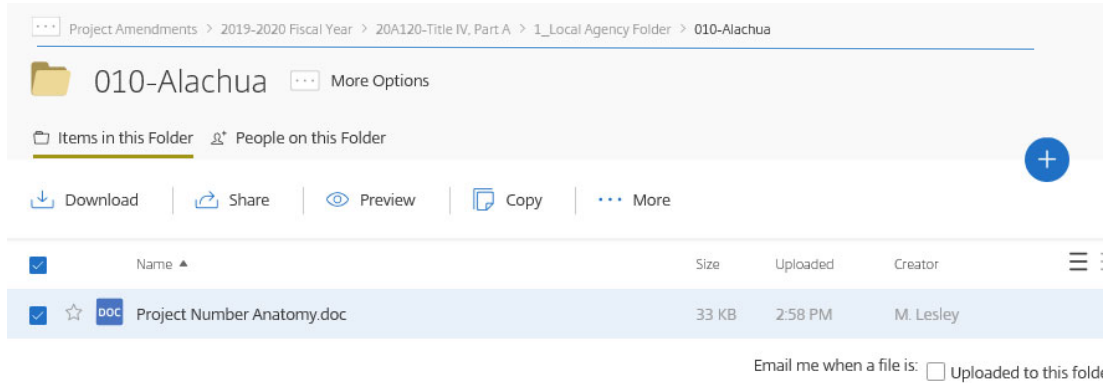
1 item [Clear All](#) [+ Add more](#)

×  Project Number Anatomy.doc	33 KB Edit
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[Switch to java Uploader](#)

[Upload](#) [Cancel](#)

This will upload the selected document(s) into the agency “ShareFile” folder. Users should verify that the document(s) loaded are correct. If documents uploaded into “ShareFile” are incorrect notify the Office of Grants Management at OGM@FLDOE.ORG.



Retrieving your award notification from ShareFile.

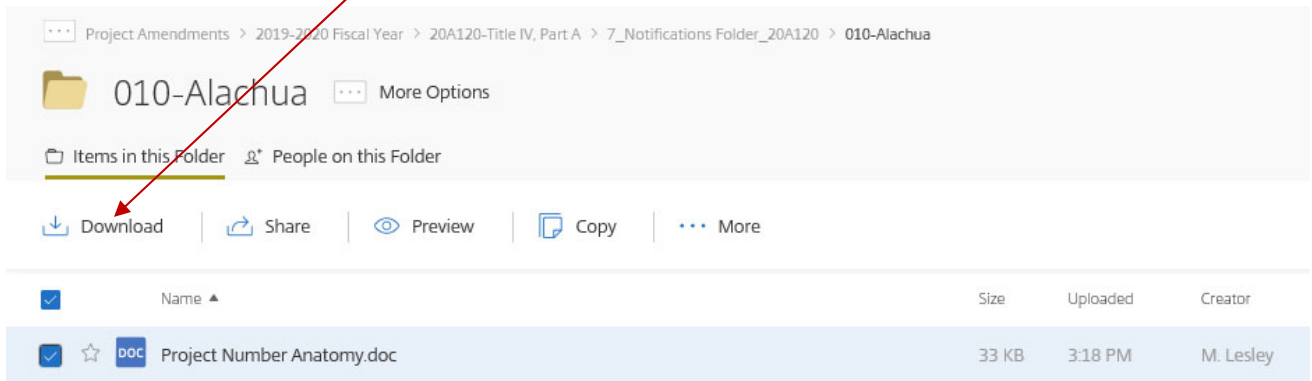
All recipients and sub-recipients will receive an email from “ShareFile” when awards are authorized. Users may select the link provided in the email from “ShareFile” to retrieve the award document or log into “ShareFile” and access the award in the program notification folder. Users must download the award notification and save it on your own storage system as “ShareFile” is not a permanent storage system.

Awards approved in ShareFile are the official documents from the FDOE. Hard copies will no longer be mailed to recipients and sub-recipients.

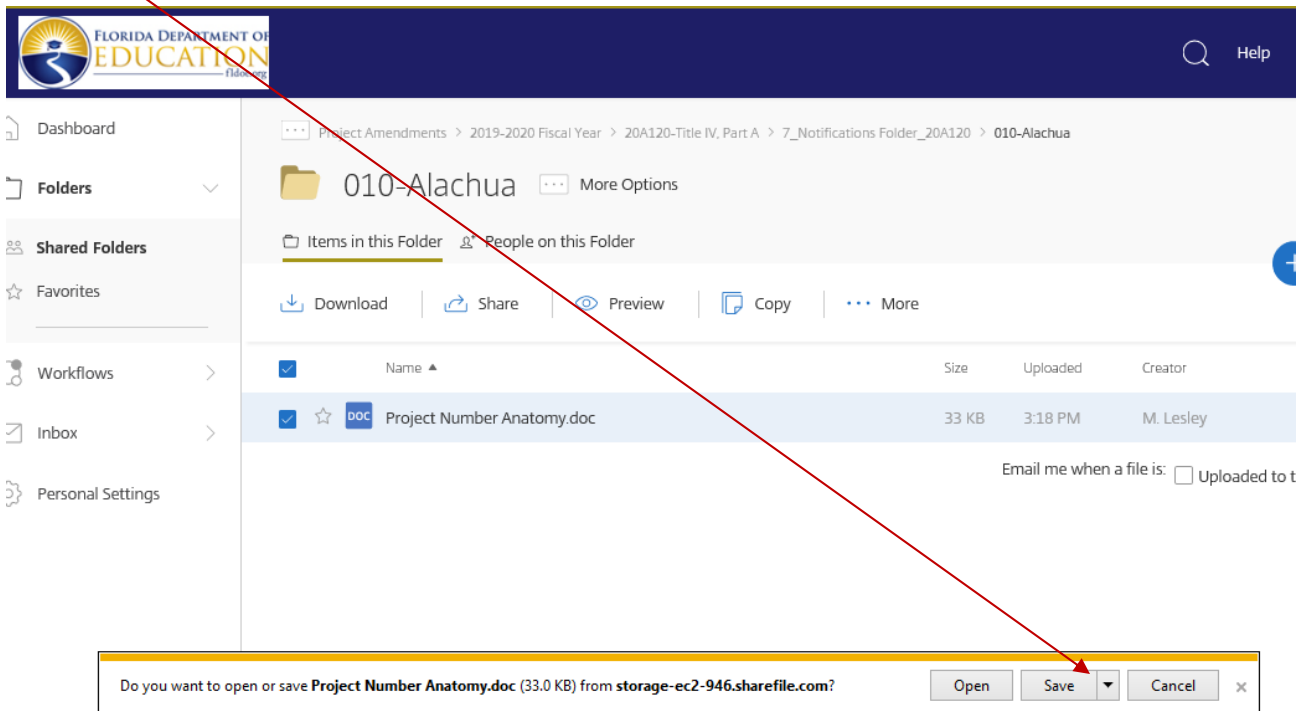
To download the award notification, select the file to download.



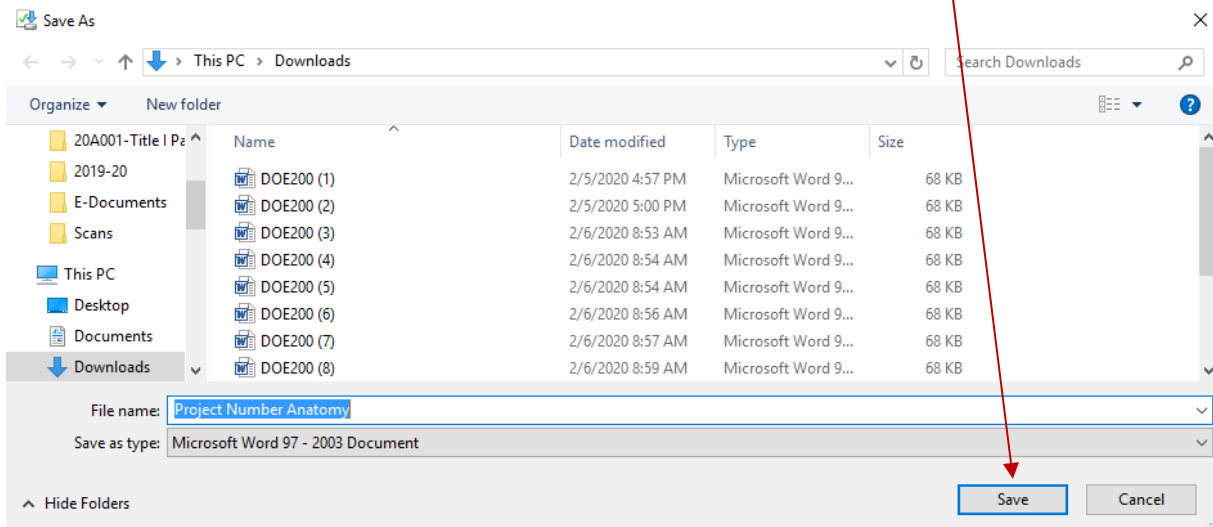
Then select the download button.



“ShareFile” will ask users to either open or save the selected file. Select the arrow next to the save button.



Users will have the option to save, save as, or save as and open. Select the save as button. This will bring up a browser window. It is advised that users maintain the naming convention already established, select the location you prefer the document to be saved and select the save button.



For additional information, contact the Office of Grants Management at OGM@fldoe.org.