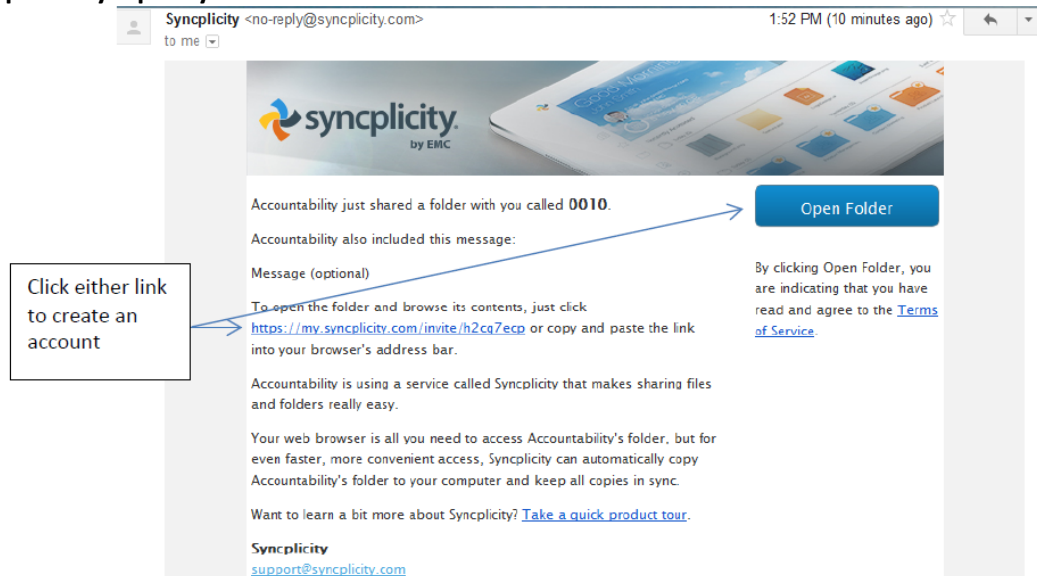


Syncplicity – User Directions for Accessing and Uploading Files

- CDE has shared files with you through Syncplicity. Please click on the link in the email sent to you from “no-reply@syncplicity.com” to create a Syncplicity account. If you did not receive the email, please check your junk mail folder.

Sample of Syncplicity Email Invitation:



- Once you click on the link, you will be directed to the Syncplicity website where you will need to create an account.

Prompt for Creating a Syncplicity Account



Create an Account to View the Shared Folder

We just need a name and a real password for your account and you'll be on your way.

Email *

First Name *

Last Name *

Password *

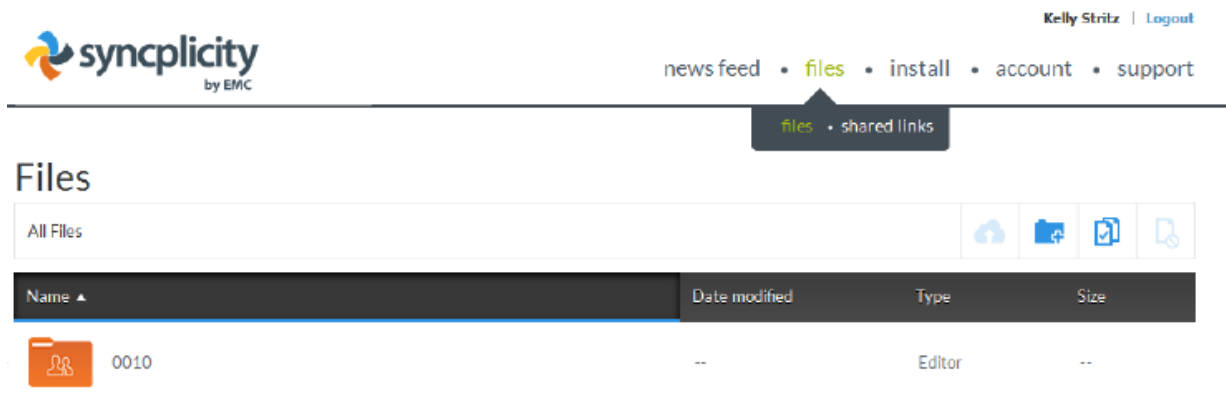
Confirm Password *

☐ By checking this box, you are indicating you have read and agree to the [Terms of Service](#).

or

- There is no need to download Syncplicity software as all documents can be accessed and uploaded online. Please note the system will only allow the individual(s) who initially received the Syncplicity email invitation to download and upload files. In order for others to access the file(s), the initial recipient must download and distribute this file(s) per district policies regarding file sharing.

Location of File(s)



Once you have logged in successfully, click the “files” button at the top and you should see the folder that has been shared with you. Within that folder you will find the file(s) for download.

Instructions to Upload Files to Syncplicity

If requested by CDE, you may upload files to the same folder on Syncplicity and CDE will have access to it. You will not receive a confirmation email or notification when the file has been uploaded. Once you view the file in the folder, the file has been uploaded to the folder.