Using Syncplicity for ASCENT Affidavit & Student List Submission

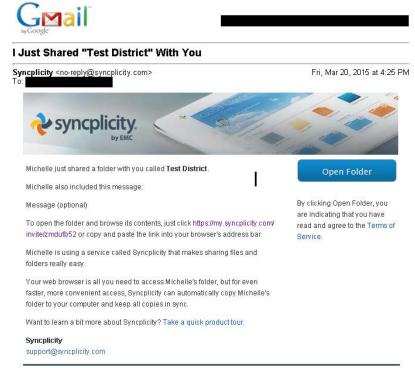
Do NOT submit via email!

- A secure file transfer system, Syncplicity, must be used for your final ASCENT submissions.
- This system ensures privacy and security of student data sent for your submission.
- Files are automatically sent to secure CDEs servers, rather than via unsecured email.

Submission Process:

- You will receive an email from Syncplicity
 - From: no-reply@syncplicity.com
 - Subject: I Just Shared "(your LEP name)" With You.
- Add <u>no-reply@syncplicity.com</u> to your "safe senders" list (if you are using outlook you can do this in your "junk mail options")
 - Check your junk mail folder just in case
- Email will instruct to click on a link to go to Syncplicity folder.
 - You will be asked to create an account, and then it will take you to the folder I've shared.
 - You do NOT need to download the application you can just use the system through your web browser (easier).

Sample Email:



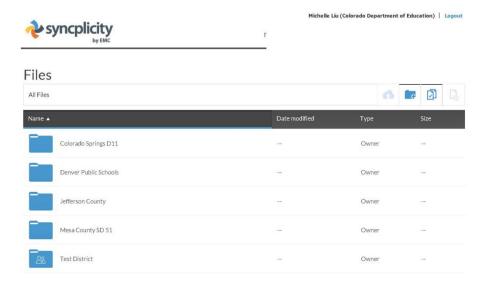
Create a Syncplicity account & view shared folder

- Just enter your email and create a password.
- Once you are logged in you will see the folder that has been shared with you; double click to open.

Uploading files

- Click on the icon on the right hand side that looks like a cloud with an arrow pointing up inside (see example on next page).
- This will open up a window to be able to select a file from your computer.
- Select the file you want to upload and click "Open" to upload.
- Feel free to upload a test document to try it out.

Sample Folder View (you will only see your specific LEP folder):



Upload Button:

