Using Syncplicity for ASCENT Affidavit & Student List Submission

Do <u>NOT</u> 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 no-reply@syncplicity.com 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):

Michelle Liu (Colorado Department of Education) | Logout

Files

All Files				
Name ▲	Date modified	Type	Size	
Colorado Springs D11	--	Owner	--	
Denver Public Schools	--	Owner	--	
Jefferson County	--	Owner	--	
Mesa County SD 51	--	Owner	--	
Test District	--	Owner	--	

Upload Button:

syncplicity
by EMC

Upload button

Files

All Files ▸ Test District

Name ▲	Date modified	Type	Size
ASCENT 2015-16 Student List.xls	29 minutes ago	Excel worksheet	232 KB