

## 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](mailto:no-reply@syncplicity.com)
  - Subject: I Just Shared "(your LEP name)" With You.
- **Add [no-reply@syncplicity.com](mailto: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:



#### I Just Shared "Test District" With You

Syncplicity <[no-reply@syncplicity.com](mailto:no-reply@syncplicity.com)>

Fri, Mar 20, 2015 at 4:25 PM

To: [REDACTED]



Michelle just shared a folder with you called **Test District**.

Michelle also included this message:

Message (optional)

To open the folder and browse its contents, just click <https://my.syncplicity.com/invite/zmdutb52> or copy and paste the link into your browser's address bar.

Michelle is using a service called Syncplicity that makes sharing files and folders really easy.

Your web browser is all you need to access Michelle's folder, but for even faster, more convenient access, Syncplicity can automatically copy Michelle's folder to your computer and keep all copies in sync.

Want to learn a bit more about Syncplicity? [Take a quick product tour.](#)

**Syncplicity**  
[support@syncplicity.com](mailto:support@syncplicity.com)

Open Folder

By clicking Open Folder, you are indicating that you have read and agree to the [Terms of Service](#).


- **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](#)


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### 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:




Michelle Liu (Colorado Department of Education) | [Logout](#)

# Files

All Files ▸ Test District



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

Upload  
button

