
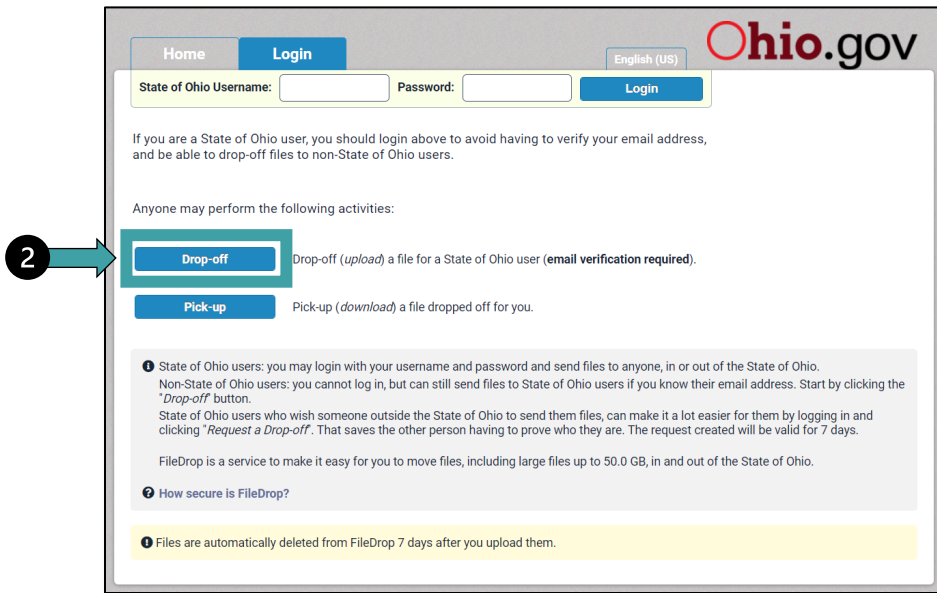


Instructions For Uploading Documents to FileDrop

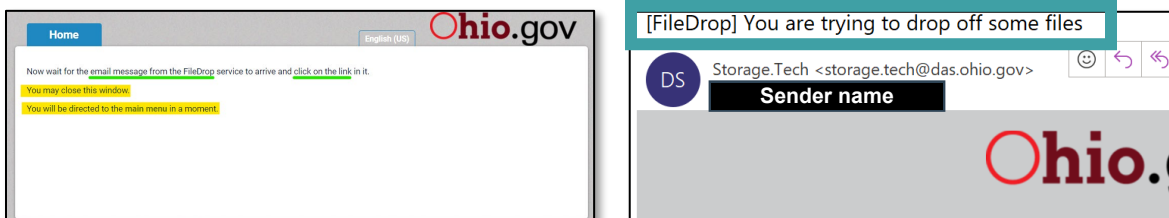
1. Visit **website:** <https://filedrop.cloudfs.ohio.gov/>
2. Click Drop-off button  to drop-off (upload) file(s).



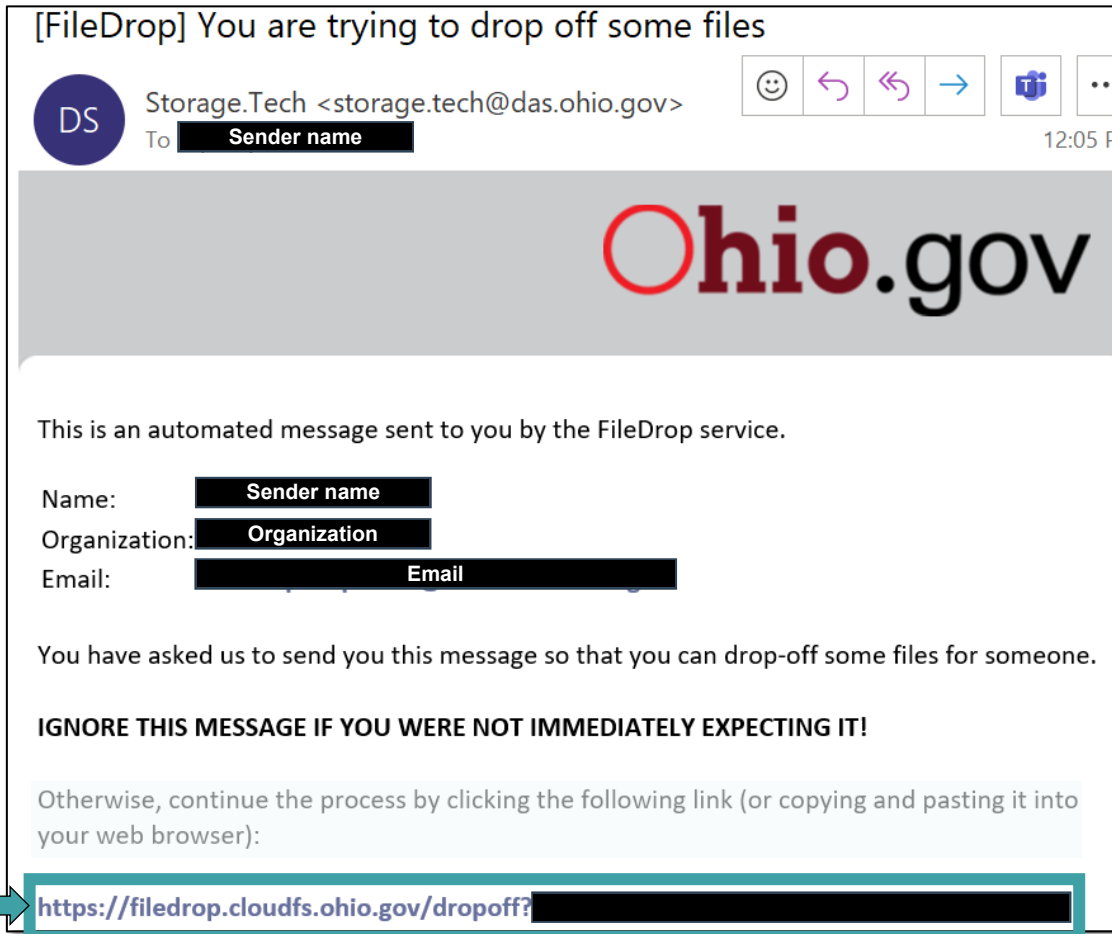
1. On the next screen, enter **sender name, organization name** and **email address**.
2. Check **I'm not a robot**.
3. Click **Send confirmation** .



Upon clicking Send confirmation, the following message will appear and sender will receive an email from Storage.Tech@das.ohio.gov.



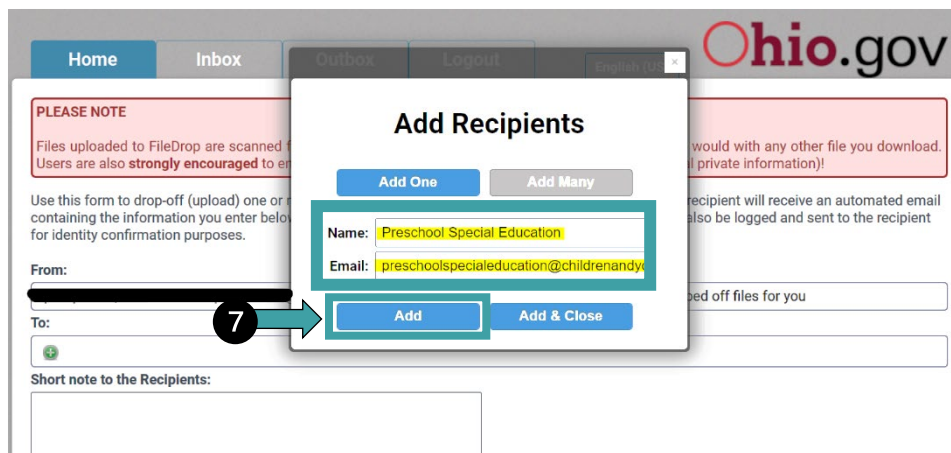
- The email will **include a link** that will allow sender to upload document(s) to FileDrop. **Click on the link** located at the bottom of the email.



- Fill in the text fields** with the Recipient (Preschool Special Education) information. **Click Add.**

Name: Preschool Special Education

Email: preschoolspecialeducation@childrenandyouth.ohio.gov



- Email address will appear in To: text box. A message to the Recipients (PSE team) can be entered.
- Click on **Click to Add Files or Drag Them Here** to begin uploading file(s).

PLEASE NOTE
Files uploaded to FileDrop are scanned for viruses. But still exercise the same degree of caution as you would with any other file you download. Users are also **strongly encouraged** to encrypt every file if any contain sensitive information (e.g. personal private information)!

Use this form to drop-off (upload) one or more files for anyone (either a State of Ohio user or others). The recipient will receive an automated email containing the information you enter below and instructions for downloading the file. Your IP address will also be logged and sent to the recipient for identity confirmation purposes.

From: [Redacted] **Subject:** [Redacted] has dropped off files for you

To: Preschool Special Education <preschoolspecialeducation@childrenand youth.ohio.gov>

Short note to the Recipients:
Files from ABC School District

Click to Add Files or Drag Them Here

- Once files are added, **click Drop-off Files**.

PLEASE NOTE
Files uploaded to FileDrop are scanned for viruses. But still exercise the same degree of caution as you would with any other file you download. Users are also **strongly encouraged** to encrypt every file if any contain sensitive information (e.g. personal private information)!

Use this form to drop-off (upload) one or more files for a State of Ohio user. The recipient will receive an automated email containing the information you enter below and instructions for downloading the file. Your IP address will also be logged and sent to the recipient for identity confirmation purposes.

From: [Redacted] **Subject:** [Redacted] has dropped off files for you

To: PSE <preschoolspecialeducation@childrenand youth.ohio.gov>

Short note to the Recipients:
Files from ABC School District

Click to Add Files or Drag Them Here

Filename	Size	Description
1: Student NameA.docx	11.6 KB	[Redacted] ✖
2: Student NameB.docx	11.6 KB	[Redacted] ✖
3: Student NameC.docx	11.6 KB	[Redacted] ✖

34.8 KB / 51200 MB

Drop-off Files

- After files have been dropped off (uploaded), sender will receive a **Drop-Off Summary** listing all files sent.

Home English (US) Ohio.gov

Drop-Off Summary

Your files have been sent successfully.
They will expire in 7 days.

Filename	Size	SHA-256 Checksum	Description
Student NameA.docx	11 KB	818FAEEB35C2B3D03EA2B75C3AFADAE7 F1C4BA1688095F6DC63203C584BA7C1C	
Student NameB.docx	11 KB	B10F76B10198C2E858723EC19DE3A5BC 36E9E50E8D5AAD4F2F69585A877ABF0E	
Student NameC.docx	11 KB	067C09616187AF051A4B76CC40F252B9 AC4EAFBE37D2DA97D9EFF76A273E7B65	

3 files

From: [Redacted] m 10.86.120.65 on 2023-06-23 15:48

Comments:
Files from ABC School District

- Sender will receive a message when files have been picked up by PSE team.

[FileDrop] preschoolspecialeducation@childrenand youth.ohio.gov has ...

DN DO NOT REPLY <do-not-reply@das.ohio.gov> To

Ohio.gov

This is an automated message sent to you by the FileDrop service.

The drop-off you made ([Redacted]4i) has been picked-up.

The file "Student NameA.docx" was picked up by preschoolspecialeducation@childrenand youth.ohio.gov.

Note: You will not be notified about any further pick-ups of files in this drop-off by this recipient.

Full information about the drop-off:
Claim ID: Tr9AZwoaxVqDSh4i
Date of Drop-off: 2023