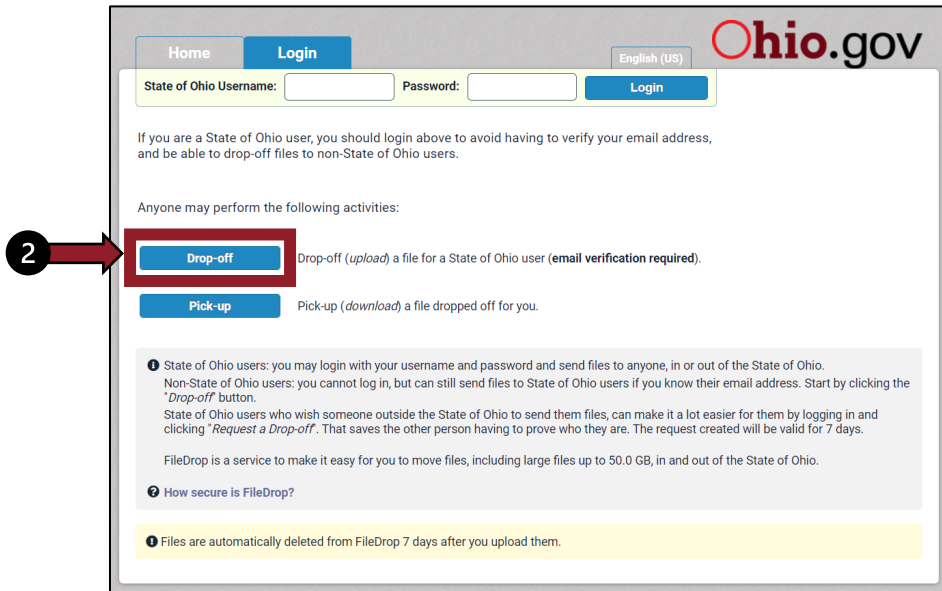

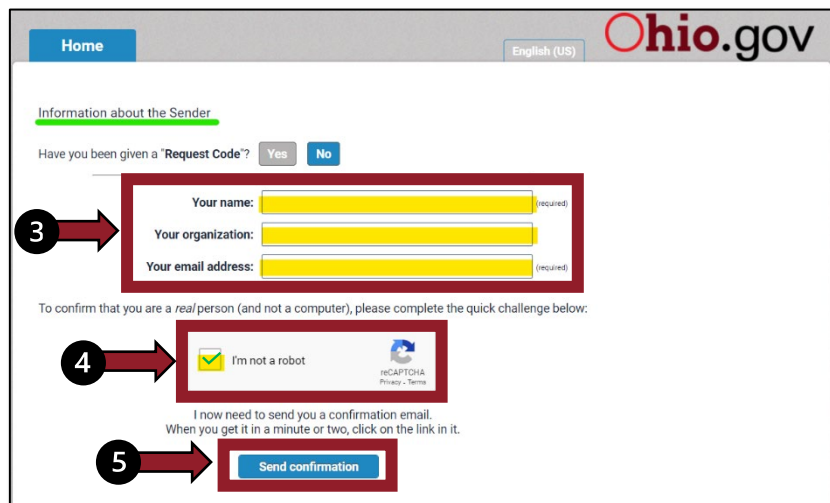


Instructions For Uploading Documents to FileDrop

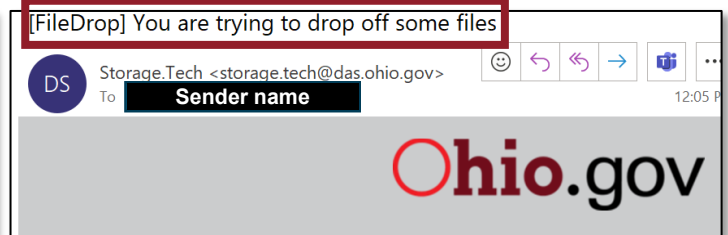
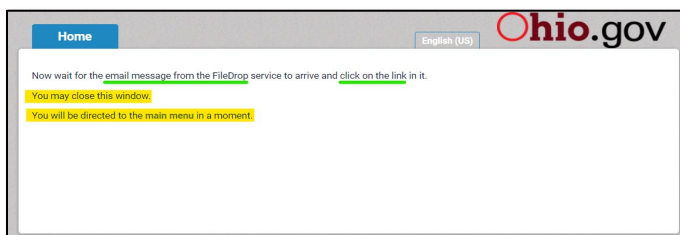
1. Visit **website:** <https://filedrop.cloudfs.ohio.gov/>
2. Click **Drop-off button**  to drop-off (upload) file(s).



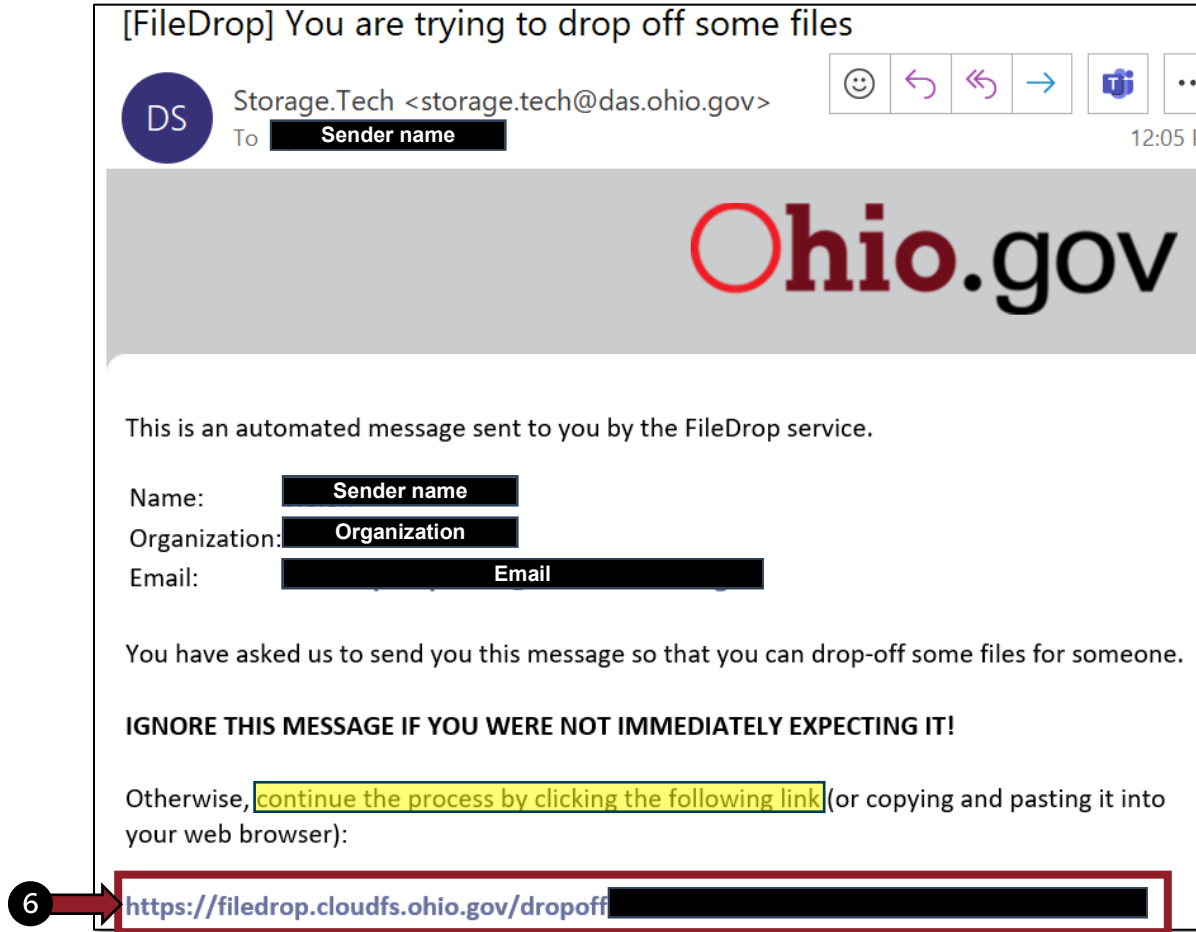
3. On the next screen, enter **sender name, organization name and email address.**
4. Check **I'm not a robot** and then click **Send confirmation** .



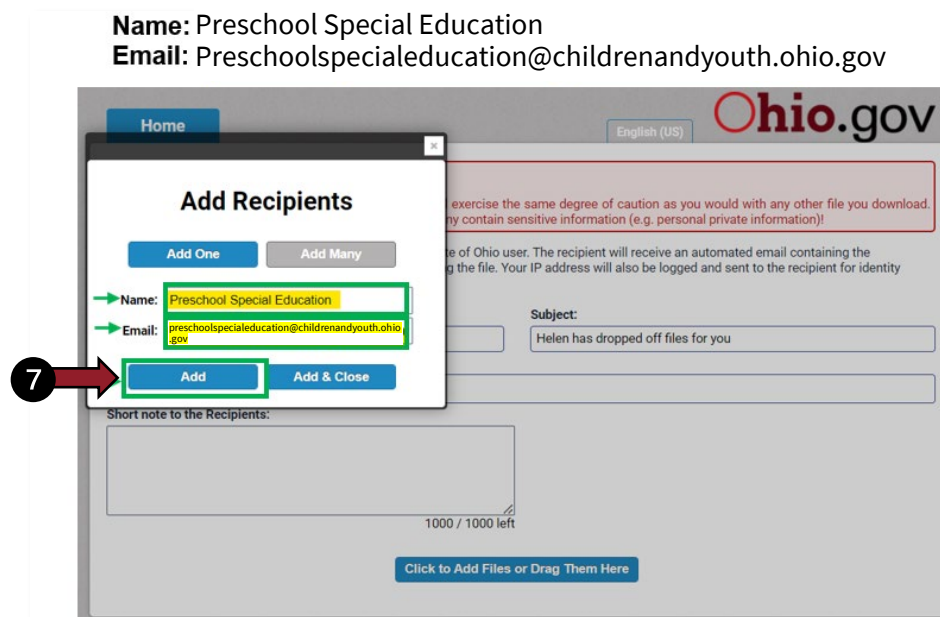
5. Upon clicking Send confirmation, the following message will appear and sender will receive an email from Storage.Tech@das.ohio.gov.



6. 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.



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



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

The screenshot shows the Ohio.gov FileDrop interface. At the top, there is a 'Home' button and a language selector for 'English (US)'. A 'PLEASE NOTE' box contains a warning about virus scanning and encryption. Below this, a message explains the purpose of the form. The 'From:' field is filled with a redacted name. The 'Subject:' field contains 'has dropped off files for you'. The 'To:' field contains the email address 'preschoolspecialeducation@childrenandyouth.ohio.gov'. A text area for 'Short note to the Recipients:' contains the text 'Files from ABC School District'. A red box with the number '8' and an arrow points to this text area. Below the text area is a blue button labeled 'Click to Add Files or Drag Them Here', which is also highlighted with a red box and the number '9' and an arrow.

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

The screenshot shows the Ohio.gov FileDrop interface with files added. The 'PLEASE NOTE' box and message are the same as in the previous screenshot. The 'From:' and 'Subject:' fields are the same. The 'To:' field is the same. The 'Short note to the Recipients:' text area is the same. Below the text area is a blue button labeled 'Click to Add Files or Drag Them Here'. Below this button is a table with three columns: 'Filename', 'Size', and 'Description'. The table contains three rows of files, each with a red 'x' in the 'Description' column. A red box with the number '10' and an arrow points to a blue button labeled 'Drop-off Files' at the bottom of the page.

Filename	Size	Description
1: Student NameA.docx	11.6 KB	<input type="text"/> x
2: Student NameB.docx	11.6 KB	<input type="text"/> x
3: Student NameC.docx	11.6 KB	<input type="text"/> x

11. 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	11.6 KB	818FAEEB35C2B3D03EA2B75C3AFADAE7 F1C4BA1608095F6DC63203C504BA7C1C	
Student NameB.docx	11.6 KB	B10F76B10198C2E858723EC19DE3A5BC 36E9E50E8D5AAD4F2F69585A877ABF0E	
Student NameC.docx	11.6 KB	067C09616187AF051A4876CC40F252B9 AC4EAFBE37D2DA97D9EFF76A273E7B65	

3 files

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

Comments:
Files from ABC School District

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

DS Storage.Tech <storage.tech@> To: [Redacted] 6/26/2023

Ohio.gov

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

The drop-off you made (claim ID: pRymF3B9z6mRTdf4) 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: pRymF3B9z6mRTdf4
Date of Drop-off: 2023-06-23 15:48:30

Note:
Files from ABC School District

— Sender —
Name: [Redacted]
Organization: [Redacted]
Email Address: [Redacted]

— Files —
Name: Student NameA.docx