

Instructions for Uploading a File to the SSWS Dropbox

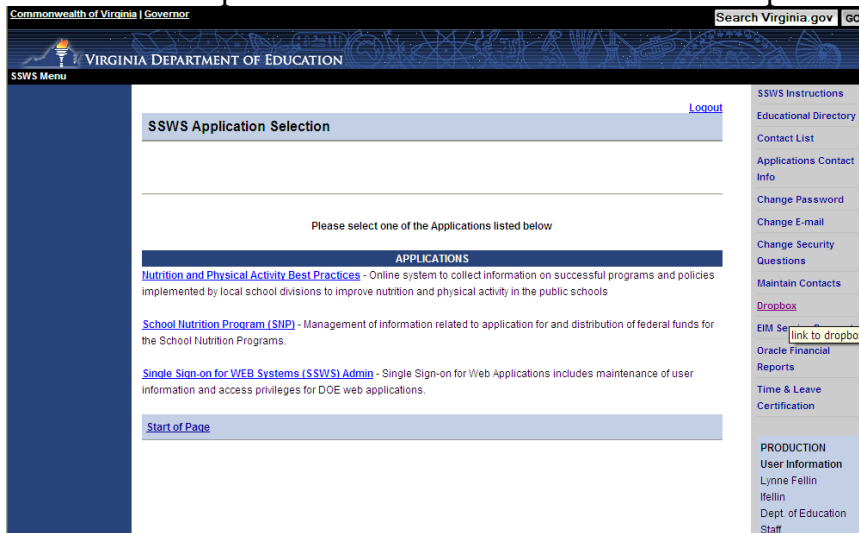
To submit the list of Students Approved Free by Direct Certification for Validation of the Identified Student Percentage (ISP) for CEP.

The VDOE Dropbox process will allow any SSWS account holder to send data files to any other SSWS account holder. Dropbox is to be used for the communication of official VDOE data only. It provides a secure “File Transfer Protocol” (FTP) style function within the VDOE infrastructure for the transfer of sensitive or confidential information.

Please NOTE: File upload and download time is highly dependent on the file size and network speed. Larger files may require a very long time to upload and download between the local environment and the VDOE servers. Please do not exit the browser or otherwise navigate away from Dropbox page until the process has finished

Step One:

- Log in to SSWS.
- At the main menu, look to the gray field to the right and scroll down to “Dropbox.”
- Click the dropbox link to enter the area for secure file uploads.



Step Two:

- Leave the “**School Division**” field set to “All” for both the **To** and **CC**.
- Select “**Receiver**” from the drop down list – select the name of the DOE SNP specialist assigned to your division from the dropdown list. The assigned SNP Staff are:
 - Region 1 School Divisions – Denise Clark
 - Region 2 School Divisions – Suzanne Wood
 - Region 3 School Divisions – Suzie Kollaja
 - Region 4 School Divisions – Lynne Fellin
 - Region 5 School Divisions – Karen Howard
 - Region 6 School Divisions – Lynne Fellin
 - Region 7 School Divisions – Dianne Suhrbier
 - Region 8 School Divisions – Rasa Lakas

- Also select “**CC: Receiver**,” and choose **Lynne Fellin or Catherine Digilio Grimes** from the dropdown box to be copied on the e-mail.
- Enter the Subject as shown substituting your school division name for DIV NAME.
- Select “Browse” to look for the file on your computer to upload. Upload the April 1, 2015 list of Students Directly Certified for Free Meals by any method for the CEP participating school(s) or Division-wide listing if all schools are participating in CEP. File size limit is 400mb
- Select “Submit” to send the file.

The SNP specialist will receive an automated e-mail telling them a file has been dropped into SSWS. All information in the file remains secure and confidential and is deleted from SSWS within 6 days calendar if it is not downloaded. Files cannot be retrieved once deleted.

The screenshot shows the 'Virginia Department of Education Dropbox' interface. The main content area is titled 'File information' and contains the following fields:

- To: School Division:** All (dropdown)
- Receiver:** None (dropdown)
- CC: School Division:** All (dropdown)
- Receiver:** Fellin, Lynne (dropdown)
Assoc. Dir.-SNP/Coordinator-Healthy VA Initiatives
Virginia Department of Education
Finance & Operations
School Nutrition Programs
- Subject:** DIV NAME - F/R Eligible Benefit Issuance List
- Select File:** New (dropdown)
- File to Upload:** [text input] [Browse...]
- Submit** button

On the right side, there is a vertical menu with the following items:

- Instruction
- Upload File
- Download File
- PRODUCTION**
- User Information**
- Lynne Fellin
- Ifellin
- Dept. of Education Staff
- VDOE Application Contact**
- Susan Williams
- (804) 225-4112
- [E-Mail]
- VDOE SSWS Admin**
- Vickie McCrory
- (804) 225-2827
- [E-Mail]
- Adobe's Acrobat Reader
- Microsoft Excel Reader