**Attachment D, Memo No. 111-18**

**May 4, 2018**

# **Instructions for Uploading a File to the SSWS Dropbox**

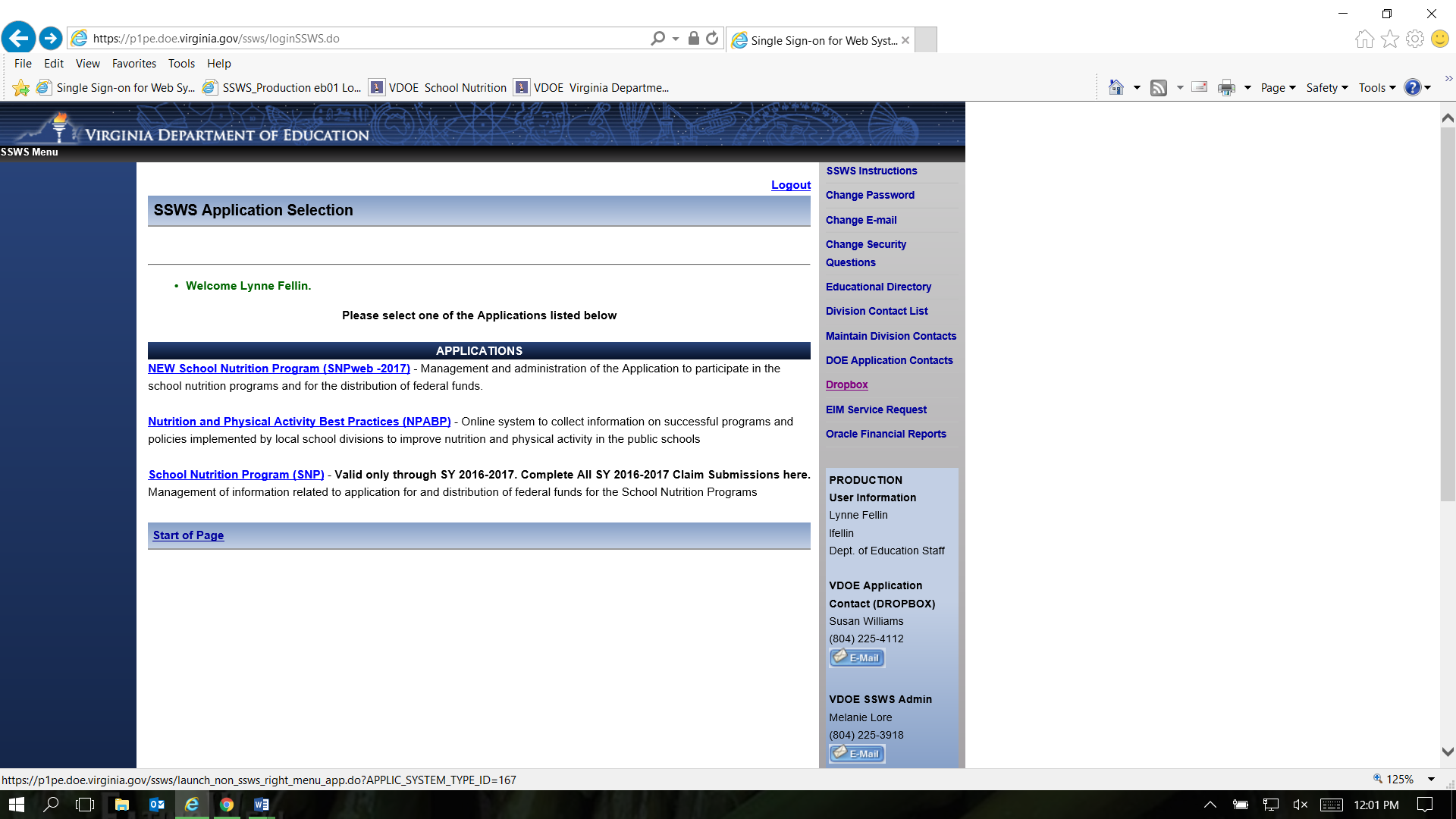
**To submit the confidential list of students approved Free by direct certification (identified students) for validation of the identified student percentage (ISP) for the CEP application, follow the two steps outlined below.**

The Virginia Department of Education Dropbox process will allow any SSWS account holder to send data files to any other SSWS account holder. The SSWS 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 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 the SSWS Dropbox page until the process has finished.

# **Step One – Log in to SSWS and the SSWS Dropbox:**

* Log in to SSWS. The URL is: https://p1pe.doe.virginia.gov/ssws/login.page.do
* 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 – Upload File to SSWS Dropbox:**

* Leave the **“School Division”** field set to “All” for both the **To:** and **CC:** fields.

* Select ***“*Receiver*”*** from the dropdown list – scroll down to select the name of the DOE SNP specialist assigned to your division from the dropdown list. Check the name, title, and agency displayed to be sure the confidential file will be sent to the person you intended and no one else.
* Enter the **“Subject”** as shown substituting your school division name/number for DIV NO.
* Select **“Browse”** to look for the file on your computer to upload. Upload the April 1, 2018, list of students directly certified for free meals by any method for the CEP participating school(s) or divisionwide 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 email message telling them a file has been sent to their SSWS dropbox. All information in the file remains secure and confidential and is deleted from SSWS within 6 calendar days if it is not downloaded by the recipient. Files cannot be retrieved once deleted by the sender or receiver.

