## 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 steps 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 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 the SSWS Dropbox page until the process has finished.

## **Step One:**

- Log in to SSWS: <u>https://p1pe.doe.virginia.gov/ssws/login.page.do</u>
- 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.

Commonwealth of Virgin	Sea	arch Virginia.gov GO
	NIA DEPARTMENT OF EDUCATION	32.
SSWS Menu		SSWS Instructions
	Logout	Educational Directory
	SSWS Application Selection	Contact List
		Applications Contact Info
		Change Password
	Please select one of the Applications listed below	Change E-mail
	APPLICATIONS	Change Security Questions
	Nutrition and Physical Activity Best Practices - Online system to collect information on successful programs and policies implemented by local school divisions to improve nutrition and physical activity in the public schools	Maintain Contacts
	School Nutrition Program (SNP) - Management of information related to application for and distribution of federal funds for the School Nutrition Programs.	EIM Selink to dropbox
	Single Sign-on for WEB Systems (SSWS) Admin - Single Sign-on for Web Applications includes maintenance of user	Reports
	information and access privileges for DOE web applications.	Time & Leave Certification
	Start of Page	
		PRODUCTION User Information Lynne Fellin Ifellin Dept. of Education

## 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 as follows:
  - Region 1 School Divisions Denise Clark
  - Region 2 School Divisions Suzanne Wood
  - Region 3 School Divisions Suzie Kollaja
  - Region 4 School Divisions Karen Howard
  - Region 5 School Divisions Casey Dickinson
  - Region 6 School Divisions Thomas Patrick
  - Region 7 School Divisions Sara Silvernail
  - Region 8 School Divisions Rasa Lakas

- Enter the Subject as shown substituting your school division name for DIV NAME.
- Select "Browse" to look for the file on <u>your</u> computer to upload. Upload the April 1, 2017, list of students directly certified for free meals by any method for the Community Eligibility Provision 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 dropped into SSWS. 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.

	Logout	Instruction
Virginia Department of Edu	cation Dropbox	Upload File
	n Dropbox provides a secure method of transferring files, containing sensitive or WS account owners. Click the instruction link on the gray right-hand menu for full	Download File PRODUCTIO User Inform Lynne Fellin
Upload Files		Ifellin Dept. of Edu
	File information	Staff
To: School Division :		VDOE Appli
Receiver:	None	Contact Susan Willia
		(804) 225-4
CC:School Division :	All	E-Mail
Receiver :	Fellin, Lynne ≪ Assoc, Dir-SNPCoordinator-Healthy VA Initiatives Virginia Department of Education Finance & Operations School Nutrino Frograms	VDOE SSW Vickie McCra (804) 225-2
Subject :	DIV NAME-Direct Certification IS List	Adobe's Reader
Select File:	New 👻	Microso Reader
File to Upload :	Browse	