# Attachment B, Memo No. 2019-2020-15

# September 20, 2019

## **Instructions for Uploading Direct Certification Excel Spreadsheet to SSWS**

1. Log in to [SSWS](https://p1pe.doe.virginia.gov/ssws/login.page.do). At the main menu, in the gray column to the right, scroll down to ***Dropbox*.**  Click the link to enter the Dropbox.

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1. In the ***To: School Division*** field, leave it set to ***All*.**
2. In the ***Receiver*** field, select the name of the person who should receive the file (Fellin, Lynne) from the dropdown list.
3. In the ***CC: School Division***field, leave it set to ***All*.**
4. In the second ***Receiver*** field, select the person who should be copied on the file (Patterson, Karen).
5. In the ***Subject*** field, enter the name of the file being sent: “(Name/Number of Private SFA) Student Enrollment for DC”.
6. In the ***Select File*** field, leave it set to ***New*.**
7. In ***File to Upload*** field, select ***Browse*** then find the file on your computer and select it.
8. **Important:** Before submitting the file, check the ***Receiver***fields (numbers 3 and 5) to be sure the correct persons are selected. If not, this confidential information could be sent to the wrong person, breaching the confidentiality. Select ***Submit*** to send the file.