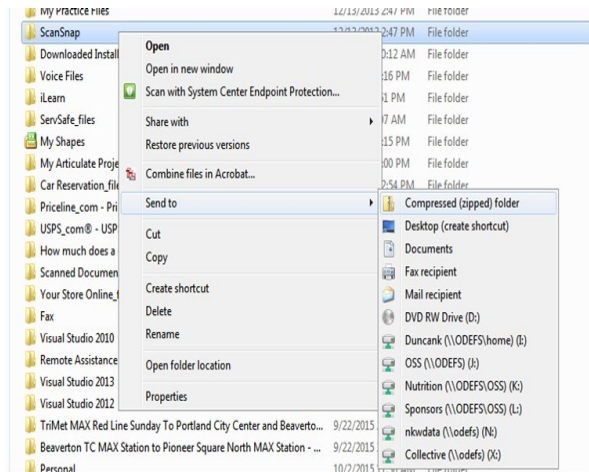


How to zip and send files by Secure File Transfer

CREATING A ZIPPED FILE

1. Create a folder named *Name of Sponsor_Subject documents*(eg. AR, CEP, PLE, EOB to your shared drive or desktop.
2. Put ALL requested files into the folder. (If you are only sending one file, less than 1GB, you do NOT need to zip it. You can proceed to “Sending a Secure File Transfer”)
3. To zip the folder so that you can send it through secure file transfer, do the following:
 - a. Right click on the folder
 - b. Select Send to and then select Compressed (zipped) folder
 - c. Once you have done this, you will see a folder of the same name with a zipper.



- d. Save the file.
4. This is the file that you will select when you secure file transfer your information to the school nutrition mailbox.
 - School Nutrition Mailbox - ode.schoolnutrition@ode.oregon.gov

SENDING A SECURE FILE TRANSFER

To use the ODE secure file transfer site, you must have a Central Login username and password. If you already have access to Direct Certification or the ODE electronic Free and Reduced application site, then you have a username and password. If you don't have a username and password, please contact your [District Security Administrator](#).

TIP: ODE Password Policy enforces passwords to be changed every 90 days. You can reset your password on the Password Reset page. Accounts that have been inactive for 24 months will be removed.

Central Login

ODE SYSTEM USE NOTIFICATION

By accessing ODE information systems you agree to abide by state and federal privacy and security laws, executive orders, directives, policies, regulations, and standards and further understand the following:

1. Users are accessing a State Government information system;
2. Information system usage may be monitored, recorded, and is subject to audit;
3. Unauthorized use of the information system is prohibited and subject to criminal and civil penalties; and
4. Use of the information system indicates consent to monitoring and recording.

User Name:

Password:

Remember this device

To request a new **User Name**, contact your District Security Administrator.
[Locate your District Security Administrator](#)

Click [Forgot/Reset password?](#)

1. Log in at: <https://district.ode.state.or.us/apps/xfers/>
2. Select Secure File Transfer from the items displayed.
3. On the Secure File Transfer page enter
 - a. **Recipients for the file:** Click 'To:' button to access list of internal recipients OR type in emails separated by either commas (,) or semicolons (;). (Please send Administrative Review documents to the School Nutrition mailbox. ode.schoolnutrition@ode.oregon.gov)
 - b. **File being sent:** Click on select file. Locate the file you want to be transferred and click 'Open'.
 - c. **Message to accompany file:** 'Enter Your Message Here' enter the message you would like to have sent with your file.
 - d. **Send File:** Click on 'Send File'

Secure File Transfer

Recipients for the file

To:

Click 'To:' button to access list of internal recipients OR type in emails separated by either commas (,) or semicolons (;).

Oregon Department of Education employees and contractors must read and follow the guidelines and requirements for confidentiality in working with student or local education employee information. ODE Policy 581-101 Sharing student education records must comply with the [Family Educational Rights and Privacy Act \(FERPA\)](#).

File being sent

Locate the file to send

Select File...

(File size must be under 1 GB)

Allowed file types: .TXT, .DOC, .XLS, .XLSX, .PDF, .HTM, .HTML, .ASP, .ASPX, .PPT, .PPTX, .PPSX, .CSV, .GIF, .JPG, .JPEG, .ZIP, .DAT, .MDB, .XML, .SMF, .DBF, .DOCX, .PPS, .MSG, .MP3, .MP4

Message to accompany file

Enter your message here

Send File

Reset

Links for external users

TO ENABLE OUTSIDE USERS TO USE SFT TO SEND FILES: Users must click on "Get External Link" . Use to send a one-time link to outside sender (a sender outside of Central Login/ODE who would like to send you a file). This recipient will use the link to send a Secure File Transfer to internal ODE or Central Login users. The person you generate this link for will receive an email with instructions on how to use it. Please be aware that if you send the link on a Friday afternoon, the link will expire over the weekend.

Get External Link