

Secure File Transfer Instructions

To be used for any student specific data, and/or large files. Anyone who has access to the district site can use this transfer feature.

Link to site:

<https://district.ode.state.or.us/home/>

On home page, on right side, under Quick Links:

Click on “Secure File Transfer” (third link from the bottom of the list).

Enter who is to receive the document – either:

ODE from the list at the top left of this page,
or
Outside Recipients

Fill in each section of this page; - enter

Your email address
Upload file you want to send
Enter any message you wish
Then click the “send file” button

The site automatically sends an email to the recipient(s) that includes a link to the log-in page the recipient must go to open the file.

NOTE:

If you are the ‘recipient, the file will expire after 7 days. If you want to keep the data, be sure to save it.

If you are the ‘sender’, only 1 file can be sent at a time.