

Secure File Transfer Instructions <https://district.ode.state.or.us/home/>

Click on Secure File Transfer (See red circle below)

The screenshot shows the top navigation bar of the ODE website. The main navigation menu includes 'Data Enterprise', 'News', 'Training', and 'Help'. On the right, there is a 'QUICK LOGIN' section with fields for 'User Name:' and 'Password:', a 'LOGIN' button, and a link for 'Forgot User Name or Password?'. Below the login section is a 'QUICK LINKS' section with various links. The link 'Secure File Transfer' is circled in red. Other links in the 'QUICK LINKS' section include 'Collection File Formats', 'Data Collection Committee', 'Data NEWSline', 'Find Security Administrator', 'Institutions Lookup', 'IT Managers', 'Free and Reduced Lunch', 'Visual Preferences', and 'ODE Public Site'.

After the Secure File Transfer Window opens (see web screen shot on next page):

- Go to *Who Receives the file?*
 - Find your specialist in the ODE Email List, click on the name and click the arrow to move to the ODE Recipient field.
- Go down to *Who is Sending the File?*
 - field and enter your email address.
- Go to *Locate your file to send:*
 - field and browse for your file you want to send.
- Enter a message if you have one.

- Type in the *Image Validation/Send File*
- Click *Send File*.

The attached file will be sent to your Child Nutrition Specialist and you will receive an email from the ODE Helpdesk stating a secure file was sent.

