

YISD Secure File Transfer

IMPORTANT: In order to adhere to cyber security protocols and keep student information safe and secure, please follow the instructions below on how to securely send files to external entities such as parents or other Non-YISD entities. Additionally, the documentation shows how to securely transfer files from within YISD, such as campus to campus using the @yisd.net email account.

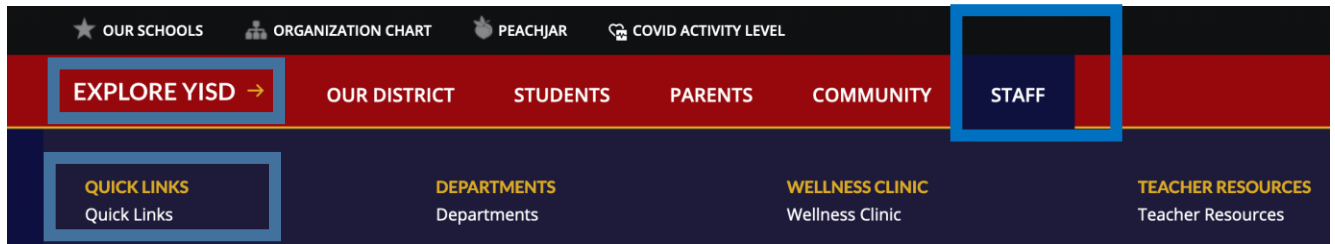
FILES WILL BE AVAILABLE FOR 72 HOURS!!!

IF FILES ARE DOWNLOADED, PLEASE DELETE FILES AFTER USE!!!

SENDING FILES – BY NON EMPLOYEES TO EMPLOYEES these groups will include parents and other external entities.


EXTERNAL ENTITIES ARE ONLY ALLOWED TO SEND FILES TO A YISD EMAIL ACCOUNT!!!

1. From the YISD webpage, Go to Explore YISD, Staff, Quick Links
2. Locate the Secure File Transfer Area
3. Click on the **External Users File Transfer** link

















YISD Secure File Transfer

4. The following screen will appear. Populate the From ,To, Subject, and Message fields
5. Click on “**I’m not a robot**” check box
6. Drag and drop files in the **Drag & Drop Files Here** box or click on the **Browse Computer** to search for files in your computer
7. Click on the “**Send Message**” button

 **Drop-off Portal**

Compose your message and attach your file:

<p>From: USER@YAHOO.COM</p>	<div style="border: 1px dashed gray; padding: 20px; text-align: center;">Drag & Drop Files Here</div> <p style="text-align: center;">or</p> <div style="background-color: #00a0e3; color: white; padding: 5px; text-align: center; border: 1px solid #00a0e3;">Browse Computer</div> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="background-color: #00a0e3; color: white;"> File #2 .PNG</td><td style="background-color: #00a0e3; color: white;">79.68 KB</td><td style="background-color: #00a0e3; color: white;">Ready </td></tr><tr><td style="background-color: #00a0e3; color: white;"> File # 1.jpg</td><td style="background-color: #00a0e3; color: white;">15.16 KB</td><td style="background-color: #00a0e3; color: white;">Ready </td></tr></table>	 File #2 .PNG	79.68 KB	Ready 	 File # 1.jpg	15.16 KB	Ready 
 File #2 .PNG		79.68 KB	Ready 				
 File # 1.jpg		15.16 KB	Ready 				
<p>To: USER@YISD.NET ✕</p>							
<p>Subject: SENDING TO EXTERNAL ENTITY</p>							
<p>Message: SENDING TO EXTERNAL ENTITY</p>							

 I'm not a robot 
reCAPTCHA
Privacy - Terms

Send Message

GLOBALSCAPE

8. The following screen will display.



Sent (2) files

Total file size: 28.26 KB

To: [redacted]@yisd.net

Send Another

GLOBALSCAPE
MAKE BUSINESS FLOW BRILLIANTLY