

YISD Secure File Transfer

SENDING FILES BY YISD USERS TO ANY EMAIL ADDRESS

These groups will include YISD personnel.

MAKE SURE TO USE 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 **YISD Users File Transfer** link

The screenshot shows the YISD website navigation menu. The top navigation bar includes links for OUR SCHOOLS, ORGANIZATION CHART, PEACHJAR, and COVID ACTIVITY LEVEL. Below this is a secondary navigation bar with links for EXPLORE YISD, OUR DISTRICT, STUDENTS, PARENTS, COMMUNITY, and STAFF. The STAFF link is highlighted with a blue box. Below the secondary navigation bar is a third navigation bar with links for QUICK LINKS, DEPARTMENTS, WELLNESS CLINIC, and TEACHER RESOURCES. The QUICK LINKS link is highlighted with a blue box. Below the third navigation bar is a red banner with the text EXPLORE YISD and We Deliver Excellence. Below the banner is a list of links: Wellness Clinic, Teacher Resources, T.I.S Technical Support, and Service Excellence at YISD. To the right of the list is a large logo for EXCELLENCE THE DISTRICT. Below the logo is a link for Nominations Service Excellence Nomination Form. Below the Nominations link is a list of links under the heading Web Applications. The list includes Agiloft, AMIGOS/SmartFindExpress, Benefits Enrollment, BIS Portal, Blackboard Messenger *New, Campus Improvement Plan (CIP) Application, Chancery Archive 2016-2017 (Intranet Only), Chancery Archive 2015-2016 (Intranet Only), Chancery Archive 2014-2015 (Intranet Only), and Chancery Archive 2013-2014 (Intranet Only). To the right of the Web Applications list is a list of links under the heading E-Mail. The list includes Outlook Email, Secure File Transfer for Parents, and Secure File Transfer for Employees. The Secure File Transfer for Employees link is highlighted with a red arrow. Below the E-Mail list is a link for Links.

OUR SCHOOLS ORGANIZATION CHART PEACHJAR COVID ACTIVITY LEVEL

EXPLORE YISD → OUR DISTRICT STUDENTS PARENTS COMMUNITY STAFF

QUICK LINKS Quick Links DEPARTMENTS Departments WELLNESS CLINIC Wellness Clinic TEACHER RESOURCES Teacher Resources

EXPLORE YISD We Deliver Excellence

Wellness Clinic

Teacher Resources

T.I.S Technical Support

Service Excellence at YISD

EXCELLENCE THE DISTRICT

Nominations Service Excellence Nomination Form

Web Applications

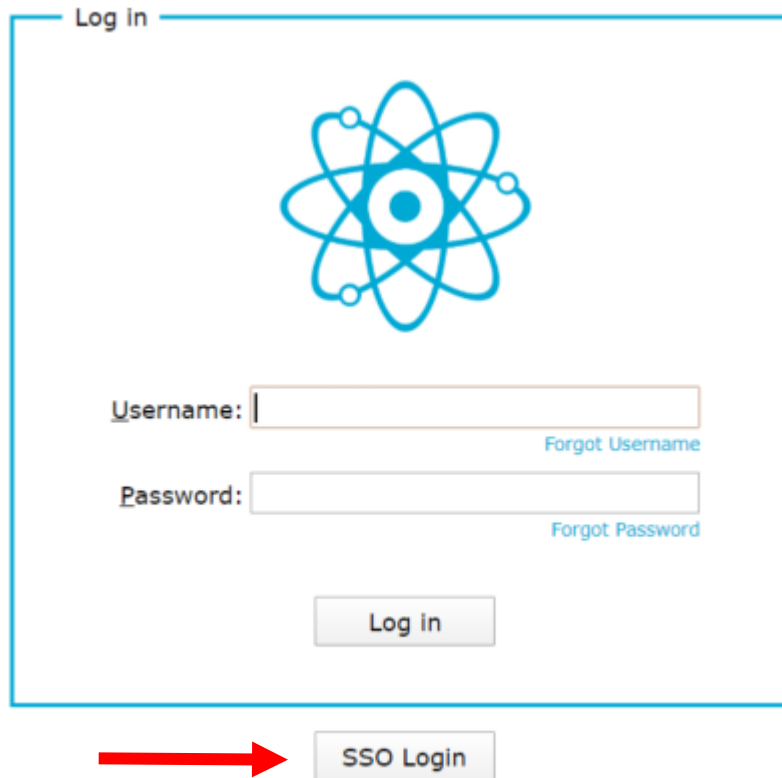
- Agiloft
- AMIGOS/SmartFindExpress
- Benefits Enrollment
- BIS Portal
- Blackboard Messenger *New
- Campus Improvement Plan (CIP) Application
- Chancery Archive 2016-2017 (Intranet Only)
- Chancery Archive 2015-2016 (Intranet Only)
- Chancery Archive 2014-2015 (Intranet Only)
- Chancery Archive 2013-2014 (Intranet Only)

E-Mail


- Outlook Email
- Secure File Transfer for Parents**
 - External Users File Transfer
 - Used by parents to send in secure documents to yisd employees
- Secure File Transfer for Employees**
 - YISD Users File Transfer
 - Used to send secure email internally(YISD) and externally (parent emails)

Links

4. The following screen will appear, click on the “SSO Login” button



Log in



Username: [Forgot Username](#)


Password: [Forgot Password](#)



Log in

SSO Login


YISD Secure File Transfer


5. The following screen will appear. Populate the From ,To, Subject, and Message fields
6. Click on the **Send message body securely** checkbox
7. Drag and drop files into the **Drag & Drop Files Here** box or click on the **Browse Computer** to search for files in your computer
8. Click on the “**Send Message**” button

 **Send Portal**

  [Log off](#)

Compose your message and attach your file:

From:
@yisd.net

To:
@yisd.net

Add CC **Add BCC**

Subject:
Sending Files to YISD Personnel





Message:
Sending Files to YISD Personnel

☒ Send message body securely

Drag & Drop Files Here

or

Browse Computer

 File # 3.docx	13.09 KB	Ready 
 File # 1.jpg	15.16 KB	Ready 

Message Delivery Options

Send Message



Sent (2) files

Total file size: 94.85 KB

To: sopadillajj@yahoo.com

Send Another