SHAREFILE USER GUIDE

What is ShareFile?

ShareFile is a secure file sharing platform that allows the State to securely share files with agencies. The Florida Department of Education (FLDOE) uses this platform agency wide. As such, there are many folders that are managed by various FLDOE Divisions and units. This user guide is specific to the folders that the Division of Career and Adult Education (DCAE), Office of Research & Evaluation manages. It is in these folders where files such as NRS and Perkins agency level data files are placed. Access to these specific ShareFile folders is exclusively granted by DCAE.

Who has access to ShareFile?

To maintain limited access and guarantee the fidelity of data, only agency Reports Coordinators are granted authorized access to the aforementioned ShareFile folders. If there are changes to the Reports Coordinators role, the Workforce Education Data Systems (WEDS) or Community College (CCTCMIS) team will inform DCAE after receiving proper notification from the agencies. An IT HelpDesk ticket will then be placed to add the new Reports Coordinator to ShareFile. By implementing these guidelines, DCAE ensures that data stored on ShareFile remains secure and protected.

For agencies only running secondary programs, it is necessary to designate a ShareFile access individual for accessing their Perkins and other secondary-related reports. To assign a ShareFile contact person, please provide the following information for this individual:

- o Contact name (first and last)
- o Email address
- o Phone number
- o The name of the prior ShareFile person (if applicable)
- o Effective date of the change

The Secondary CTE director should draft an email containing the requested details above and send it to Merve.Pamuk@fldoe.org.

Moreover, in the event of any changes to the designated ShareFile user in the future, Secondary CTE directors are requested to submit an update request via email to Merve.Pamuk@fldoe.org, including the aforementioned details.

How to request a Reports Coordinator update?

Districts

Reports Coordinator changes must be initiated by the district Superintendent by sending a memo or email signed by the superintendent to the WEDS staff. Once they receive this information, the WEDS team will promptly update their records and grant them the appropriate folder access. The instructions for this process are as follows:

1. Draft an email to the WEDS team specifying the upcoming change.

2. Make sure to include the following fields:

   o The name of the new Reports Coordinator

   o Email address

   o Phone number

   o The name of the prior Reports Coordinator (if applicable)

   o Effective date of the change

3. Send the email to WEDSTeam@fldoe.org

Florida College System Institutions

1. Download the College Directory spreadsheet from the [CCTCMIS website](#).

2. Filter the spreadsheet by your college's name or number.

3. Make the necessary updates to the spreadsheet.

   a. When adding duty assignments, use only the following values:

   - President

   - Chief Financial Officer

   - Chief Information Officer
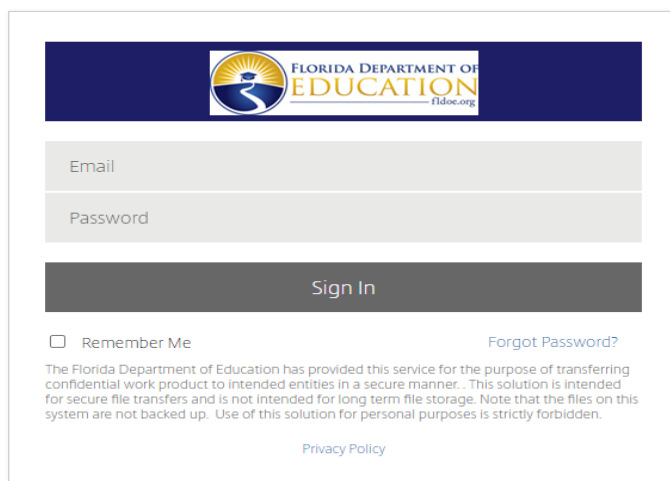
   - Executive Assistant to the President

- MISATFOR

- Reports Coordinator

b. If an individual has multiple duty assignments, create a separate, complete row for each assignment.

4. Write an email summarizing your changes and attach either the updated spreadsheet or a screenshot of the worksheet. Ensure that your spreadsheet only contains your college's directory information.

5. Send the email to CCTCMIS.Communications@fldoe.org.

Community Based Organizations (CBO)

The CBO Contact Directory is located at the bottom of the CBO Database Handbook Website. If a reports coordinator needs to be added or removed from this list, please send an email to the WEDS team at WEDSTeam@fldoe.org, indicating whether an addition, change, or deletion is needed.

Where can ShareFile be accessed?

ShareFile can be accessed at https://fldoe.sharefile.com/

Upon logging into ShareFile, your agency's folder can be located by navigating to the "Folders" section and then selecting "Shared Folders" from the drop-down menu. You may have access to multiple folders, even some that use the same naming convention. DCAE related folders in which agency level files are placed are:

➢ Folders\DCAE\BAA - Budget Accountability Assessment\District Shared Files\ *00 – Agency name*

➢ Folders\DCAE\BAA - Budget Accountability Assessment\Agency to DCAE Dropbox

The parent folder file path in red font above is not visible to agency users. Agencies will only see the child folder file path, in green font above, "00 – Agency name," where "00" will reflect your specific agency number and "Agency Name" will reflect your agency's name; for example, *01 – Alachua*. This folder has download only permissions. This folder is used for files being shared by DCAE to your agency.

The "Agency to DCAE Dropbox" folder has upload only permissions. This folder is used for securely submitting files to DCAE staff from your agency.

Support

To receive assistance with accessing DCAE ShareFile folders, please contact Merve Pamuk at Merve.Pamuk@fldoe.org or (850) 245-0720.

If you need assistance regarding Grant-related folders, please contact OGM@fldoe.org, and someone in that office will assist you.