SHAREFILE USER GUIDE

What is ShareFile?
ShareFile is a platform that enables users to securely store, share, and collaborate on files and folders. Access to ShareFile is exclusively granted by the Division of Career and Adult Education (DCAE).

Who has access to ShareFile?
To maintain limited access and guarantee the fidelity of data, only agency Reports Coordinators are authorized to use ShareFile. If there are changes to the Reports Coordinators, the Workforce Education Data Systems (WEDS) or Community College (CCTCMIS) will inform DCAE after receiving proper notification from the agencies, and then IT (HelpDesk) will add the new coordinators to ShareFile. By implementing these guidelines, the DCAE ensures that data stored on ShareFile remains secure and protected.

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; however, the below available folders are utilized by DCAE for sending and receiving agency level data.
- Folders\DCAE\BAA - Budget Accountability Assessment\District Shared Files\00 – Agency name
- Folders\DCAE\BAA - Budget Accountability Assessment\Agency to DCAE Dropbox

The agency-specific folder, named “00 – Agency name,” has download only permissions. This folder is used for files being shared by DCAE staff with your agency.

The “Agency to DCAE Dropbox” folder has upload only permissions. This folder is used for securely submitting files to the DCAE staff by your agency.

**Support**

To receive assistance with accessing ShareFile folders, please contact Merve Pamuk at the provided contact information below.

Contact information:

**Merve Pamuk**  
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