

ShareFile Upload Link and Request for Documentation Example

- Below is an example of the upload link included in your email: (Counselors will also receive an upload link email for Deficiency Report Response).

Note: Citrix response Upload Box

If you have any questions regarding your High School Dual Enrollment Compliance Review or if I may be of assistance, please contact the Compliance Team at HighSchoolCompliance@gsfc.org or call 770-724-9105. We look forward to working with you and your school throughout this review.

Thank you,

- Once you click the link you will fill in the required fields and click continue:

To continue, please enter your information below.

Email

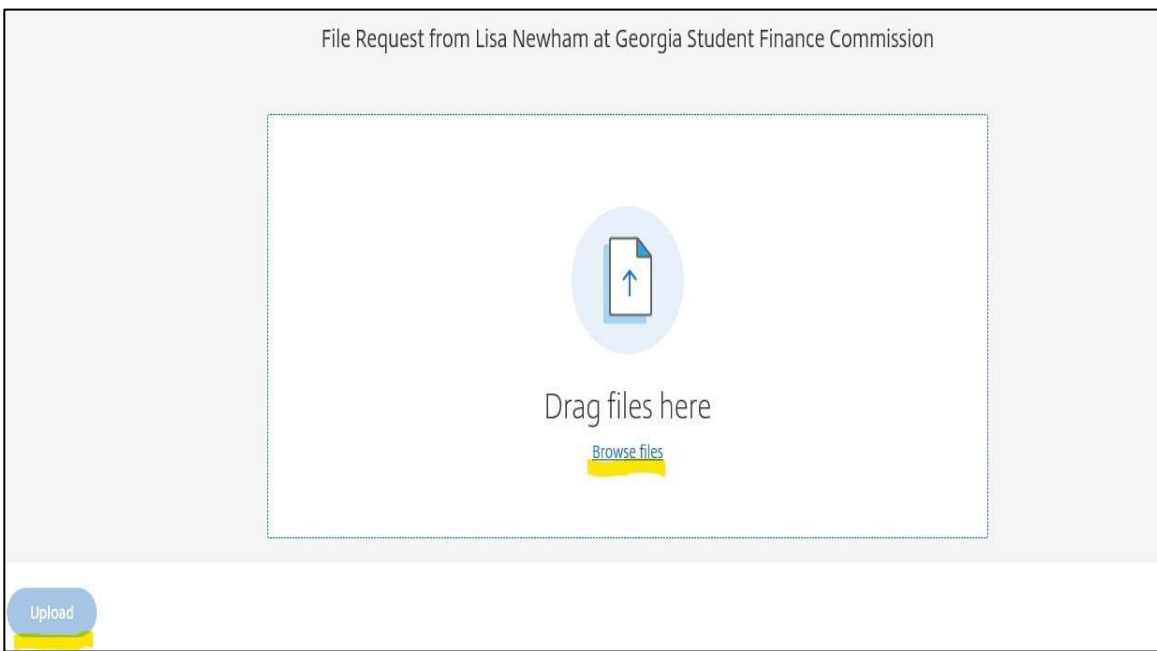
First Name

Last Name

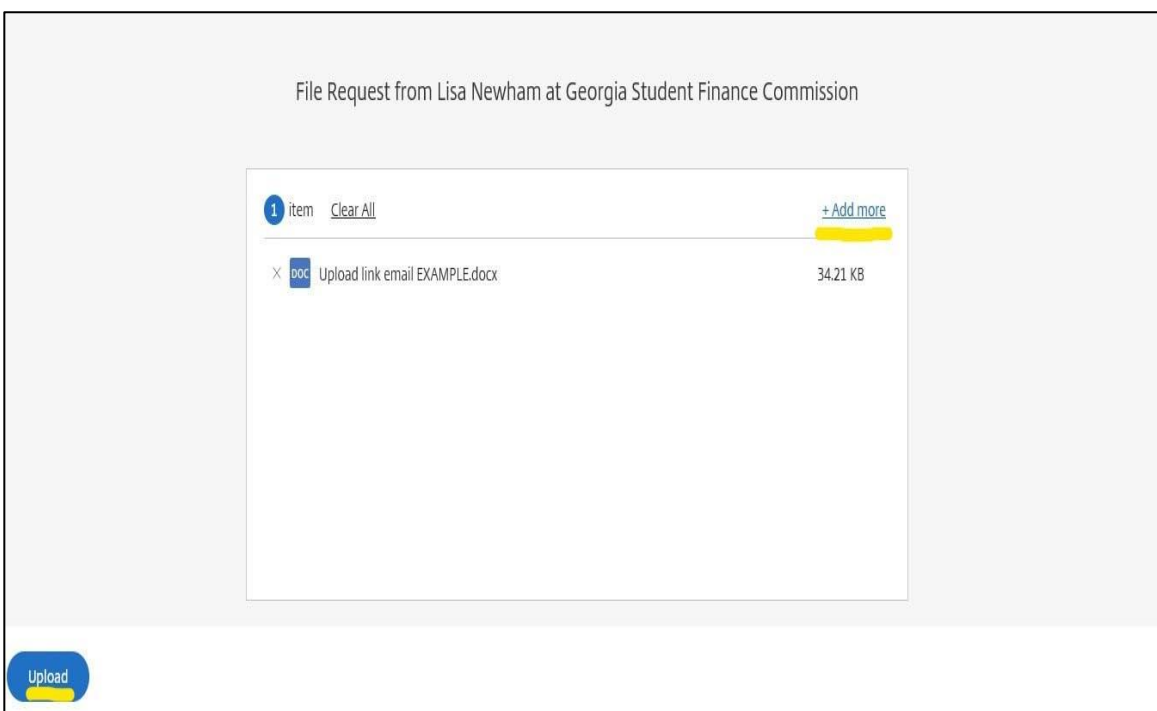
Company

Remember Me

- Once logged in you will drag and drop your files or click browse files to select files from a specific location. Do not attempt to upload folders. Citrix® does not support folder uploads but does support individual file uploads.
- Once you have selected the desired files, click the upload button in the lower left corner:



- You can continue to upload additional files by clicking add more in the top right corner, or you can exit ShareFile.



Examples for organizing files to be uploaded to ShareFile:

Please group the information in alphabetical order by last name.

ADOBE PDF Method:

You can scan paper documents into a single PDF file or merge multiple electronic files into a single PDF file in ADOBE. Once the student files are gathered collated alphabetically by last name, combine the individual student documents to create one PDF file. See the structure and example of file naming below.

For Example:

- PDF. #1 - Part A of the Notification Letter on school letterhead. File Name: **DE HCHC Response to NL.**
- PDF. #2 - Student’s high school and Dual Enrollment postsecondary transcripts (collated alphabetically by last name). File Name: **DE HCHS Student Files.**
- PDF. #3 - Final grade sheets from all the postsecondary institution(s) if applicable (you may also upload these individually as Excel spreadsheets). All final grade files must follow the below naming formula.
 - File name: **DE High School Name_Postsecondary Institution Name_Term Year**

Examples of combining individual student files into one PDF file



Examples of Naming Final Grade Sheets



Documents can be opened via ADOBE and documents can also be combined & saved as a PDF in ADOBE.

- **SHAREFILE will not accept folders**

