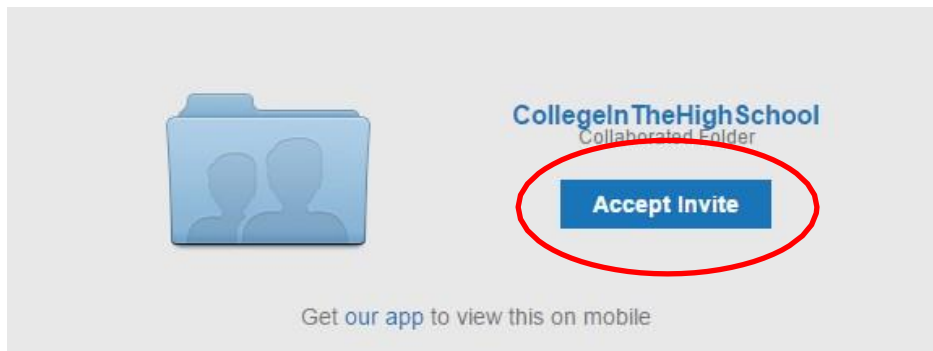


Washington State College in the High School Standards Review Application Secure Upload Site Instructions

The Washington State College in the High School Standards Review Committee utilizes a secure cloud-based system called **Box** to facilitate the official application review process. This tool provides secure file sharing capabilities for confidential documents, and storage for archived reviews.

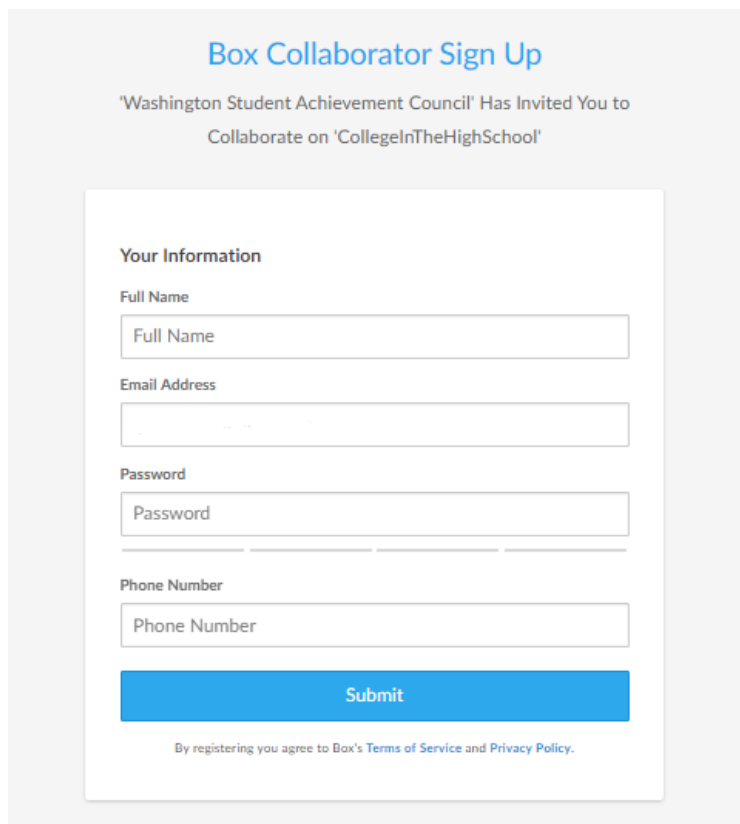
Instructions on how to access and use the online tool are below:

1. **Accept the Invitation.** An invitation to join Box will be sent to your email on May 19, 2020. Click on the “Accept Invite” button to access your school’s review folder. If you do not receive an email to access your Box folder by May 20, 2020 email Amelia Moore at ameliam@wsac.wa.gov.



Note: Please share this link only with members of your team who you would like to have **Editor** level access to the system.

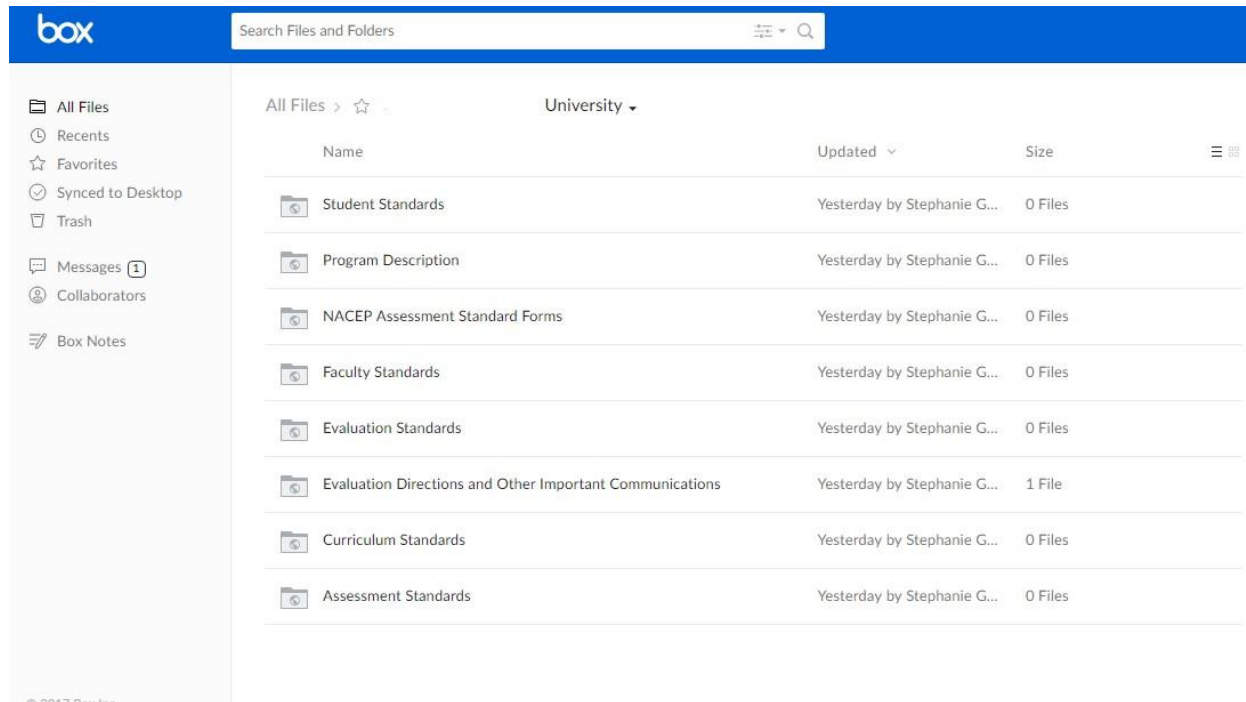
2. **Create a User Account.** Enter your information and select a password.



The image shows a 'Box Collaborator Sign Up' form. At the top, it says 'Box Collaborator Sign Up' in blue. Below that, it says ''Washington Student Achievement Council' Has Invited You to Collaborate on 'CollegeInTheHighSchool''. The form has a white background with a light gray border. It contains the following fields: 'Your Information' (header), 'Full Name' (text input), 'Email Address' (text input), 'Password' (text input), and 'Phone Number' (text input). There is a blue 'Submit' button at the bottom. Below the button, it says 'By registering you agree to Box's Terms of Service and Privacy Policy.'

Note: Once you submit your information you will be presented with a welcome screen prompting you with a series of questions. You may skip this step by clicking “**Skip this and go straight to Box,**” located under the “Next” button.

3. **Familiarize yourself with the folders.** Once logged in you will now have access to your school's folders.



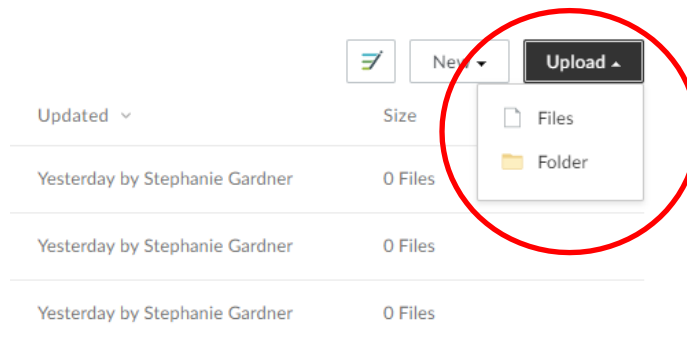
4. **Upload Folders of Documents to Box.**

Box will replace an existing file or folder with a newer version if you upload a file or folder with the same name. This allows you to easily copy updated files and folders with the same naming conventions from your hard drive into Box.

If you wish to delete the default folders in order to upload your own, you may do so. To upload files use one of the methods below:

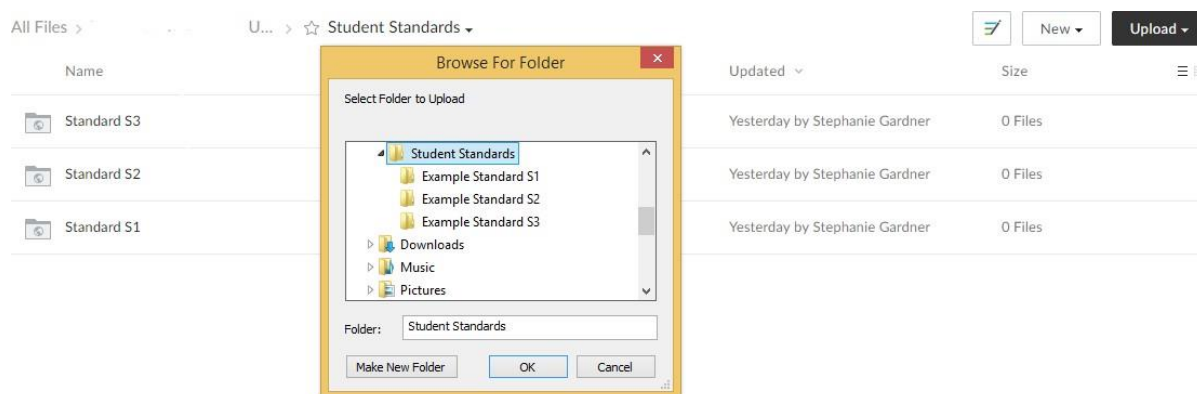
- **Box Sync**. This application will allow you to sync folders on your hard drive with the cloud-based site. It can be downloaded at: <https://app.box.com/settings/sync>.
- **Chrome** users can drag and drop entire folders containing files into their web browser.

- **Other Internet Browsers** require Java to be installed and unblocked. Click on the **down arrow** next to the **Upload** button and select **Upload Folders**.



A new **Drag and Drop** window will appear (you may need to enable popup windows for the site), allowing you to drag entire folders from the local drive to the Drag and Drop window on the *Box* site.

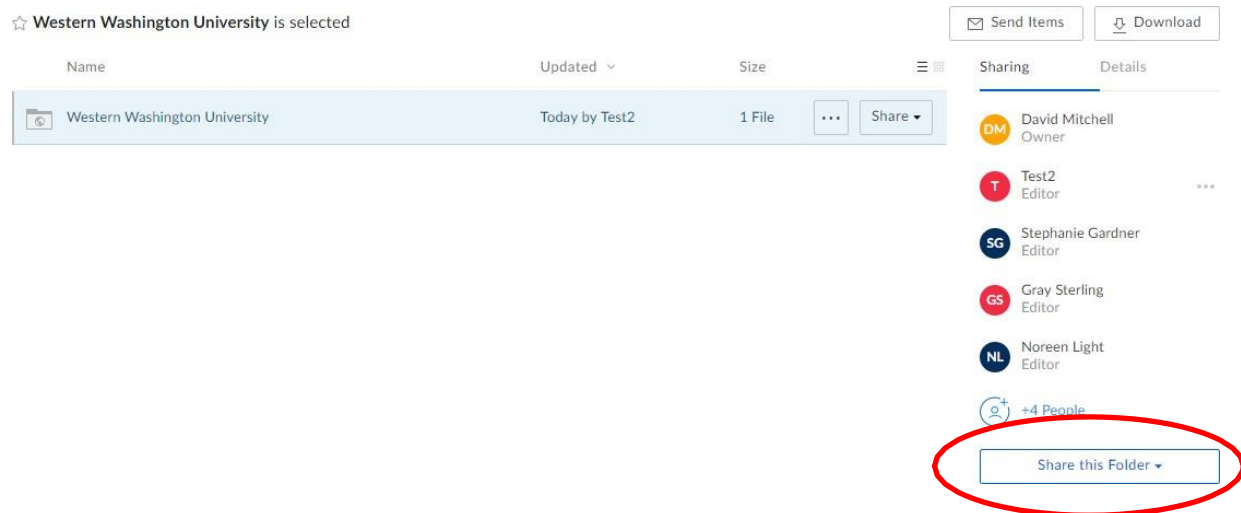
Click on **Upload** to send the files to the site. If there are errors with individual files during the upload process, you will need to reload those files separately.



Important: The file **Preview window** in *Box* prevents the display of certain PDF files (including the-supplied coversheets with fill-in forms), as well as any text highlights applied in Acrobat. Upon downloading, reviewers will be able see the original documents as they were uploaded.

However, any annotations or comments made using *Box*'s collaboration features such as **Box Note**, **Bookmark**, or **Comment** will **NOT** be seen by reviewers. You are welcome to use them for your school's internal use.

5. **Send an email** to Amelia Moore (ameliam@wsac.wa.gov) once you have successfully uploaded your complete application and it is ready for review.
6. **Invite Additional Members of Your Team** who need access to review, upload, edit, and/or delete files in your folder. To do so, make sure the folder is selected (click on it once and it will highlight in blue). Click on the **“Share this Folder”** button located on the bottom right side of the screen. Enter the email address(es) and chose whether you want to grant **Editor** or **Viewer** access.



The screenshot shows a dialog box titled "Invite to University". It has a close button (X) in the top right corner. The dialog is divided into three sections: "Invite" with a text input field for "Names or email addresses"; "Invitee Permissions" with a dropdown menu set to "Editor" and a "Learn More" link; and "Personal Message (Optional)" with a text area containing the message "Hello, I want to share my folder, 'University', on Box." At the bottom, there are "Cancel" and "Send Invites" buttons.

Questions? Contact Amelia Moore (ameliam@wsac.wa.gov) if you have any problems. Additional help and information on Box.com's features can be found at: <http://support.box.com/>. A [video](#) is also available to provide an overview.