

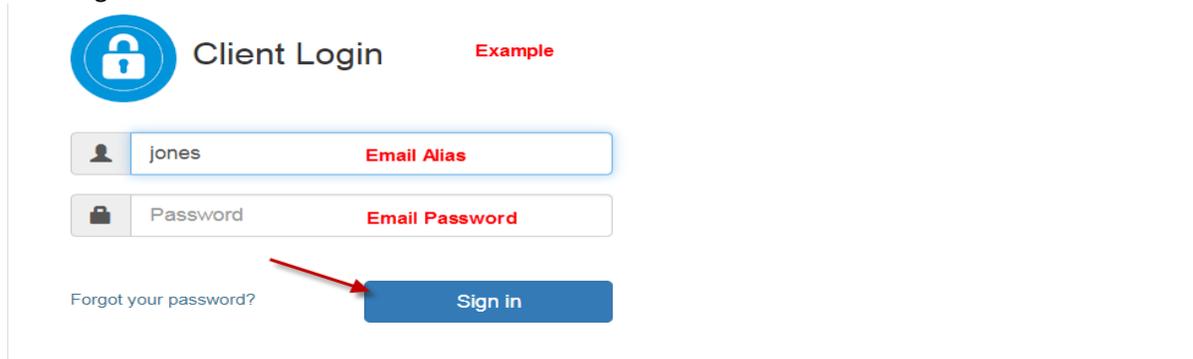
ACCESS SECURE TRANSFER

Go to this URL:

<https://secure.access-k12.org>

Log in with your email credentials. Use your email alias and your email password.

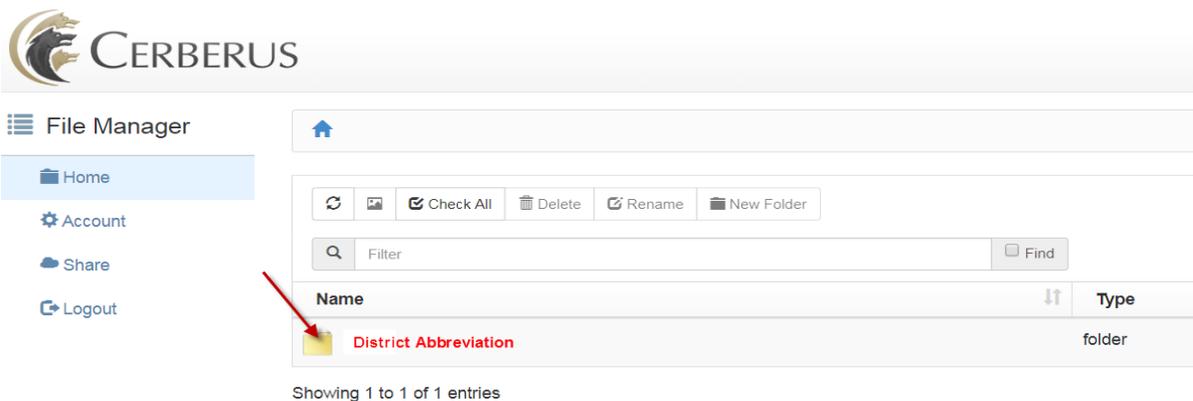
Click "Sign In"



The Client Login form features a blue padlock icon and the text "Client Login" with a red "Example" label. It includes two input fields: "Email Alias" with the value "jones" and "Email Password". A "Forgot your password?" link is located to the left of the "Sign in" button, which is highlighted with a red arrow.

Your district folder will display with your district name abbreviation.

Click on the folder.



The File Manager interface shows the "CERBERUS" logo and a sidebar with "Home", "Account", "Share", and "Logout". The main area displays a table with one entry: "District Abbreviation" (folder). A red arrow points to this entry. Below the table, it says "Showing 1 to 1 of 1 entries".

Click on

+ Add Files...

Browse on your computer & find the file you want to transfer.

Click on it. The file name will move to the "File Name" area. File name: ODJFS.19Q3

Click on "Open" (to the right)



The dialog shows a dropdown menu set to "All Files", an "Open" button with a red arrow pointing to it, and a "Cancel" button.

Click on "Start Upload"

Start Upload

This will load your file into the Secure Transfer area.

Let ACCESS know that your file has been loaded.