

Go to <https://filedrop.clarkson.edu>

If you are a member of the University (have a Clarkson login), you can login first, after which you click the “Drop-off” box. If you are not a member of the University, start by clicking on “Drop-off.”

The screenshot shows the top navigation bar with 'Home' and 'Login' tabs. The Clarkson University logo and 'defy.convention™' tagline are in the top right. Below the navigation is a login form with a 'Clarkson Username' label, a text input field, a password input field, and a 'Login' button. Below the login form, there is a section titled 'If you are a Clarkson user, you may login here:' with a 'Login' button and a note: 'Avoid having to verify your email address, and drop-off files to non-Clarkson users.' Below this is a section titled 'Anyone may perform the following activities:' with two buttons: 'Drop-off' and 'Pick-up'. The 'Drop-off' button is highlighted. Below the buttons is a 'Help' section with a heading and a paragraph of text, followed by a bulleted list of instructions and a link to 'How secure is Clarkson University FileDrop?'.

After clicking on “Drop Off” you will see the screen below. Enter your name and your email address in the boxes provided, click on “I’m not a robot” and then “Send Confirmation.” You may leave the “Your organisation” field blank.

The screenshot shows the confirmation page with the same navigation and logo as the previous page. Below the navigation is a section titled 'Information about the Sender' with a question 'Have you been given a "Request Code"?' and 'Yes' and 'No' buttons. Below the question are three text input fields: 'Your name:', 'Your organisation:', and 'Your email address:'. Below the input fields is a paragraph of text: 'To confirm that you are a real person (and not a computer), please complete the quick challenge below:'. Below the text is a reCAPTCHA widget with an 'I'm not a robot' checkbox and a 'reCAPTCHA' logo. Below the reCAPTCHA widget is a paragraph of text: 'I now need to send you a confirmation email. When you get it in a minute or two, click on the link in it.' Below the text is a 'Send confirmation' button. At the bottom of the page is a footer: 'Version 4.28 | Copyright © 2011 | About Clarkson University FileDrop'.

You will receive an email with a link. You may need to check your "Junk Email." **Clicking on the link in the email will bring you to the page below:**

Home Login

PLEASE NOTE

Files uploaded to Clarkson University FileDrop are scanned for viruses. But still exercise the same degree of caution as you would exercise when you download. Users are also **strongly encouraged** to encrypt any files containing sensitive information (e.g. personal private information) using a tool such as "Winzip" or "Encrypt Files", before sending them via Clarkson University FileDrop!

This web page will allow you to drop-off (upload) one or more files for a Clarkson user. The recipient will receive an automated email containing the information you enter below and instructions for downloading the file. Your IP address will also be logged and sent to the recipient for identity confirmation purposes.

From:

To:

Short note to the Recipients

Choose the File(s) you would like to upload

File 1: Choose File No file chosen Description:

File 2: Choose File No file chosen Description:

Drop off Files

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- **"From:"** will contain your email address.
- Click on the green \pm . An "Add Recipients" box will come up. In the **Name field** – enter **finaid**. In the **Email field** enter **finaidletters@clarkson.edu**. Click on the blue **"Add Recipient"**. If there is no need to add another recipient, close the box. In the **"Short note to the Recipient"** box enter any messages or comments. If you know the name of the person the file(s) need to be delivered to enter that person's name here. Submitted documents will be reviewed on a daily basis by the financial aid staff at Clarkson.
- To add document file(s), **"Choose the File(s) you would like to upload"** by clicking **"Choose File"**. Multiple files may be uploaded.
- After uploading the files, click on **"Drop off Files."** A **"Drop-Off Summary"** of files will appear and is your record of submission.
- You will receive an email confirming when a staff member has "picked up" your files. If there is an item on your PeopleSoft "To Do" list associated with your file submission it may take up to 5-7 business days for your "To Do" to be updated.