

Issue Date: September 18, 2024

Afterschool File Share Instructions

1. Login

To log in use the website link provided which will bring you to this front page. Log in with your assigned credentials.



2. Folder Location

Once you log in it will display the folders you have access to (only your organization's folder). Go into the folder by double-clicking on the folder icon

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Filter	C New Folder Dipload Toller Send Files			φ	Ð		
Files	My Files						
My Files	17 items						
Shared with Me	□ Name ↑	Size	Date				
Messages Received Messages	Addison_Northwest_School_DistrictVergennes_Elementary_School		04-09-2024 08:45:06				
Sent Messages	Boys_and_Girls_Club_of_Brattleboro_Inc		04-09-2024 08:45:05				
	Burlington_SD		04-09-2024 08:45:00				
	Caledonia_Central_SUCCSU_Afterschool		04-09-2024 08:45:06				
	Caledonia_Central_SUCCSU_Afterschool_Collaboration_Expansion		04-09-2024 08:45:02				
	Franklin_Northeast_SU		04-09-2024 08:45:04				
	King_Street_Center_Inc		04-09-2024 08:44:59				
	Kingdom_East_Unified_Union_School_District		04-09-2024 08:44:58				
	Missisquoi_Villey_SD		04-09-2024 08:42:17				



3. To AOE Folder

Inside the organization folder there will be both From_AOE and To_AOE folders. To upload the spreadsheet with the student information, please double-click and navigate to the **To_AOE** folder.

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S Web Transfe	emma.pearson@vermont.gov									
Filter	C 🖪 New Folder 🚯 Upload		Φ	Ð						
Files	My Files > Addison_Northwest_School_DistrictVergennes_Elementary_School									
My Files	2 items									
Shared with Me	Name 1	Size	Date							
Messages	From_AOE		04-09-2024 08:42:12							
Sent Messages			04-09-2024 08:42:04							

4. Upload File

You can either drag and drop a file into this folder or use the upload button on the top bar to upload the file to this folder.





