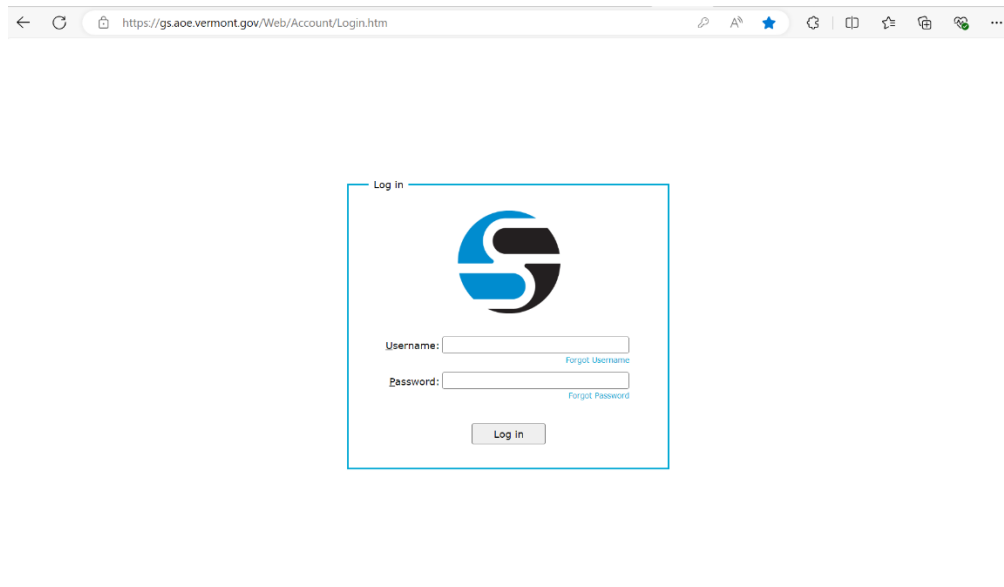


Issue Date: September 18, 2024

## Afterschool File Share Instructions

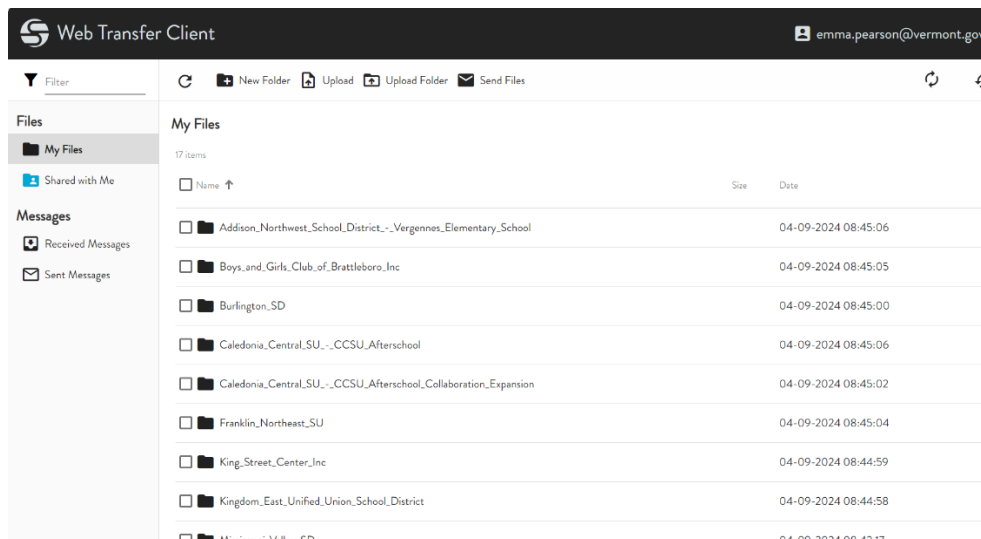
### 1. Login

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



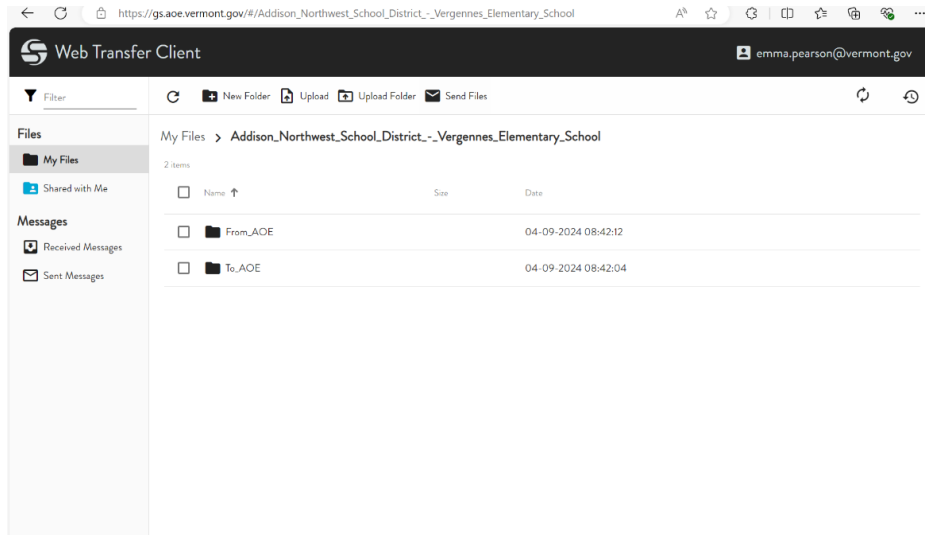
### 2. Folder Location

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



### 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.



### 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.

