

## How to access The SpEd File Exchange Dropbox

All SPED FILE EXCHANGE Users have been provided with the security access to download and upload the Circuit Breaker Update file to the Department of Education's web site.

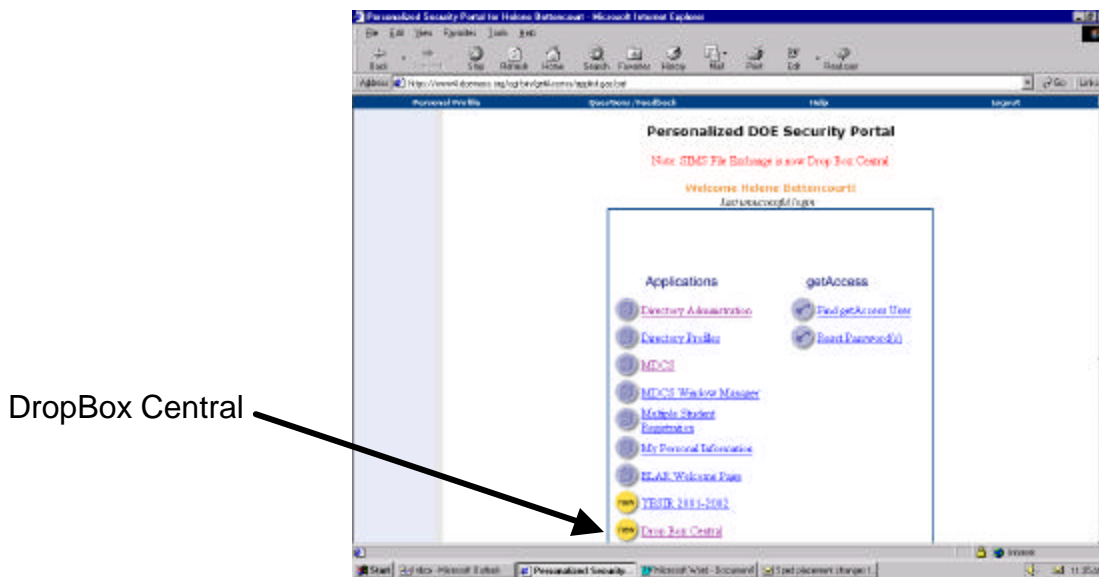
If you are the Directory Administrator for your district and would like to assign yourself this security role please see page 4.

### SPED FILE EXCHANGE Users:

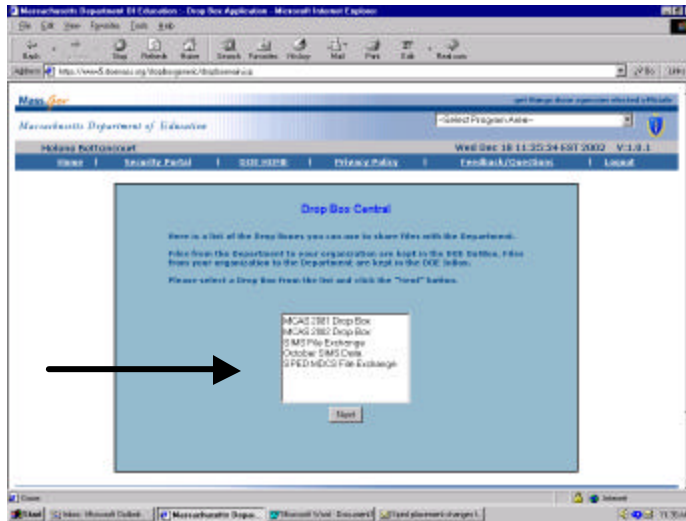
- 1) Go to the security portal at <http://www4.doemass.org>



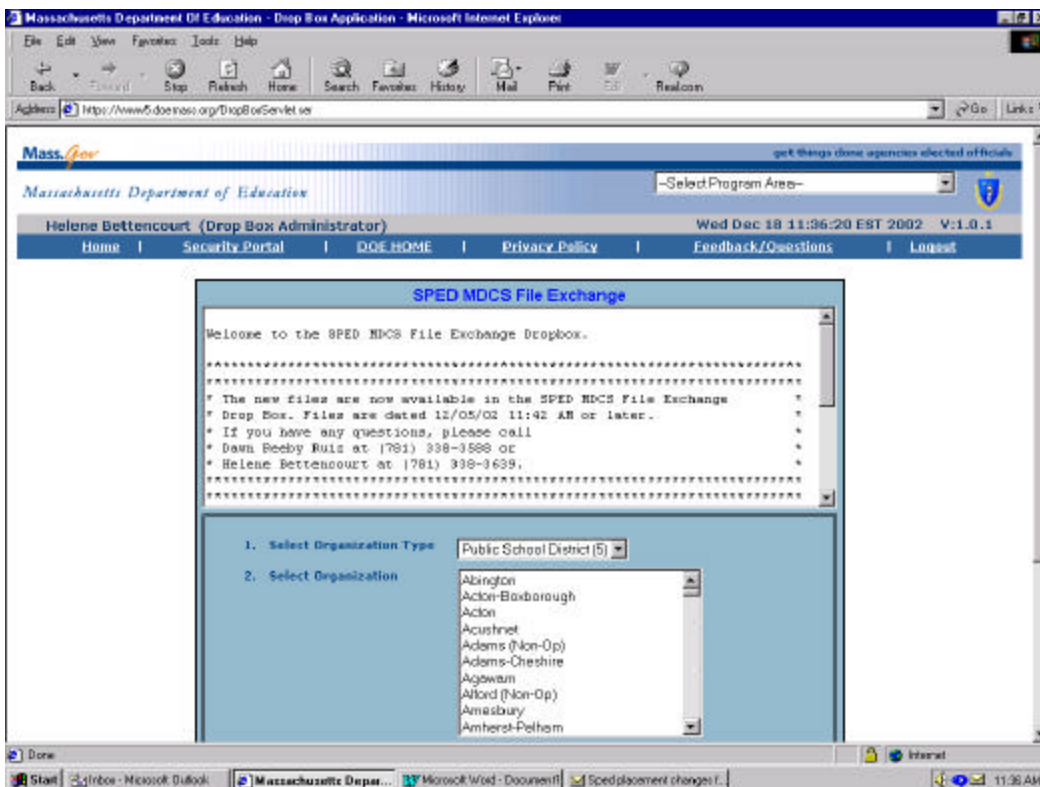
- 1) Login using your **personal** username and password. Usually the username is your first initial and last name e.g. John Smith's username is jsmith.
- 2) Under Applications select "DropBox Central".



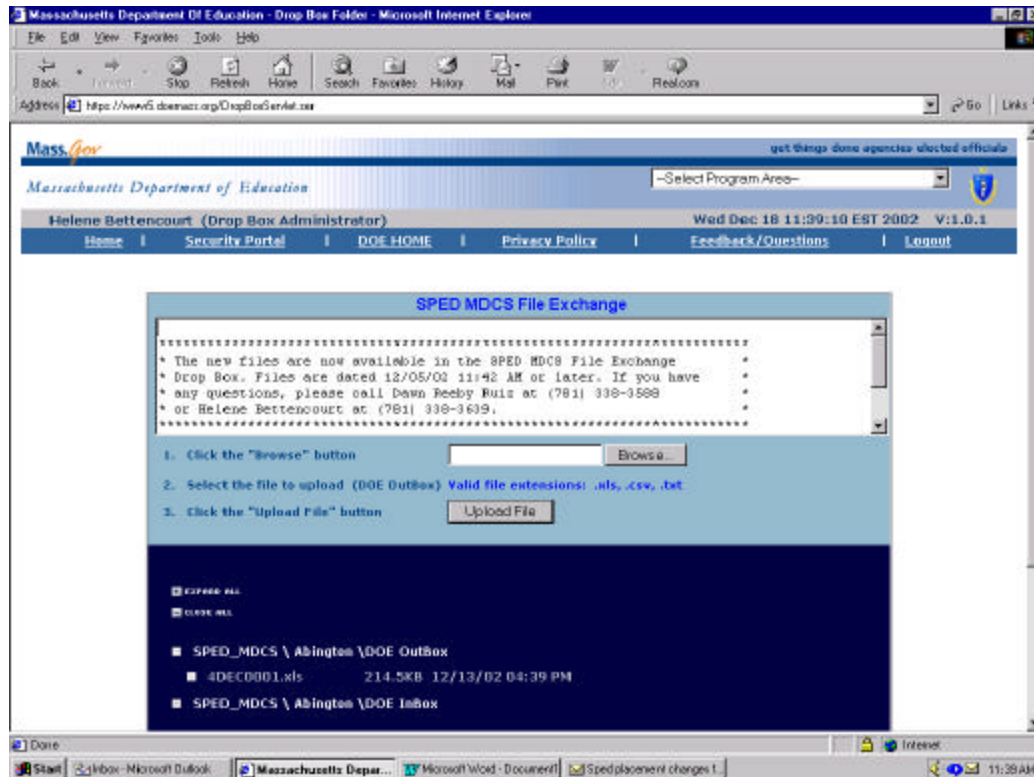
3) Select Sped File Exchange from the list.



4) Select the district that you need to access and click the enter button.



5) You are now in the SPED File Exchange DropBox and are ready to download the Circuit Breaker Update file, 04CBUpdateXXX.xls and the Circuit Breaker Error file, CB04ERRXXX.xls (insert your district's 3-digit LEA code in place of the XXX).



6) Scroll down to the DOE Outbox and right click on the file. Select "save as" which will open a window where it will ask you where to save the file. Be sure save the file to a familiar place on your hard drive.

7) Close the security portal and open the file you saved to your hard drive. Make the necessary changes and upload the file back to the security portal.

8) Click on the Browse button to select the file you want to upload to the Department and then click on the Upload button.

9) Once you have successfully uploaded the file you will see the following message:

The selected file has been successfully  
uploaded!

If you have any questions regarding how to download or upload the Circuit Breaker Update files, please call Chris Galvin at (781) 338-6550.

## For Directory Administrators: How to give yourself access to the Sped File Exchange DropBox

- 1) Go to the security portal at <http://www4.doemass.org>



- 2) Under Applications select Directory Administration.



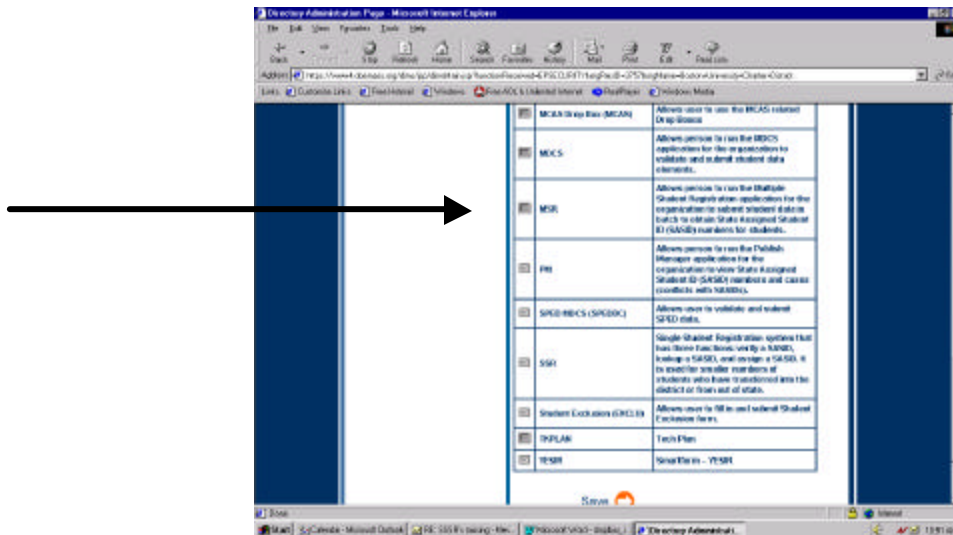
- 3) Go to the My Personal Information tab.



- 4) Go to the Security Tab and scroll down to select SPED File Exchange.

- 5) Click SAVE and then go back to the security portal.

- 6) You should see the Sped File Exchange folder listed in the DropBox Central



application.

- 7) Now follow the directions on page one.

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