

# File Transfer Portal Access

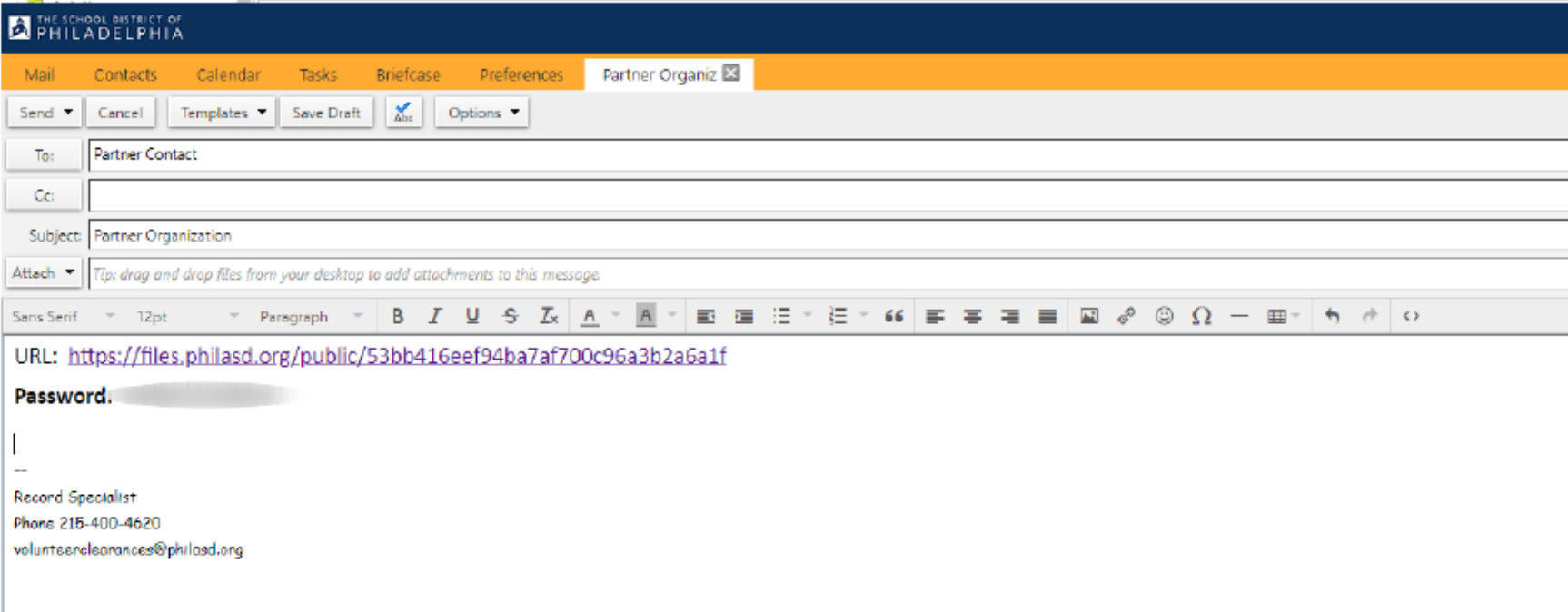
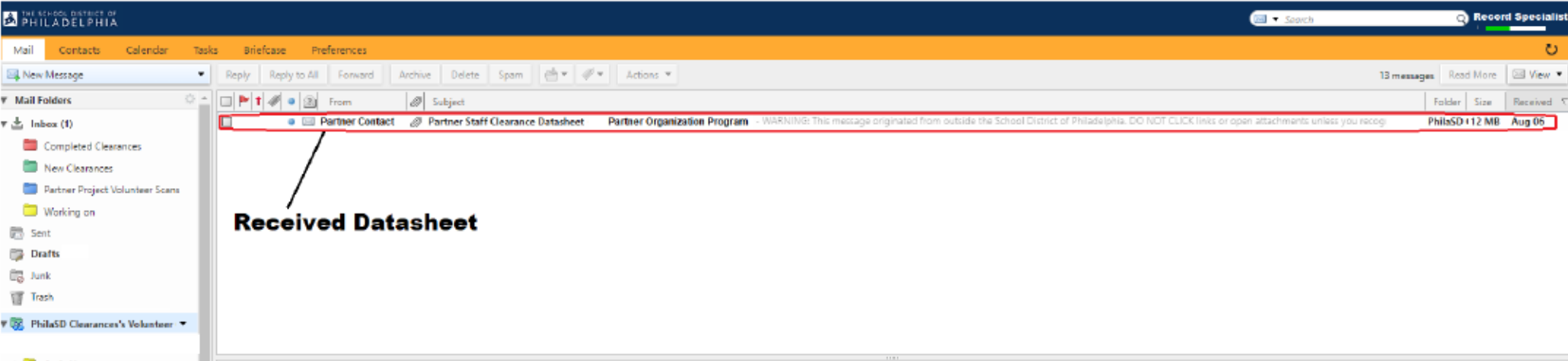
1. Please Enter ALL information of your Programs Paid Staff or Unpaid Volunteers into the Partner Staff Clearance Datasheet that have obtain all clearances/documents for compliance within the last 5 years and Email the Datasheet to [volunteerclearances@philasd.org](mailto:volunteerclearances@philasd.org).

The image shows an Excel spreadsheet titled "Partner Staff Clearance Datasheet 2-1 (0) - Excel". The spreadsheet is used for entering information about program staff or unpaid volunteers. The columns are:

- A: School at which the staff member works (if multiple schools, select the school at which the staff member will be the majority of the time)
- B: Program Staff First Name
- C: Program Staff Last Name
- D: Program Staff E-mail
- E: is the individual being paid by the organization for their work in school, or are they volunteering?
- F: Organization
- G: Program
- H: Program Staff Date of Birth
- I: Program Staff Street Address/Apt #
- J: Program Staff City
- K: Program Staff State
- L: Program Staff Zip Code
- M: Program Phone #

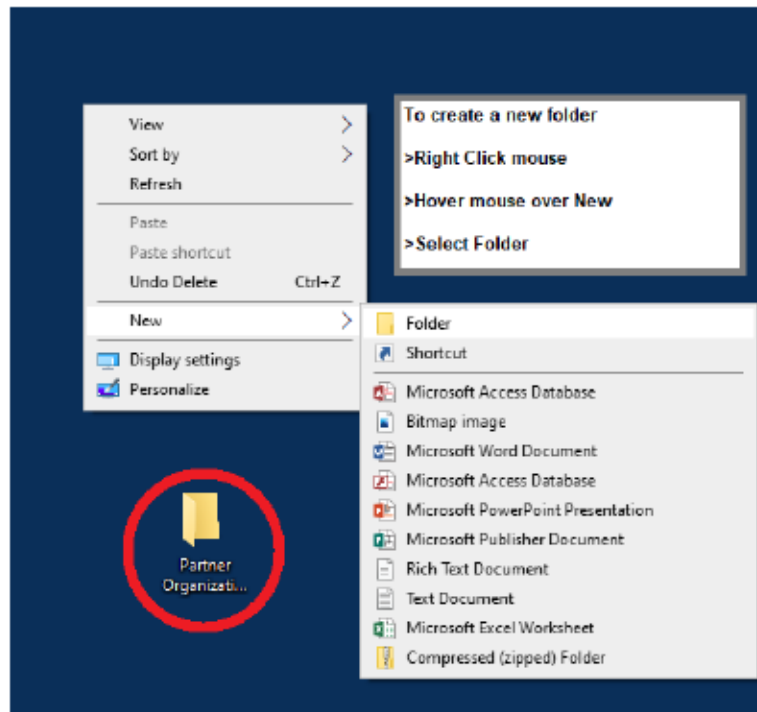
The spreadsheet is currently empty, with the first row containing the headers. The status bar at the bottom shows "ClearanceTable" and "Page 11".

- Once we have received the Organizations Partner Staff Clearance Datasheet we will provide the Partner Contact with the URL Weblink and Password to our Secure **File Transfer Portal**.

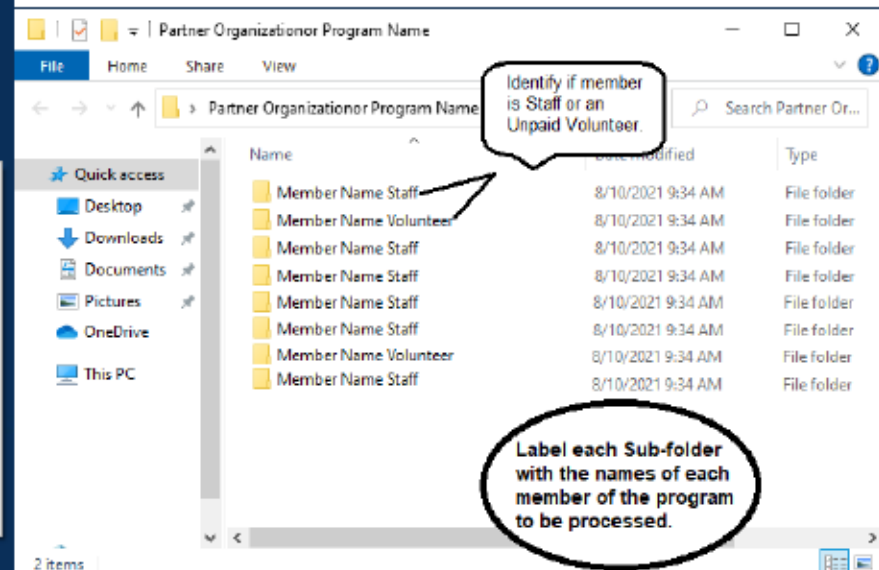


3. Please have All Files and Folders organized and Labeled before accessing the File Transfer Portal.

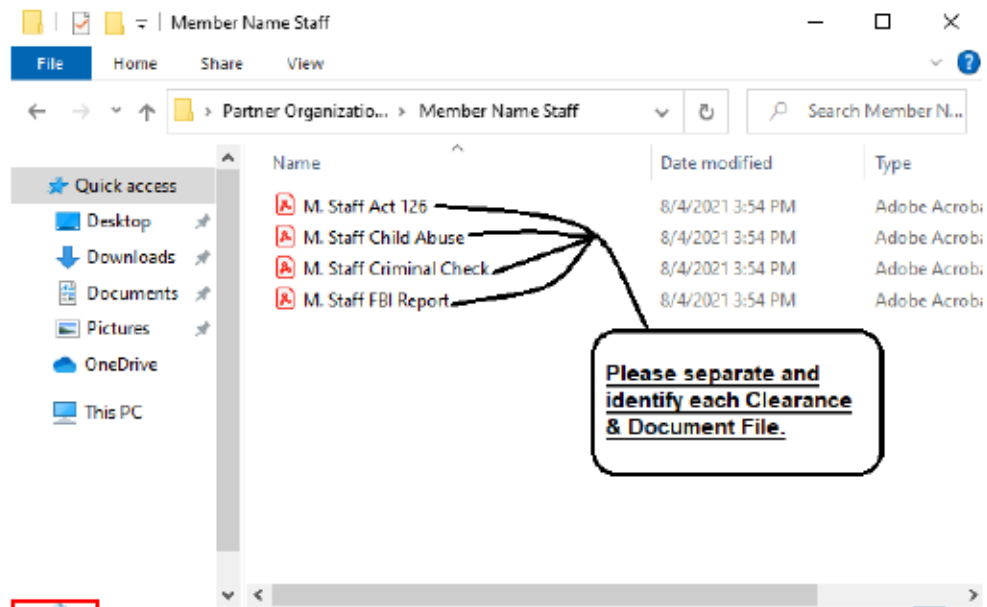
### Program Folder



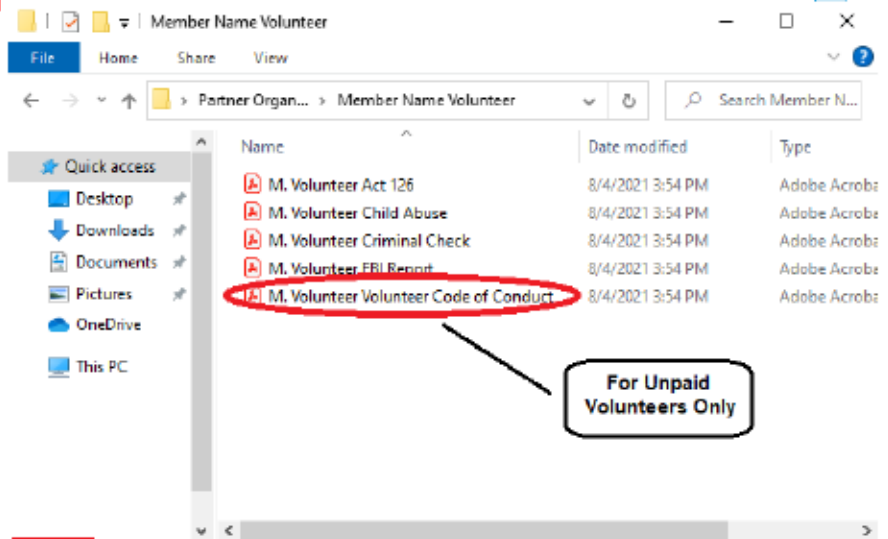
### Sub Folders



4. Separate and Identify each clearance and document in each members Sub-folder. (Files need to be in PDF format)

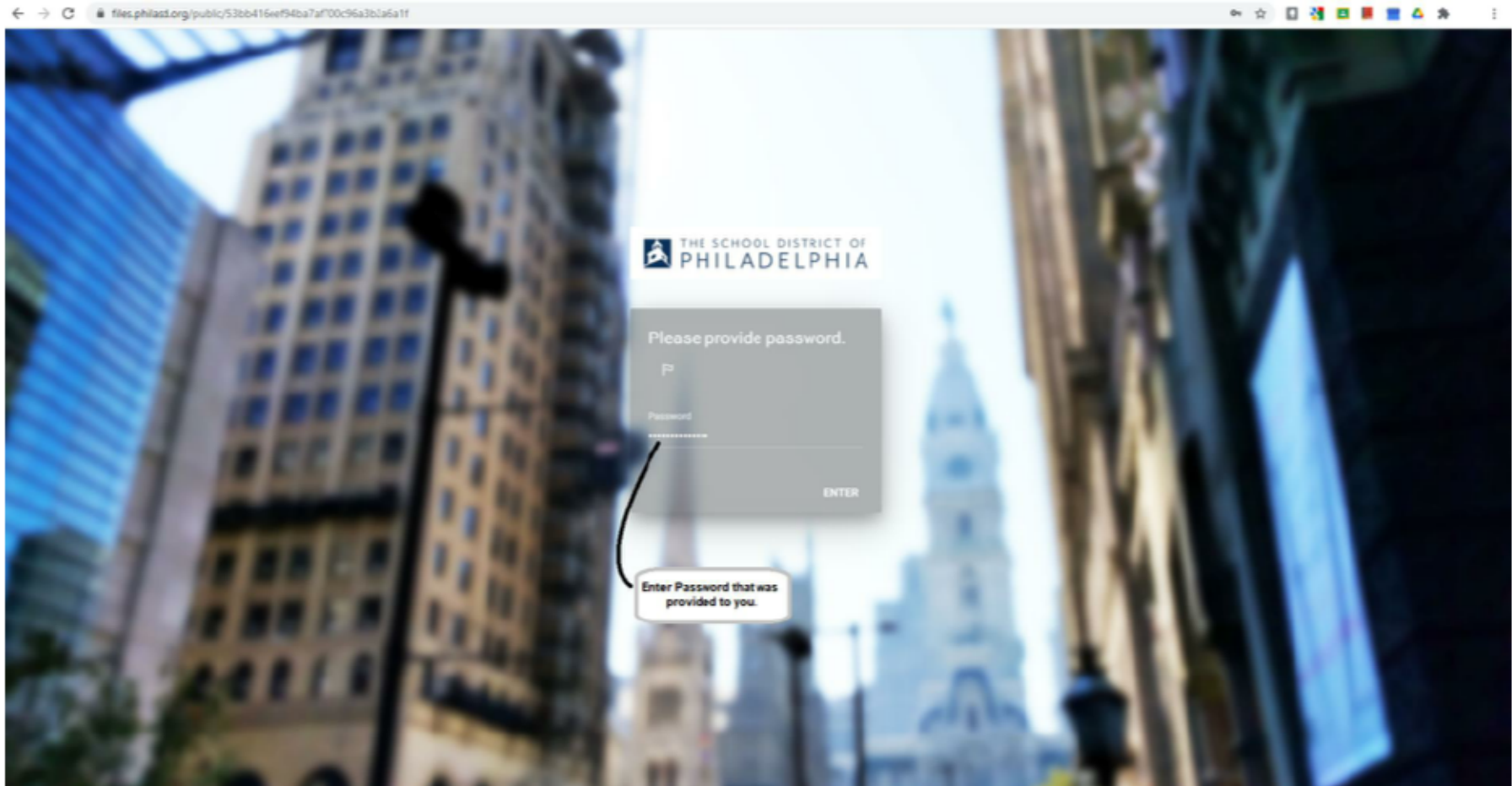


4 items

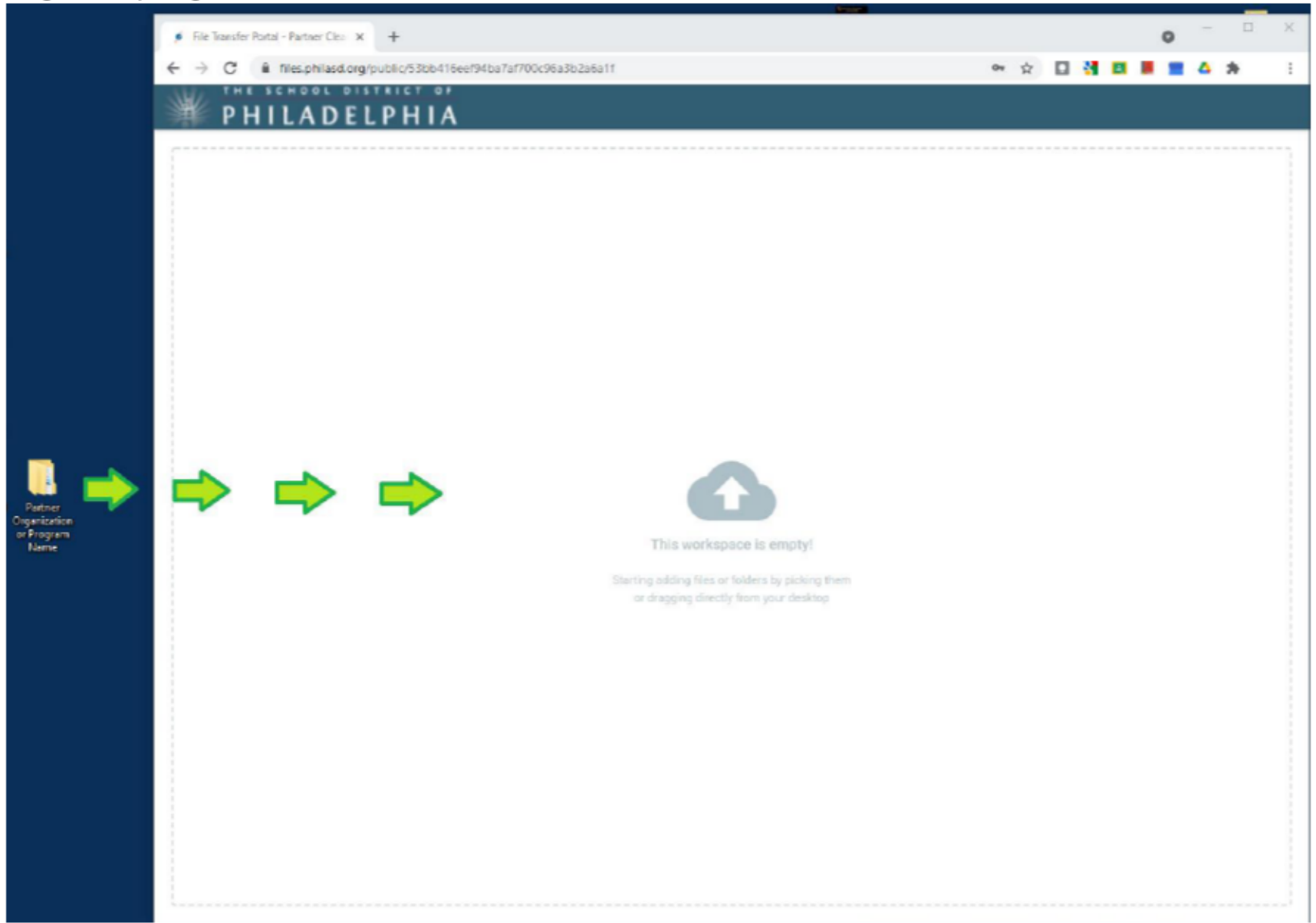


5 items

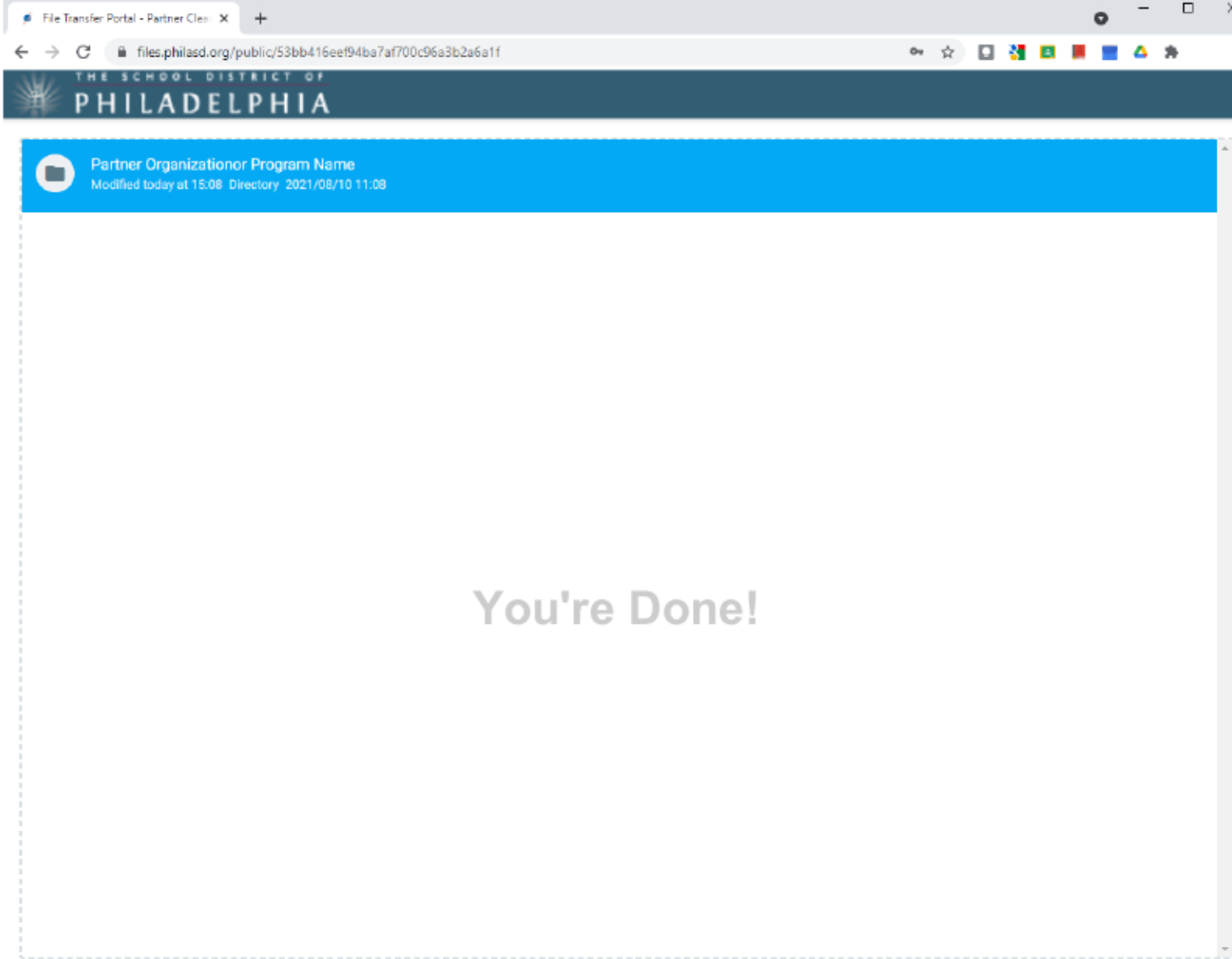
5. Enter the URL Weblink into your Web browser. Then enter the Password provided to you in the Text field.



6. Drag and Drop Program Folder with files into the File Transfer Portal.



7. Once the Folder is dropped into the File Transfer Portal you will see the folder highlighted indicating it was received.



**You will be emailed to confirm when clearances have been received**