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How to Upload to ShareFile

Step 1

To activate your account, open the email that was sent to you by NAEYC.

Step 2

Select where it says, "Click here to activate your account and view this folder." Rashi Sharma has shared the folder Starfish Center with you.

Note From Rashi:

I've added you to a folder

to access this folder, you must first activate your account and set your personal password.

> Click here to activate your account and view this folder

ShareFile is a tool for sending, receiving, and organizing your business files online. It can be used as a password-protected area for sharing information with clients and partners, and it's an easy way to send files that are too large to e-mail.

Step 3

Confirm your first and last name. Then select Continue.

	2)
Welcome! Please confirm yo	our personal information.
First Name : *	* Required
Starfish	
Last Name: *	
Center	
Company:	

Step 4

Create a password following the requirements. Select Save and sign in.

Please cre	eate a password.
Passwords must meet the following	ng requirements:
× at least 1 upper case letter	
× at least 1 lower case letter	
X at least 1 number	
X at least 8 characters in lenoth	
× Passwords should match	
We'll also perform an additional si	trength check on save. (7)
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We'll also perform an additional si Password: Confirm Password:	trength check on save. ⑦



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Step 5

You are now in Shared Folders. Select the Program Portfolio folder.

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8.3	Workflows	>	□ ☆ [Classroom Portfolios		0 B	12/22/20	R. Sharma	
\square	Inbox	>					Email me when	a file is: 🗌 Uploa	aded to this folder
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Step 6

Select either "Browse files" or the blue circle and "Upload" to choose your Program Portfolio from your computer files.

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Step 7

Once your Program Portfolio file is chosen, select Upload.

1 item <u>Clear All</u>	+ Add more
× pp1 567890_StarfishCenter_ProgramPortfolio.pptx	32.64 KB Edit
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Step 8

Select the back button (left arrow at top left of screen) to return to your Shared Folder homepage.



Step 9

Select the Classroom Portfolios folder.

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Step 10

Select either "Browse files" or the blue circle and "Upload" to choose your Classroom Portfolio from your computer files. Press upload. Remember to label by age group.



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Step 11

Once your Classroom Portfolio is uploaded, repeat the process for another age group's Classroom Portfolio by selecting the blue circle and "Upload."

Repeat as needed.

How to Delete from ShareFile

Select the square next to the uploaded file. Then, select "Delete."

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Name 💌	Size	Uploaded	Create Document	\equiv
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Folders > Programs > Starfish Center > Classroom Portfolios Classroom Portfolios More Options 📥 Download Delete O Preview Copy ··· More ≡ ::: Name * Size Creator 567890_StarfishCenter_Toddlers.pptx 34 KB 2:52 PM □ ☆ PPT 567890_StarfishCenter_Preschool.pptx 34 KB 2:43 PM Email me when a file is: Uploaded to this folder

To sign in or reset your password, visit naeyc.sharefile.com

Don't forget! Use your **Portfolio Completion Checklist** to confirm that you have reviewed and completed your uploads.