

Registering, Accessing, & Utilizing
GoAnywhere
Secure File Transfer Manager

STAC Homepage: <http://www.oms.nysed.gov/stac/>

01/31/2019

What is GoAnywhere?

- ❖ GoAnywhere is an online platform that allows for the secure exchange of electronic data between authorized users. When utilized, the platform serves as an intermediary between the sender and the recipient, ensuring that any sensitive information included in the transmission is protected.
- ❖ There is no software to download—all the functions supported by GoAnywhere reside on the server. That is, users need only log-in to the website through their browser to access all the features.
- ❖ GoAnywhere is available at no cost to districts, counties, SED-approved providers, and other responsible agencies.



GO
ANYWHERE®





- ❖ Think of the GoAnywhere platform as giving you access to a virtual safe (**folder**) specific to your district/municipality/agency, where both you and the STAC Unit can safely deposit and retrieve files containing sensitive information—only authorized users will know the combination and be able to access the safe and view its contents.

GoAnywhere serves three main purposes:

1. Protects personally identifiable information (*PII*) sent electronically.
2. Allows users to access reports generated by the STAC Unit that were previously paper mailings.
3. Increases efficiency / reduces paper waste.

Personally Identifiable Information (*PII*)

What is *personally identifiable information (PII)*?

- ❖ Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), NYS Personal Privacy Protection Law, and other statutes all require that PII is kept secure and only shared on a “need to know” basis.
- ❖ Any information that can be used to identify a particular student is considered PII. When communicating with the STAC Unit via email, reference students exclusively by their STAC ID.

Under FERPA, *PII* includes, but is not limited to:

- The student's **name**;
- The **name** of the student's parents or other family members;
- The **address** of the student or student's family.
- A **personal identifier**, such as the student's social security number, student number, or biometric record;
- Other **indirect identifiers**, such as the student's **date of birth**, **place of birth**, and **Mother's maiden name**;
- Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty;
- Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

Protecting STAC Data and Personally Identifiable Information (PII)

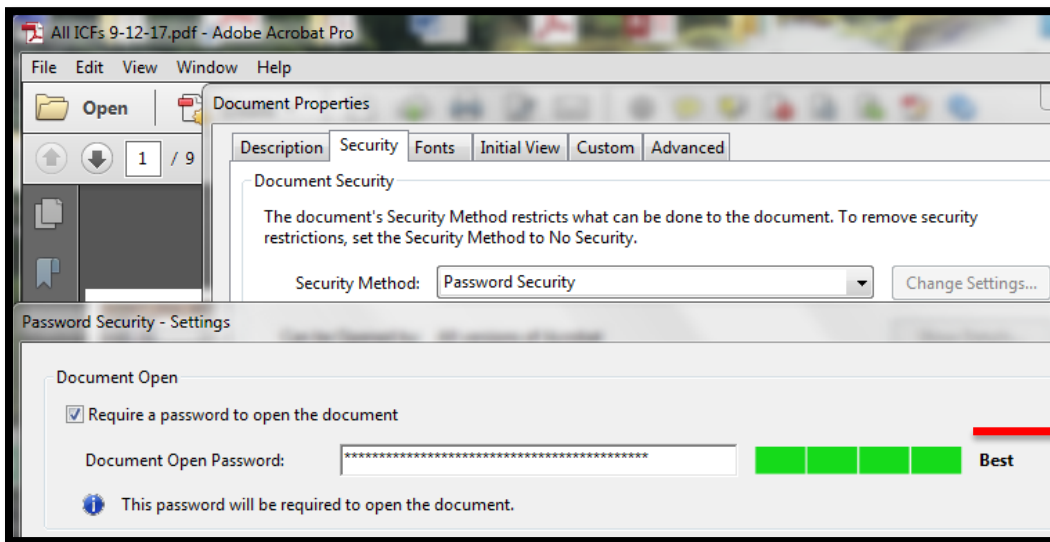
In accordance with State and Federal legislation, **all** personally identifiable information **must** be sent via one of the following approved modes of transmission:

- ❖ Via **GoAnywhere** (**preferred**)
- ❖ **Fax**, with the recipient notified when the information will be sent;
- ❖ **Encrypted email** or **encrypted PDF**, with password sent separately;
- ❖ **US Mail 1st Class/Priority**, or other service with tracking (UPS, DHL, FEDEX);

This applies to the submission of supporting documentation for the Public High Cost review process, homeless designation forms, assorted requests for reimbursement (1:1 aide forms, STAC-1s, etc.), as well as any and all exchanges that reference students by name, address, or other **non-STAC ID** personal identifier.

PII and Electronic Submissions

- ❖ Any attachments containing PII must be password protected if sent via email. This often requires specialized software that many individuals do not have access to—using GoAnywhere to transmit these files eliminates the need for password protection on a file-by-file basis. For users without the necessary software, **GoAnywhere may be the only appropriate method of sending personally identifiable information electronically.**



Password
encrypting a PDF

Accessing STAC Unit Reports

In the past, the STAC Unit periodically sent out various reports as **paper mailings**—the following will now **only be accessible electronically via GoAnywhere**:

- ❖ EFH-300 (STAC-3) – Listing of approvals/amendments
- ❖ EFH-691 – School Age Approved Payment Reports (APRs)
- ❖ EFH-277 – PUB/PRI Excess Cost Aid Output Report
- ❖ EHF-320/380 – Preschool AVLs

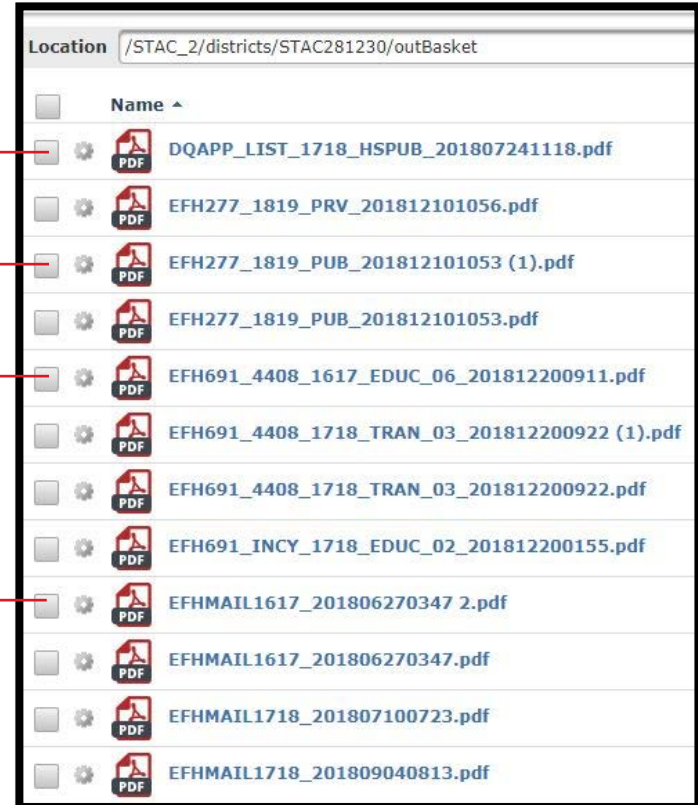
...Eventually, **ALL** reports generated by the STAC Unit will **ONLY** be accessible electronically via **GoAnywhere**.

Approval Listing (sent from EFRT) ←

High-Cost Public Listing ←

SUMMER 4408 APR ←

STAC-3 ←



...If you ever want to see:

EFH277		NEW YORK STATE EDUCATION DEPARTMENT STAC, SPECIAL AIDS & MEDICAID UNIT 201819 PUBLIC EXCESS HIGH COST APPORTIONMENT AID (PUB) BASED ON 201718 ENROLLMENT YEAR APPROVED STACS						DATE: 12/06/2018 p	
DISTRICT CODE: 281230040000								DISTRICT PAGE 1	
DISTRICT NAME: EXAMPLETOWN UFSD								SED PAGE 894	
SCHOOL CODE: 580601040000 - SHOREHAM-WADING RIVER CSD									
CHILD-ID	LAST/FIRST NAME	DATE OF BIRTH	ANNUALIZED COST	DEDUCTION (LINE 5)	ANNUALIZED EXCESS COST	FTE	AIDABLE EXCESS COST	NOT VERIFIED	
H99999	TOMATO TOMMY	K 07/07/11	78,468.00	45,186.00	33,282.00	1.000	33,282.00	N	
PROVIDER TOTAL =							\$33,282.00		
SCHOOL CODE: 281230040000 - EXAMPLETOWN UFSD									
CHILD-ID	LAST/FIRST NAME	DATE OF BIRTH	ANNUALIZED COST	DEDUCTION (LINE 5)	ANNUALIZED EXCESS COST	FTE	AIDABLE EXCESS COST	NOT VERIFIED	
H99991	RIGATONI RICKY	08/25/12	51,076.53	45,186.00	5,890.53	1.000	5,890.53	N	
H99998	SPAGHETTI SPENCER	11/24/01	52,000.00	45,186.00	6,814.00	1.000	6,814.00	N	
H99997	TORTALINI TANYA	09/10/07	80,920.66	45,186.00	35,734.66	0.897	32,053.99	N	
H99996	WORCESTER WENDY	11/14/10	61,588.26	45,186.00	16,402.26	0.846	13,876.31	N	

(EFH-277 Public Excess Cost Aid Output Report)

...Or:

```

(EFH300)
1  ** DISTRICT **
NEW YORK STATE EDUCATION DEPARTMENT
STAC UNIT
STAC-3 APPROVAL INFORMATION LISTING
ISSUE DATE: 12/26/18p
PAGE : 1
SED PAGE: 1,324

281230040000 EXAMPLETOWN UFSD

SCHOOL YEAR: 2018-19

ID NAME DOB DISABILITY PLACE/PAY AUTH FOSTER CARE/
OTHER ID/
HOMELESS CNTY OSIS NO.
-----
H99999 1819 0205 TOMATO TOMMY K 07/07/11 02 EMOT DIST HSUMR 4408
CSE/CPSE: 281230040000 EXAMPLETOWN UFSD
DIST OF RESIDENCE: 281230040000 EXAMPLETOWN UFSD
AGENCY TO BE PAID: 281230040000 EXAMPLETOWN UFSD
EDUC PROVIDER: 500304998107 SUMMIT SCHOOL (THE)
EDUC PROGRAM : 9001 A J/A-SCHOOL AGE-SPECIAL CLASS-FULL DA
UPPER NYACK/ROCKLAND CO.
MAINT. PROVIDER: 500304998107 SUMMIT SCHOOL (THE)
MAINT. PROGRAM : 9271 A J/A-MAINTENANCE-INSTATE
UPPER NYACK
COUNTY OF RES: 58 SUFFOLK
AMENDED BY RATE

SERVICE TYPE FROM TO BASIS NUMBER RATE COST
EDUC: 07/09/18 - 08/21/18 FTE 1.000 5,783.00 5,783.00
MAINT: 07/01/18 - 08/31/18 DAYS 62 344.49 21,358.38
TOTAL COST 27,141.38

```

(EFH-300 / STAC-3)

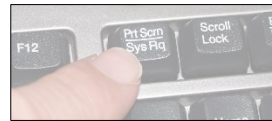
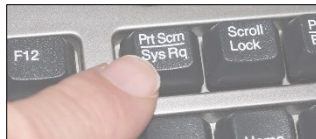
...Or:

STAC-ID	CHILD NAME	SERV	DATE FROM	DATE TO	FTE / UNITS	ANNUAL COST/RATE	TOTAL COST	EARNED TO DATE	TOTAL YTD PAID	AMOUNT DUE	WTH-DRN
EFH691 NEW YORK STATE EDUCATION DEPARTMENT ISSUE DATE: 12/11/18 p SCHOOL YEAR: 201617 STAC,Special Aids & ISSUE TIME: 09:08 APPROVED PAYMENT REPORT FOR 4408 PLACEMENTS SED PAGE: 526 PAY PERCENT: 80.0000% CORRESPONDING TO THE SERVICE TYPE: EDUCATION/MAIN DISTRICT PAGE: 1 PAYMENT NUMBER: 06 PAYMENT COVERING TIME PERIOD: 07/01/16 - 08/31/16											
DISTRICT: EXAMPLETOWN UFSD 281230040000											
EDUCATIONAL PROVIDER: 800000056822- BROOKVILLE CENTER F/ CHILDREN'S SERI											
875905	1617 0107										
FRUIT	FIONNA	EDUC	07/04/16	08/12/16	1.000	9,562.00	9,562.00	7,649.60	9,115.20	1,465.60-	
888253	1617 0105										
RABBIT	RICHIE	EDUC	07/04/16	08/12/16	1.000	9,562.00	9,562.00	7,649.60	9,115.20	1,465.60-	
										TOTAL DUE :	2,931.20-
										ADJUSTED PAYMENT DUE :	0.00
										CURRENT PAYMENT DUE :	0.00
* NO CHECKS ISSUED FOR LESS THAN \$1000.00. "TOTAL DUE" OF LESS THAN \$1000.00 WILL BE ADDED TO THE NEXT 4408 PAYMENT.											

(EFH-691 Summer 4408 APR)

...You'll need access to GoAnywhere!!

- ❖ While it's true that all approval and payment information is available from the STAC Online System (EFRT), the reports generated by the STAC Unit are printable—on the other hand, retrieving data from the STAC Online System may involve a cumbersome series of “**Print Scrns**”, as it's only capable of printing one page at a time.



Date 01/24/19

New York State Education Department

Go to

Time 12:45

Agency Approvals List

School Year DISTRICT

1819 ▾ 010100010000 ALBANY CITY SD

 All Providers ▾

Placement Type DSPUB Public High Cost - 10-Mo. ▾

Record Count 66

Agency Type
(Internal use only)

DISTRICT ▾

 All Verified Unverified

- ❖ Additionally, the DQAPP screen now includes a button that automatically generates a printable PDF of a particular approval listing and deposits it into the **outbasket** in your shared folder.



NEW FEATURE

Efficiency and Going Green

After decades of drowning in paper (and bringing everyone down with us), the STAC Unit is making a conscious effort to go **green**.

With the data stored electronically,
→ GoAnywhere gives you the option to print only what you need (if at all).



Efficiency

- ❖ Files uploaded to GoAnywhere can be retrieved **immediately!**
 - *No more waiting for the postman, the fax machine, or your inbox to refresh...*
- ❖ Files uploaded to GoAnywhere can be done so **in bulk!**
 - *Why fax one thing at a time when you could upload one thousand?*
- ❖ Your GoAnywhere folder doubles as a **log** that displays when and what you've submitted to the STAC Unit!
 - *Can't remember whether or not you submitted something? Check GoAnywhere...*
- ❖ Files uploaded to GoAnywhere can be retrieved by other users with access to the folder!
 - *Do you and your colleagues need access to the same STAC/Medicaid documentation, but work in different locations?*

Registering for GoAnywhere

Who should register?

- ❖ Every district, county, and education provider should have **at least one** user with GoAnywhere access.
 - *School districts should have at least one user in the **CSE office** and at least one user in the **business office**.*

- ❖ Any individual who routinely **sends and/or receives files with student data**, even names.

- ❖ Any individual who utilizes **approval or payment data** detailed in reports generated by the STAC Unit.

- ❖ If you're unsure whether or not someone should have access, **there's no harm in having additional users registered**.

How do I register?

Registering for GoAnywhere access takes two steps:

- I. Complete a Request for Authorization form ([STAC-603](#)) and submit to the STAC Unit.

- II. Complete the registration process as prompted in the email invitation.

Authorization Form for Access to the STAC GoAnywhere (FTP) Site: STAC-603

NYSED.gov
NEW YORK STATE EDUCATION

About NYSED | Program Office

STAC

- EFRT Online Sign-in
- GoAnywhere Sign-in (Google Chrome Only)
- School-Age
- Pre-school
- STAC Online System
- Electronic Data Transfer Options
- Forms**
- Training Materials
- Contact Us
- ListServ
- Other Resources

• STAC Online System (EFRT) Forms:

- [Request for Addition to Drop Down Menu Form](#) 329 kb (fax completed forms to 518-402-5047)
- [Request to Change Program Dates Form](#) 345 kb (fax completed forms to 518-402-5047)
- **Request Access to the STAC Online System:**
 - [Employees](#) of Districts, Municipalities and SED-Approved Providers
 - [Consultants](#) under written contract with Districts, Municipalities and SED Approved Providers
- [Authorization Form for Access to the STAC GoAnywhere \(FTP\) Site](#)

The STAC-200s are five-part forms. To request hard copies of these forms please contact the STAC and Medicaid Unit by phone (518) 474-7116, fax (518) 402-5047 or email OMSSTAC@nysed.gov.

- ❖ The registration form can be found at the very bottom of the “**Forms**” section from the STAC Unit homepage.

Authorization Form for Access to the STAC GoAnywhere (FTP) Site: STAC-603

STAC-603		The University of the State of New York THE STATE EDUCATION DEPARTMENT		Rev. 02/2018	
Authorization Form for Access to the STAC GoAnywhere (FTP) Site					
<p><i>GoAnywhere</i> is a web-based system that makes uploading and downloading files easier for both users and administrators. In order to receive important correspondence, all school districts and counties must have at least one active user registered with the <i>GoAnywhere</i> system. School districts and counties must utilize the <i>GoAnywhere</i> system in order to submit bulk special education reimbursement data to the NYSED STAC Unit.</p>					
AGENCY INFORMATION					
Agency Name:		Agency SED (BEDS) Code:		Agency Type:	
		-----		<input type="checkbox"/> County <input type="checkbox"/> School District <input type="checkbox"/> BOCES or RIC	
APPLICANT INFORMATION			AUTHORIZING OFFICIAL INFORMATION		
Applicant Name:			Authorizing Official's Name:		Type of Official:
					<input type="checkbox"/> Superintendent <input type="checkbox"/> Municipality Representative <input type="checkbox"/> Director
Email Address:			Email Address:		
Telephone Number: () - () - () - ()		Fax Number: () - () - () - ()		Telephone Number: () - () - () - ()	
Address:			Address:		
This user is being: <input type="checkbox"/> Added <input type="checkbox"/> Deleted					
Applicant's Signature _____			Authorizing Official's Signature _____		
Date ____/____/____			Date ____/____/____		
<p>Once the STAC Unit has received the completed and signed form, an email invitation will be sent to the email address listed in the Applicant Information section above. The email invitation will contain a personalized link to register in the <i>GoAnywhere</i> system. A copy of the "<i>GoAnywhere</i> Web User Guide" is available on the STAC Unit website: http://www.ons.nysed.gov/stac/electronic_data_transfer_options/online_instructions/guide_GoAnywhere.pdf</p> <p>It is the Authorizing Official's responsibility to monitor and ensure that only appropriate users have access to confidential student information on the STAC FTP site. Please utilize this form to remove access as necessary.</p> <p><i>Access to files placed on the STAC FTP site will comply with the requirements of the Federal Family Educational Rights and Privacy Act (20USC§1232-g) and 8NYCRR §200.2(b)(6).</i></p>					

YOUR EMAIL ←

BEDS CODE →

AUTHORIZING SIGNATURE →

Authorization Form for Access to the STAC GoAnywhere (FTP) Site: *STAC-603*

Once you've filled out the *Authorization Form*, please ensure that:

- ❖ Your email address is written legibly.
- ❖ Your BEDS code is correct.
- ❖ The authorizing official has signed and dated the form.
 - *Forms for school districts and BOCES must be signed and dated by the **superintendent**.*

Completed forms should be sent electronically to Andrew.Kitzrow@nysed.gov or mailed physically to the STAC Unit to the attention of Andrew Kitzrow.

The Email Invitation

- ❖ Once the STAC Unit receives the completed authorization form, an email invitation to register will be sent to the applicant.
- ❖ This email invitation will prompt the applicant to create a username and password and, pending completion of the registration process, grant access to a shared folder specific to his/her agency.

1. The Invitation to Register

FTP ACCESS: Invitation to Register Inbox x

SED File Transfer Manager <GoAnywhere@nysed.gov>

11:30 AM (4 minutes ago) ☆ ↩ ⋮

to me ▾

Folder Shared

A folder has been shared with you by andrew.kitzrow@nysed.gov. You will be prompted to register before you can access the folder.

Based on the FTP Authorization Form that has been submitted on your behalf, you have been invited to register for STAC FTP access through the GoAnywhere Web Client. When selecting a username, we recommend using the first letter of your first name and your full last name. Please click the link below to continue with the registration process. This link will expire in 72 hours. After registering, please wait for an automated approval email before attempting to login. Please contact Andrew Kitzrow at Andrew.kitzrow@nysed.gov if you have any questions or experience any issues registering your account. Additionally, please note that it can take upwards of 48 hours for the ITS department here to approve everything—you will receive a notification email when it's safe to log in. We've also received reports that Internet Explorer is to blame for a handful of GoAnywhere related issues—we recommend using any browser other than Internet Explorer when attempting to log into / utilize the GoAnywhere platform.

[Click here to access the folder listed below](#)

Shared Folder: /STAC281123

← **CONFIRM FIRST 6 DIGITS OF BEDS CODE**

If the link above does not open, please copy and paste the following URL into your browser:

<https://sedftm.nysed.gov/register?token=bd78243a-1237-4725-8e9b-4b8fc9108da5>

← **LINK TO CREATE LOG-IN CREDENTIALS**

This email is confidential and is intended solely for the use of the named addressee.

- ❖ The email invitation to register **expires 72 hours after it's received**—don't wait to register!
- ❖ **Internet Explorer** is **incompatible** with the GoAnywhere platform and will not allow for successful registration.

2. Creating Your Log-In Credentials

❖ Passwords **must** contain:

- I. At least 8 characters
- II. At least 1 upper-case letter
- III. At least 1 number

❖ Passwords **may** contain special characters, but only from the approved list below:

~ @ # \$ % ^ & * () - _ = + < > ?
/ \ ; : [] { } , .



New York State
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

Register

Please enter the information below and click Submit.

Login Credentials

User Name *

Password *

Confirm Password *

Contact Information

Email Address

First Name *

Last Name *

Organization

Phone

❖ You **cannot** use **Internet Explorer** to complete any part of this registration process.

Once you've successfully created your log in credentials, you'll automatically be redirected to the log-in screen.

**DO NOT
ATTEMPT TO
LOG IN—YOUR
CREDENTIALS
WILL NOT WORK**

**NYS
ED**
.gov

New York State
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

User Name

Password

Login

[Forgot Password?](#)

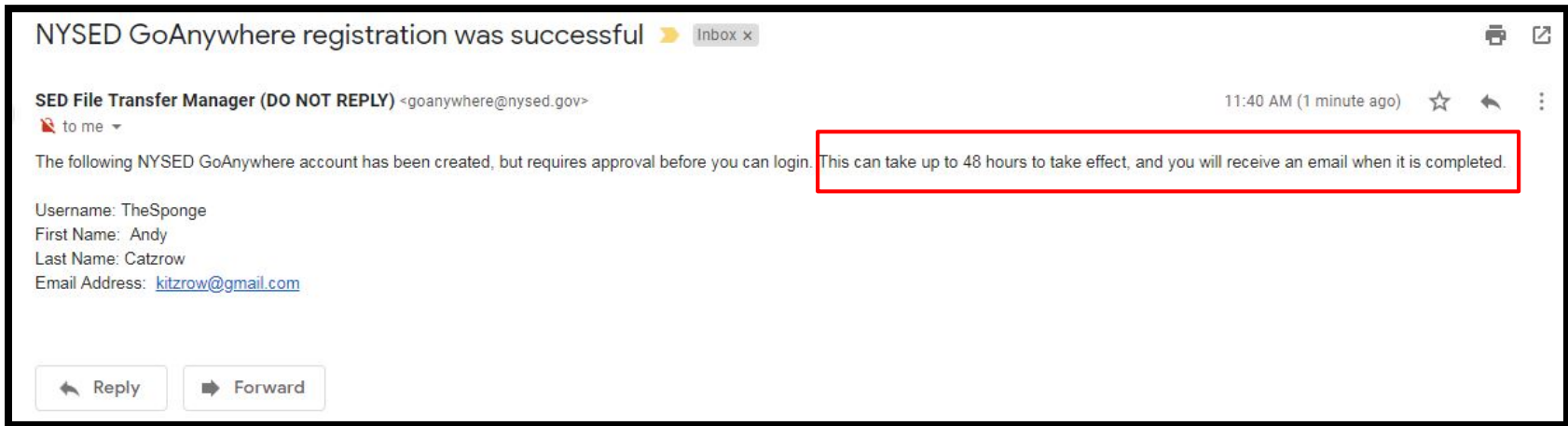
i Your registration is complete and is currently pending approval. A notification will be sent to your email address when you are approved.

Powered by [GoAnywhere](#)

**YOU WILL
RECEIVE A
NOTIFICATION
EMAIL WHEN
YOUR
REGISTRATION
IS APPROVED**

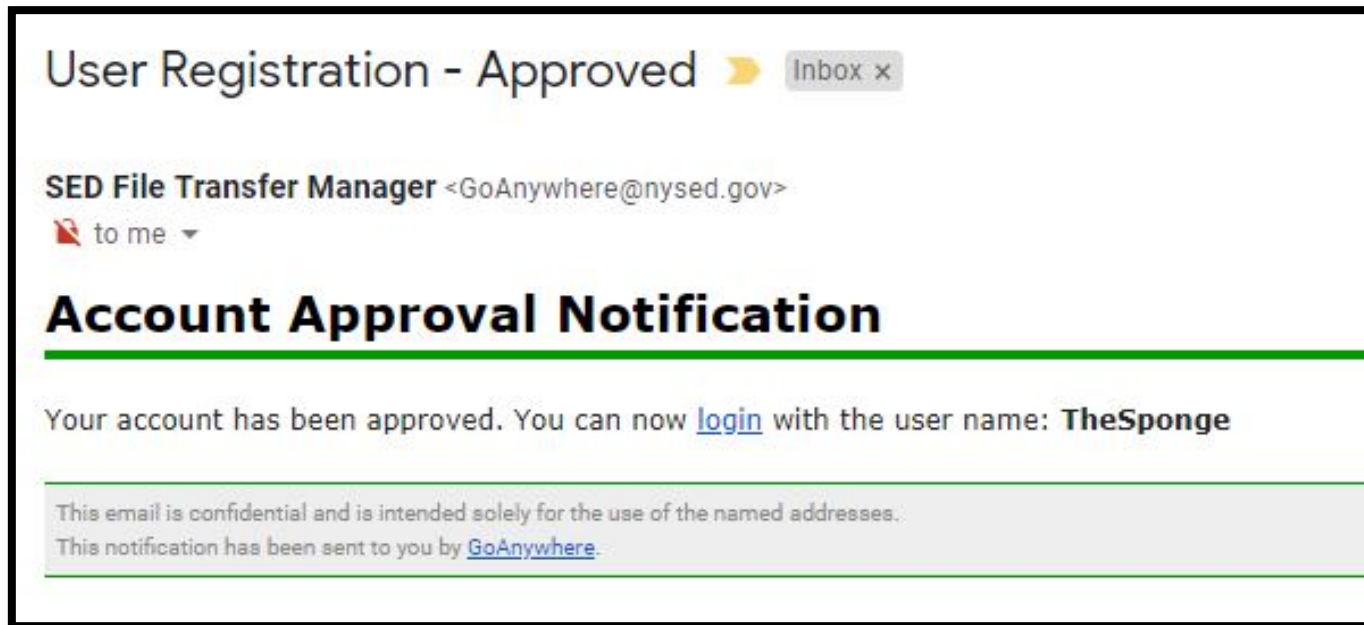
3. The Waiting Game

Once the applicant has successfully created a username and a password, the ITS department at NYSED still has to grant the final approval—this can take upwards of 48 hours.



After creating a username and password, you'll receive this email providing the information above.

Once the NYSED ITS department has approved your registration, you will receive the following confirmation email:



Accessing and Logging Into GoAnywhere



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User Name	<input type="text"/>
Password	<input type="password"/>
	<input type="button" value="Login"/>
	Forgot Password?

← → ↻ 🔒 <https://sedftm.nysed.gov/webclient/Login.xhtml>

The GoAnywhere login page can be accessed from the STAC Unit homepage or directly from your internet browser.

LINK



Board of Regents | University of the State of New York

NEW YORK STATE EDUCATION DEPARTMENT

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STAC

EFRT Online Sign-in

GoAnywhere Sign-in (Google Chrome Only)

School-Age

Pre-school

STAC Online System

Electronic Data Transfer Options

Forms

Training Materials

Contact Us

ListServ

Other Resources

NYSED / STAC / Home

Welcome to the STAC Unit (System to Track and Account for Children)

The STAC Unit (System to Track and Account for Children), within the NYS Education Department's STAC and Medicaid Unit, is responsible for processing requests for Commissioner's approval for reimbursement. This includes reimbursement approval for the costs of providing services to preschool and school-age students placed in special education programs. It also includes reimbursement approval for students who have been determined to be homeless or runaway youth and for education services provided to incarcerated youth.

Latest News

12-31-2018
July and August 4408 and 4201 Approved Payment Reports (APRs) for Education and Maintenance and Transportation Services

The memo below contains a table showing Approved Payment Reports (APRs) that were mailed to districts last week. Districts may also view payment details by referring to the DQPAY screen on EFRT.

For questions regarding this memo, please contact the STAC Unit at 518-474-7116.

- Memo to Districts ([HTML](#)) ([PDF](#))

...if you type “GoAnywhere login” into Google, you **WILL NOT FIND** the correct login page!

We recommend that you **bookmark the correct login page**, or simply use the link from the STAC Unit homepage.

What's on GoAnywhere?

Your Shared Folder

- ❖ When you first log into GoAnywhere, you should see your **shared folder**—this folder will be labeled as follows:
 - **School Districts and BOCES:** *STAC##### (STAC followed by six-digit SED code)*
 - **Municipalities (Preschool):** *STACXXXX (STAC followed by the first four letters of the municipality name)*
 - **Municipalities (DSS) & SED-Approved Providers:** *STAC##### (STAC followed by full 12-digit SED code)*



New York State EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

[Dashboard](#) [Secure Folders](#) [Address Book](#) [My Account](#) ▾

Secure Folders

Location



Applet

<input type="checkbox"/>	Name ▾	Date Modified ▾
<input type="checkbox"/>	STAC281123	12/24/18 11:29:02 AM



SHARED FOLDER

- When you click on your shared folder, you should then be able to see its contents, the three folders: **Archive**, **Inbasket**, and **Outbasket**.



Dashboard Secure Folders Address Book My Account ▾

Secure Folders

Location Applet Upload ▾

<input type="checkbox"/>	Name ▾	Date Modified ▾
<input type="checkbox"/>	Archive	12/24/18 11:29:02 AM
<input type="checkbox"/>	INbasket	12/24/18 11:28:52 AM
<input type="checkbox"/>	OUTbasket	12/24/18 11:28:59 AM

Archive — *This folder contains old files from a prior FTP server predating the introduction of GoAnywhere.*

Inbasket — *This folder contains any documentation, forms, and/or documentation uploaded by you (and intended for the STAC Unit to receive). These are items you would've previously mailed, faxed, or otherwise sent electronically to the STAC Unit.*

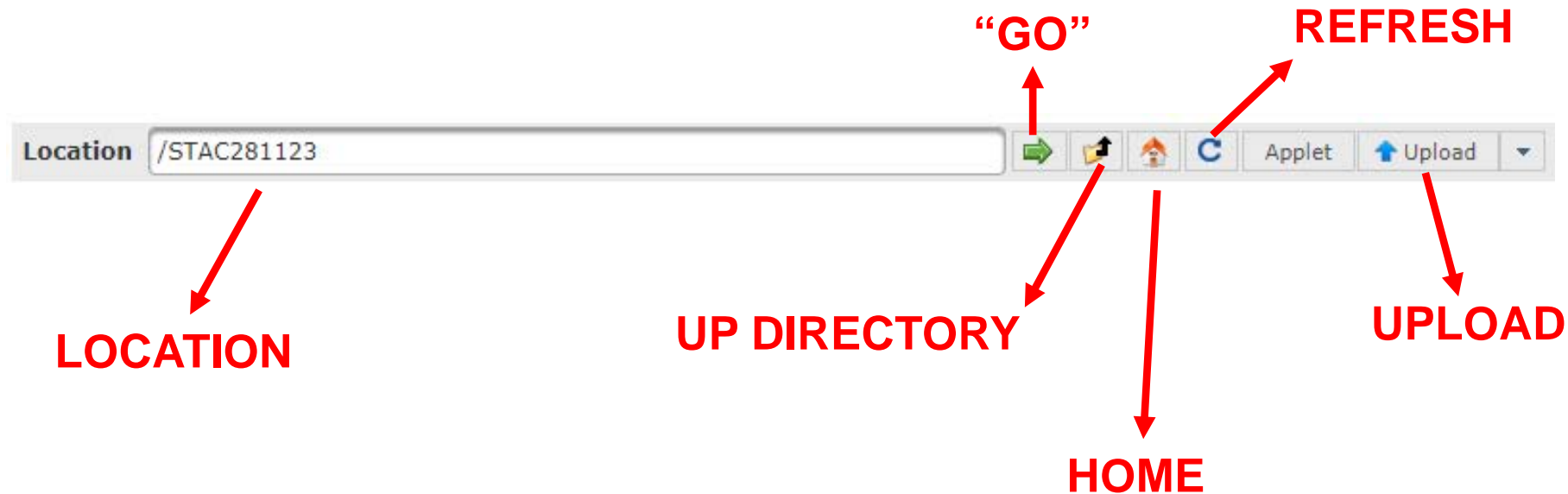
Outbasket — *This folder contains items uploaded by the STAC Unit (and intended for the user to receive); this may include reports generated by the STAC Unit that were previously sent as paper mailings.*

- ❖ You can think of the GoAnywhere platform as being “STAC-centric” – that is, your **Inbasket** and **Outbasket** reference information flowing **INTO** or **OUT OF** the STAC Unit

Inbasket: going **IN** to the STAC Unit.

Outbasket: going **OUT** to the user.

The Navigation Bar



LOCATION

There are only three places you can “be” when using GoAnywhere:

- ❖ You can be at the *top of the directory*—from here, you’d be looking at your main shared folder (STACxxxxxx).

Location

/

- ❖ You can be *in your main shared folder*—from here, you’d be looking at your three subfolders (archive, inbasket, and outbasket)

Location

/STAC281123

- ❖ You can be *in one of your subfolders*—from here, you’d be looking at the contents of a particular subfolder.

Location

/STAC281123/OUTbasket



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Dashboard Secure Folders Address Book My Account ▾

Dashboard

The Web Client provides you with the ability to perform ad-hoc file transfers and file sharing through your internet browser.



Secure Folders

Quickly exchange files between your desktop and the file server.



My Profile

View your profile and keep your details up to date.



Get Help

Access the online help system to find answers and get useful tips.

If you find yourself at the **Dashboard**, simply click on **Secure Folders** to return to your directory.

UP DIRECTORY

- ❖ Don't use your internet browser's “*forward*” and “*backward*” functions when using GoAnywhere—these terms don't really apply to the GoAnywhere platform. Rather, you'll be moving “*up*” and “*down*” in your directory.
- ❖ The icon with the yellow folder and the arrow, directly to the right of the green arrow on the navigation bar, is the “*Up Directory*” button
- ❖ Use this button to “*move up*” in your directory, away from your subfolders and up towards your parent folder.



Your directory includes all the contents of your shared folder. Going down in the directory means moving from the main folder to a subfolder. To go down, simply click the folder you want to be in.

[TOP OF DIRECTORY]



This directory is empty.

[BOTTOM OF DIRECTORY]

**CLICK
FOLDER TO
GO DOWN**

**“UP
DIRECTORY”
ICON TO GO
BACK UP**

UPLOAD

- ❖ The second icon from the right on the navigation bar, the blue arrow with text reading “*Upload*” is the upload button.
- ❖ Use this button to upload files from your local computer to your GoAnywhere shared folder.
- ❖ When you click the upload button, a window will pop up displaying your local computer’s directory. Find the file you want to upload and either double click it or press the “open” button at the bottom of the pop up window—this will upload the selected file to your shared folder.

Uploading Best Practices

WHERE TO UPLOAD

- ❖ Files will be uploaded to whichever folder you're in when you press the upload button.
- ❖ You should always and only be uploading files into your **Inbasket**.
- ❖ When uploading files, the location bar should always show you to be *in your Inbasket*:



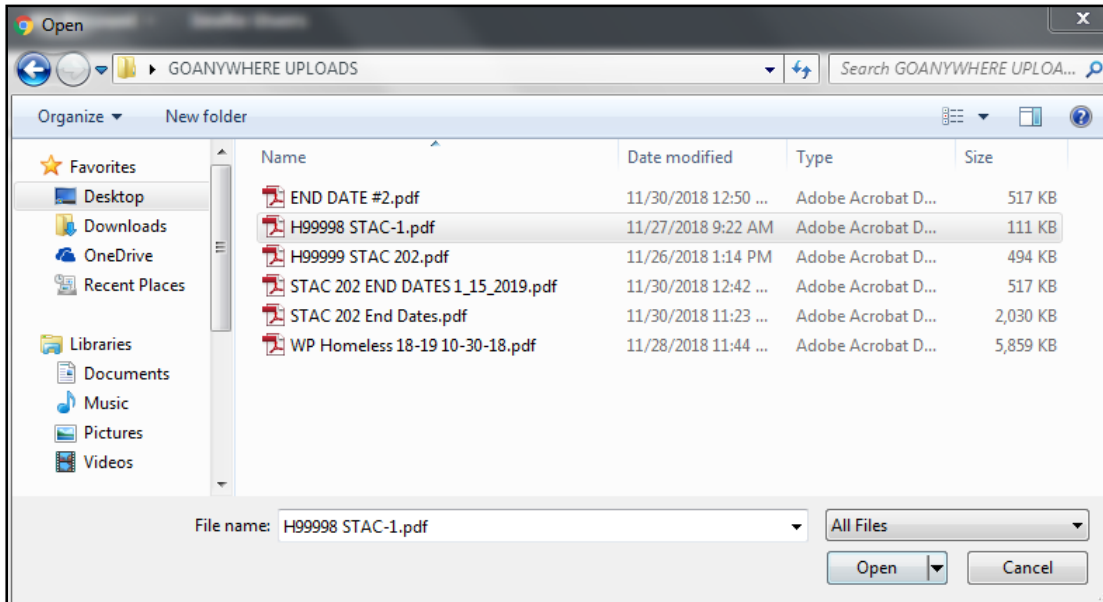
FINDING FILES TO UPLOAD

- ❖ We recommend that you create a folder on your computer's desktop titled "GoAnywhere Uploads"—this is where you'll place all the files you'd like to upload. With everything stored in the same place, you'll know just where to look when searching for the files after pressing the "upload" button.

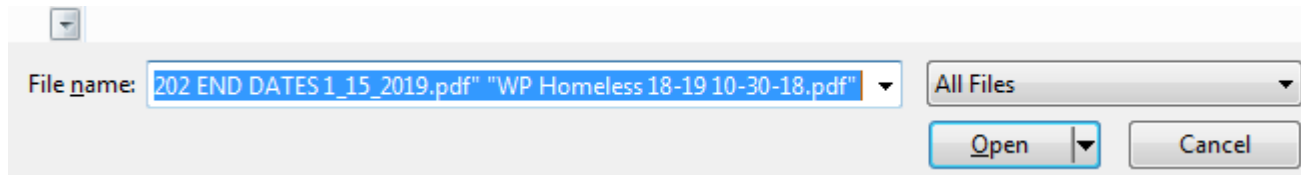
NAMING CONVENTIONS

- ❖ It's highly recommended that each file be given a descriptive name that identifies what was submitted and when. GoAnywhere users do not have the rights to rename files once they've been uploaded, so you must name your files appropriately ***before uploading*** to GoAnywhere.

Clicking the upload button will bring up your computer's directory—navigate to the folder you created that contains the files you want to upload.



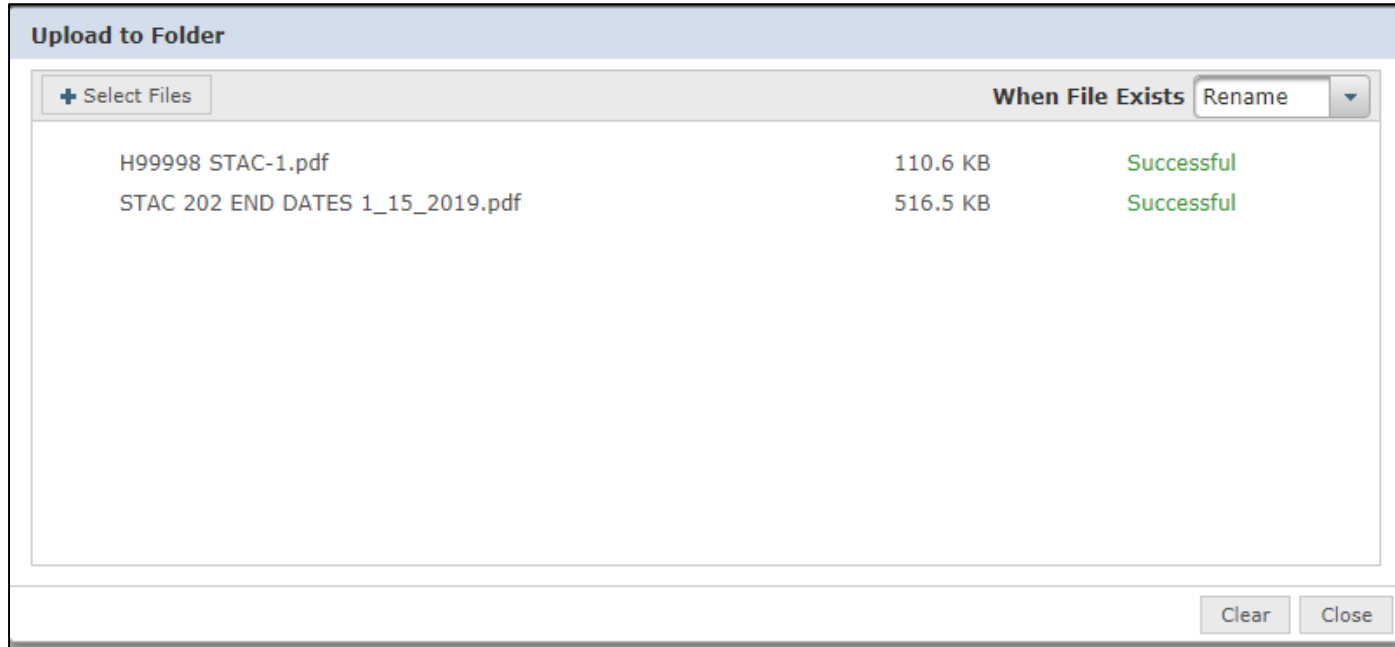
- ❖ If you've only selected one file, you can simply double-click on your selection—otherwise, press “open” with the selection highlighted.



- ❖ If you've selected more than one file to upload, you should see each file name in the text bar titled “File name”







🟢 Upload Complete [Show Details](#)









- ❖ Clicking **Show Details** from the “Upload Complete” notification will open your upload report.

Secure Folders

Location     Applet  Upload 



<input type="checkbox"/>	Name 	Date Modified 
<input type="checkbox"/>	 H99998 STAC-1.pdf	1/28/19 10:56:24 AM
<input type="checkbox"/>	 STAC 202 END DATES 1_15_2019.pdf	1/28/19 11:04:04 AM

- ❖ Files uploaded to your GoAnywhere shared folder will appear immediately. The **date modified** field indicates when the file was uploaded.

CONFIRMATION

- ❖ If you can see the file you uploaded to the shared folder, everyone else with access to that shared folder will also be able to see it. The contents of shared folders is identical for all authorized users with access to that folder.
- ❖ Once you've uploaded a file, you must notify the intended recipient that it's now available for download—the GoAnywhere platform does not offer any type of notification when something is added or removed from a shared folder.

EXAMPLE NOTIFICATION EMAIL

	To..	OMSSTAC@nysed.gov
	Cc..	
Subject	EXAMPLETOWN UFSD: GoAnywhere File Submission (School Age SERV File)	

Please be advised that the following file has been uploaded via GoAnywhere:

Filename: 281230_SERV_01_20190123.TXT

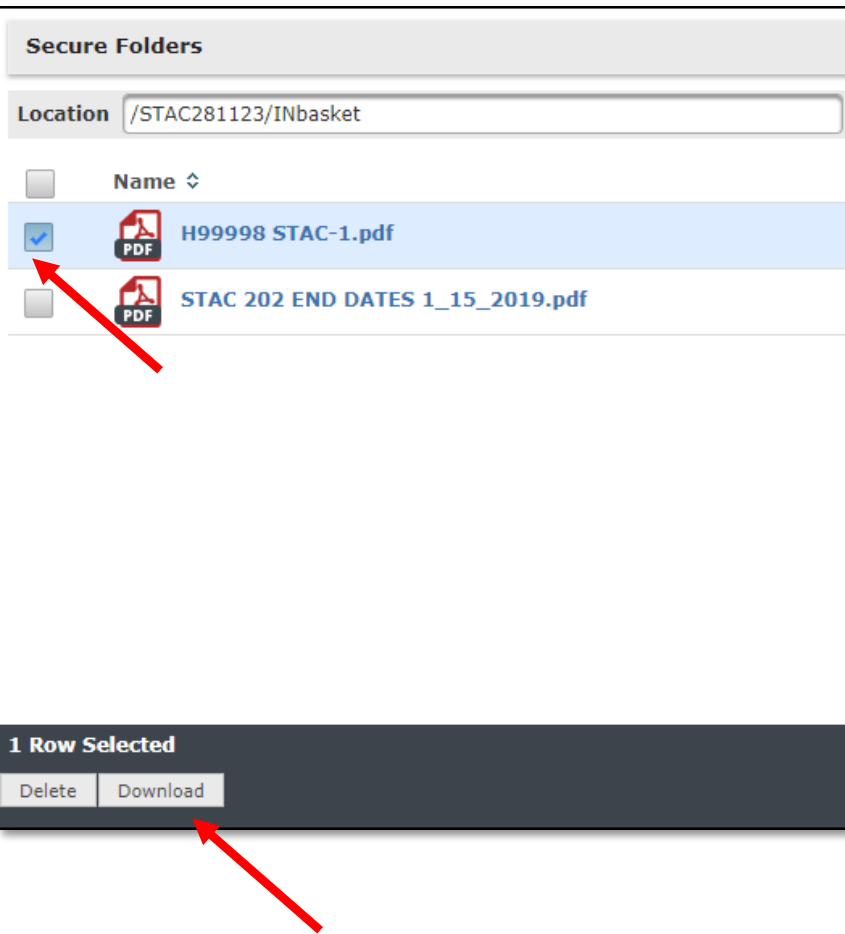
Agency: EXAMPLETOWN UFSD

GoAnywhere Location: STAC281230/inbasket

Description: The uploaded file is a school age service file for the 1819 school year.

- ❖ The subject line should include your agency's name and indicate that a file has been uploaded to GoAnywhere. You might also want to briefly indicate what type of file has been uploaded.
- ❖ The body of the email should include the following:
 - The filename
 - The name of your school district, county, or SED-approved provider.
 - The location within GoAnywhere where the file has been uploaded.
 - A brief description of the file that has been uploaded.

Downloading Files From GoAnywhere



Files can be downloaded two ways:

- (1) You can mark the check-box next to the file name and press download;
- (2) You can left-click on the file name.

PRINTING DOWNLOADED FILES

Print

Total: 1 sheet of paper

Print

Cancel

Destination  HP LaserJet 4250

Change...

Pages All

e.g. 1-5, 8, 11-13

Copies

Color

More settings 

Paper size

Scale Fit to page

Options Two-sided

❖ To avoid cutting off the margins when printing downloaded reports, make sure you select **“Fit to page”** from the print settings.



SELECT FIT TO PAGE

TIPS

- NEVER USE INTERNET EXPLORER—make sure that Internet Explorer doesn't open by default when clicking the link to register.
- If you've incorrectly entered your password twice, close your browser and try again—three bad attempts will lock you out of your account. If you do lock yourself out of your account, please contact Andrew Kitzrow to have it unlocked.
- Your password can be reset by pressing the **Forgot My Password** button on the login screen—you will receive an email with a link prompting you to create a new password.
- If you accidentally upload a file to the wrong subfolder (**Outbasket** or **Archive**), you can always just delete the file and reupload to the correct location; if you upload a file outside of your subfolders, you can drag the file into the correct location to move it.

RELEVANT STAC AND MEDICAID UNIT CONTACTS

General GoAnywhere Questions:

❖ Andrew Kitzrow 518-486-1681

FTP Kids, Service, Evaluation Processing Questions:

❖ Mackenzi Beisler 518-486-1613

❖ Robert Wojtkiewicz 518-486-6817

School Age Questions:

❖ Kelly Mason 518-402-5218

❖ Adam Lenhardt 518-473-7124

❖ Ed Truax 518-486-2293

Preschool Questions:

❖ Robert Wojtkiewicz 518-486-6817

❖ Sheila Costa 518-474-4178