

External User Process (SCO):

1. Provide the **URL** and **Key** to the Authorized File Submitter, the School Certifying Official (SCO), along with the request for documents. Cut and paste the following URL into the browser window:

<https://www.my.va.gov/EducationFileUploads>

2. Below is the landing page



Please complete all the fields below.

* First and Last Name

* Email address

Enter the information provided by the authorized government representative specific to the compliance activity.

* Fiscal Year (from drop-down)

* Facility Code

* Unique Identifier (UI)

Click "Next" to proceed to the Upload Files Landing page. After dragging and dropping files, click "Submit Files".
Email confirmation will serve as verification the upload is complete.

Next

3. The Authorized File Submitter (SCO) will complete the two sections outlined in red.

First section is the name and email of the Authorized File Submitter.
Second section identifies the Salesforce ***Schedule Name*** or ***Key***.

Click ***Next*** to proceed to the ***Mass File Upload*** page.

Please complete all the fields below.

* First and Last Name

Sue SCO

* Email address

Sue.SCO@stlu.edu

Enter the information provided by the authorized government representative specific to the compliance activity.

* Fiscal Year (from drop down)

2023


* Facility Code

31968125

* Unique Identifier (UI)

106422

Click "Next" to proceed to the Upload Files Landing page. After dragging and dropping files, click "Submit Files".
Email confirmation will serve as verification the upload is complete.

 **Next**

4. The landing page ***Mass File Upload*** is where documents are uploaded.

Mass File Upload for Eforce

FY2023-31968125-106422

Upload Files ⓘ

 Upload Files

Or drop files

Change Facilities

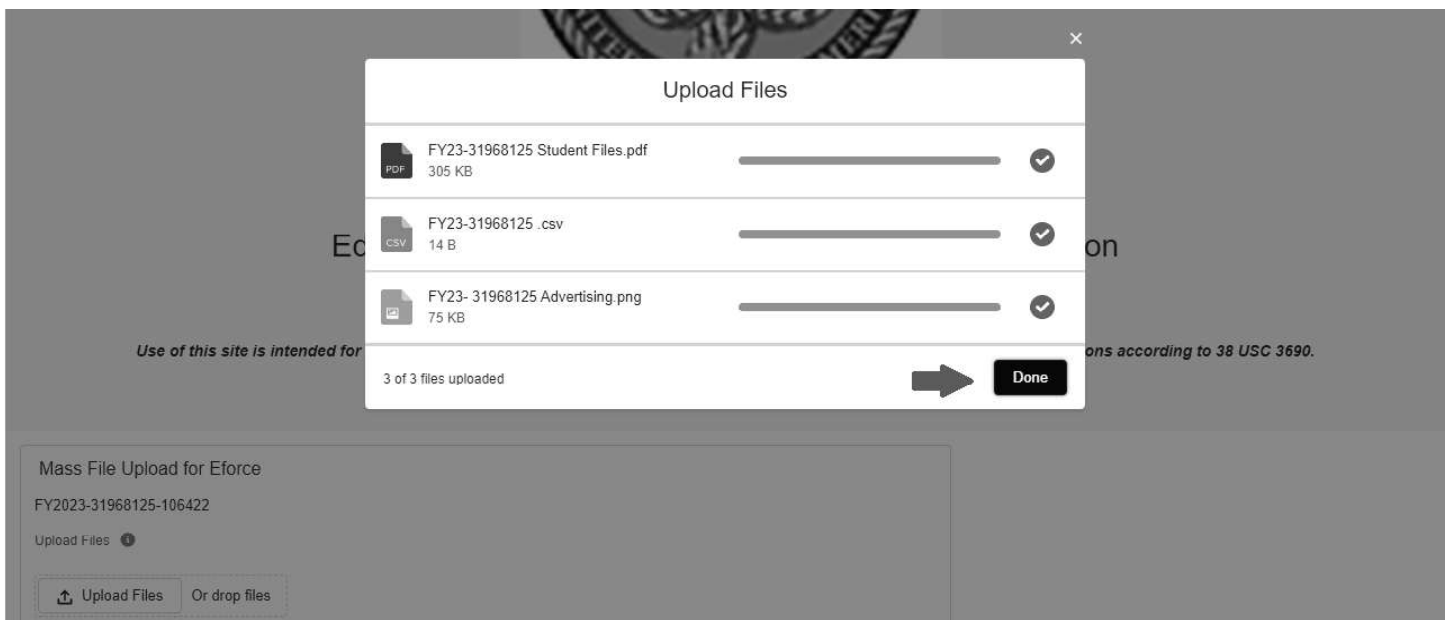
Submit Files

5. Two ways to add documents:

- Click on the **Upload Files** button which will open to user's computer for file selection
- Drag and Drop files, hovering over the over the **Upload Files | or drop Files** button until the button is outlined in blue (as shown below), then release the files.



6. After all the documents scan, click “Done”.

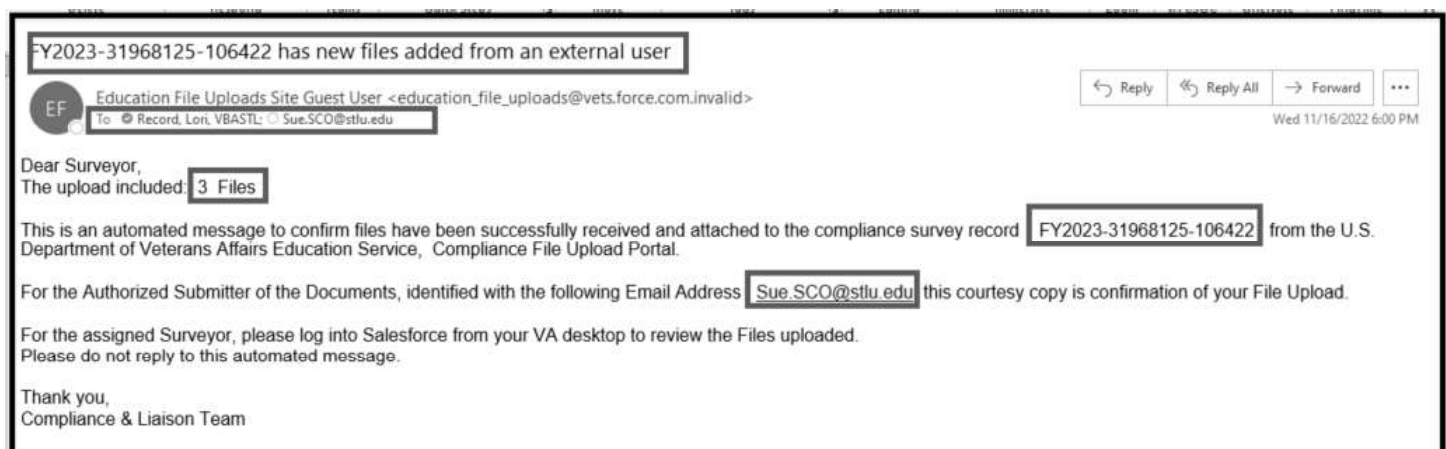


7. Repeat steps 4 through 6 until all documents are displayed on the loading deck. The Authorized File Submitter (SCO) can remove files by clicking the “x”. Repeat until all files are added, up to 20 documents at a time. All documents should be named according to the naming convention.

Click **Submit Files** button when all files loaded.



8. Clicking the **Submit Files** button, generates an email notification indicating the number of files successfully uploaded. The recipients of the email will include the **Authorized File Submitter** and the **Scheduled Primary Surveyor-Platform**.



*** The Authorized External User (SCO) process is complete. ***

9. From within Salesforce, navigate to the **Schedule for Facility** record, then **Related** tab, then **Files**.




Scheduled Facilities > FY2023-31968125-106422

Files

3 items • Sorted by Title • Updated a few seconds ago

Add Files

⚙️ ↻

	Title ↓	Owner	Last Modified	Size	
1	 FY23-31968125 Student Files	Education File Uploads Site Guest User	11/16/2022 6:00 PM	305KB	⌵
2	 FY23-31968125	Education File Uploads Site Guest User	11/16/2022 6:04 PM	14B	⌵
3	 FY23- 31968125 Advertising	Education File Uploads Site Guest User	11/16/2022 6:00 PM	75KB	⌵

10. Click on the drop-down arrow at the right of the file name, click **View File Details**.




Scheduled Facilities > FY2023-31968125-106422

Files

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	Title ↓	Owner	Last Modified	Size	
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3	 FY23- 31968125 Advertising	Education File Uploads S...	11/16/2022 6:00 PM	75KB	⌵

Download

View File Details

11. The name and email of the Submitter will display on the record as outlined in red.

 File
FY2023-31968125

+ Follow Download Public Link Upload New Version ▾

Size	File Extension	Owner
14B	csv	Lori Record




Preview Details

No preview available

File Engagement

Views 0 Downloads 0

Shared with (3)

-  Lori Record
Owner
-  FY2023-31968125-106422
Viewer
-  Sue SCO - Sue.SCO@stlu.edu
Viewer

Reminders:

- External File Upload link should not be saved by the SCO, only good for the Compliance action indicated.
- The link is mapped to Compliance actions – Compliance Survey, Risk Based Survey and Target Risk Based Review.
- **Schedule Name = Key**
- Each **Scheduled for Facility** record has a 6 digit “**Unique Identifier**” at the end of the **Schedule Name**
- Ensure the proper **Schedule Name** of your survey will ensure providing the appropriate **Key** to the SCO. There could be multiple Schedule for Facility records for each FY.
- Only request documents should be uploaded, documents **cannot** be moved from the Schedule for Facility record. Example – **no** 85/15, 35% exemption, 8794s etc.
- Provide SCOs with step-by-step instructions.
- Files cannot be attached to a Schedule Name with a **Survey Status** of “Complete”. Authorized File Submitter
- **Acceptable** file extension/file types:

File extension	File Type
.pdf	portable document format (except Portfolio style files)
.docx	Microsoft Word
.pptx	Microsoft PowerPoint
.csv	Microsoft Comma Separated Value
.xlsx	Microsoft Excel
.jpeg	joint photographic experts group
.png	portable network graphic
.bmp	bitmap image
.gif	graphics interchange format
.tiff	tagged image file format
.psd	photoshop
.raw	huge image files
.eps	Encapsulated post script

- **Not Accepted** – Please do not attempt to upload

File extension	File Type
.doc	legacy Microsoft Word
.xlsm	Excel with macros
.zip	Compressed files
.msg	email files
.htm	Hypertext Markup Language
.pdf*	specifically Portfolio style files
.mp4	Multimedia file

- Naming Convention for SCOs – please name files accordingly **before** uploading with the formatting below:

FYXX - (facility code) ARF Reports
FYXX - (facility code) Notice of On-Site Survey
FYXX - (facility code) Student Interviews
FYXX - (facility code) Student Files
FYXX - (facility code) Entrance Briefing
FYXX - (facility code) Advertising
FYXX - (facility code) Trademark Violations
FYXX - (facility code) 85/15 Reports
FYXX - (facility code) Catalog 2022-23
FYXX - (facility code) Catalog 2021-22
FYXX - (facility code) Catalog 2020-21
FYXX - (facility code) Referrals to SAA
FYXX - (facility code) Referrals to RPO
FYXX - (facility code) Narrative Report
FYXX - (facility code) Findings Letter
FYXX - (facility code) Shopping Sheet
FYXX - (facility code) TRBR Executive Summary
FYXX - (facility code) Principles of Excellence
FYXX - (facility code) Accreditation
FYXX - (facility code) RBS Financial Soundness
FYXX - (facility code) RBS Approval-Administrative Review
FYXX - (facility code) RBS Complaints Review
FYXX - (facility code) RBS Job Aids
FYXX - (facility code) RBS Findings Report