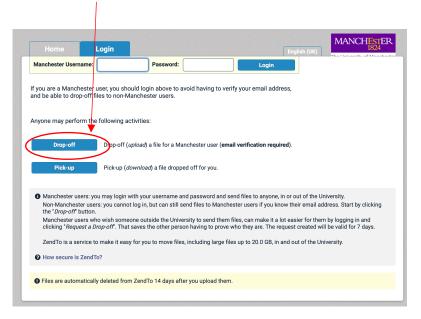


Passport to Success

Secure Data Sharing Protocol

ZendTo – Dropping off your pupil list file for the Passport to Success team

- 1. Visit <u>https://zendto.manchester.ac.uk</u> in your browser:
 - A https://zendto.manchester.ac.uk
- 2. Click the Drop-off button:



3. You will be asked to provide your information. Write your name, the name of your organisation (school), and your email address in the fields below. After this is done, <u>click on the "I am not a robot"</u> and solve the task you are presented with. Finally, press the "Send confirmation" button

				MANCHESTER
Home			Englis I (UK)	1824 The University of Manchester
Information abo	ut the Sender			
Have you been gi	ven a "Request Code"? Ye	s No		
			/	
	Your name:		(required)	
	Your organisation:			
	Your email address:		(required)	
To confirm that w	ou are a real person (and no	a computer), please complete the	uick challenge helow:	
To commit that y	ou ale a rear person (and no	a computer), please complete the t	duck challenge below.	
	l'm not a	nhat 💽		
	Innota	reCAPTCHA Privacy - Terms		
	I now need to se When you get it in a p	nd you a confirmation email.		
	Sen	d confirmation		



4. Once you click the "Send confirmation" button above, you should be presented with this message:



5. You will receive an email in the address you provided in point 3. The email you receive should look like the image immediately below (but with the details you provided above). Please click the link that you received in your email message from ZendTo.



This is an automated message sent to you by the ZendTo service.

Name: Joao **Organisation: Joao Primary School** Email: joao.santos@manchester.ac.uk

You have asked us to send you this message so that you can drop-off some files for someone.

IGNORE THIS MESSAGE IF YOU WERE NOT IMMEDIATELY EXPECTING IT!

Otherwise, continue the process by clicking the following link (or copying and pasting it into your web browser):

https://zendto.manchester.ac.uk/dropoff?auth=a5deb3c3bb4457c35712091a8f3e9600

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6. When you click the link you received on your email, you will see the menu below asking you for the details of the person you want to send the file to.

Home	Inbox	Outbox Logo	ıt	English (UK)
Users are also stru- Use this form to dr email containing th	ZendTo are scanned ongly encouraged to op-off (upload) one o le information you en y confirmation purpo	Add Reo	cipients Add Many	would with any other file you downloa nal private information)! recipient will receive an automated ess will also be logged and sent to the
From: Joao Santos <joar To:</joar 	o.santos@mancheste	er Name: Adds to your add	dress book	f files for you
Short note to the R	ecipients:	Add	Add & Close	le
			 Send me Send en which in Recipier Allow or 	e an email when each recipient picks up the fi nail message to recipients Includes Passcode as well as Claim ID nts must agree to terms and conditions nly 1 download
		1000 / 1000 left Click to Add Files o		til drop-off expires at 2022-12-05 13:55

 You should type the name "Joao Santos" in the field "Name:" and passport@manchester.ac.uk in the field "Email", as shown below. After doing that you click "Add and close":

Home Inbox	Outbox Logout	English (UK)
PLEASE NOTE Files uploaded to ZendTo are scanned for Users are also strongly encouraged to e Use this form to drop-off (upload) one or email containing the information you enter recipient for identity confirmation purpose	Add Recip	ients Add Ma ny
From:		
Joao Santos <joao.santos@manchester< td=""><td>Name: João Santos</td><td>f files for you</td></joao.santos@manchester<>	Name: João Santos	f files for you
To:	Email: passport@manchest	er.ac.uk
0	-man pacepont@manoneou	
Short note to the Recipients:	Add	Add & Close le
	ð	 Send me an email when each recipient picks up the files Send email message to recipients which includes Passcode as well as Claim ID Recipients must agree to terms and conditions Allow only 1 download
	1000 / 1000 left	14days until drop-off expires at2022-12-05 14:00
	Click to Add Files or Dra	ng Them Here



8. After pressing "Add and close", you will get the menu below:

Home	Inbox	Outbox Logou	t English (UK) MANCHESTER 1824 The University of Mansherter
PLEASE NOTE	endTo are scanned f	or viruses. But still exercise the :	same degree of caution as you would with any other file you download.
			ensitive information (e.g. personal private information)!
mail containing the		er below and instructions for dow	lanchester user or others). The recipient will receive an automated vnloading the file. Your IP address will also be logged and sent to the
rom:			Subject:
Joao Santos <joao.< td=""><td>santos@manchester</td><td>r.ac.uk> University of Man</td><td>Joao Santos has dropped off files for you</td></joao.<>	santos@manchester	r.ac.uk> University of Man	Joao Santos has dropped off files for you
o:			
João Santos <pas< td=""><td>sport@manchester.a</td><td>ac.uk> 😑 🕒</td><td></td></pas<>	sport@manchester.a	ac.uk> 😑 🕒	
hort note to the Re	cipients:		
	•		Encrypt every file
			Calculate SHA-256 checksum of each file Send me an email when each recipient picks up the files
			Send email message to recipients
			✓ which includes Passcode as well as Claim ID Recipients must agree to terms and conditions Allow only 1 download
		1000 / 1000 left	14 days until drop-off expires at 2022-12-05 14:00
		Click to Add Files or	Drag Them Here

9. The next thing to do is to <u>tick the option</u> "Encrypt every file". This is essential. This ensures the file you are sending to us will be encrypted:

Home	Inbox	Outbox	ogout	English (UK)	The University of Mancheste
PLEASE NOTE					
LEASE NUTE			$\langle \rangle$		
					any other file you download.
Jsers are also str	ongly encouraged to e	ncrypt every file if any con	tain sensitive informatio	on (e.g. personal private ir	formation)!
se this form to dr	op-off (upload) one or	more files for anyone (eith	er a Manchester user o	r others) The recipient wi	I receive an automated
		er below and instructions f			
cipient for identit	ty confirmation purpos	es.			
om:			Subject:		
,	o.santos@manchester	ac.uk> University of Man.	Joao Santos na	s dropped off files for you	
):					
João Santos <pa< td=""><td>ssport@manchester.a</td><td>c.uk> 😑 🛛 🔂</td><td>×</td><td></td><td></td></pa<>	ssport@manchester.a	c.uk> 😑 🛛 🔂	×		
hort note to the R	Recipients:				
				crypt every file	
			🗹 Ca	culate SHA-256 checksu	
				nd me an email when eac nd email message to reci	h recipient picks up the file
				ich includes Passcode as	
				cipients must agree to te	rms and conditions
			11	ow only 1 download	
		1000 / 1000	left 14 day	ys until drop-off expires a	t 2022-12-05 14:00



10. Once you tick the option "Encrypt every file", you will get to the menu below. You are asked for an encryption passphrase. This is where you should use the school password that we have provided you (the one that starts with 3333....).

PLEASE NOTE Files uploaded to Ze Jsers are also stron			ould with any other file you download. al private information)!
se this form to drop- mail containing the i ccipient for identity c rom:	nformation you er	This was submary will not be card to the mainimum	ecipient will receive an automated s will also be logged and sent to the
Joao Santos <joao.s< td=""><td>antos@manchest</td><td></td><td>iles for you</td></joao.s<>	antos@manchest		iles for you
o: João Santos <pass hort note to the Rec</pass 		And again: Vide characters OK Cancel	56 checksum of each file
		✓ which inclu Recipients Allow only	when each recipient picks up the files message to recipients ides Passcode as well as Claim ID must agree to terms and conditions 1 download
		1000 / 1000 left1 days until d	drop-off expires at 2022-12-05 14:00

11. After you add the password and click OK this is what you will see on your screen. Note that you now have the "Encrypt every file" option ticked, so that is sorted.

Home	Inbox Outbox Logout Examine (MANCHEST)	ER
Home	INDOX UUTDOX LOGOUT English (UK)	chact
PLEASE NOTE		
	ZendTo are scanned for viruses. But still exercise the same degree of caution as you would with any other file you down ongly encouraged to encrypt every Ne if any contain sensitive information (e.g. personal private information)!	load
mail containing th	rop-off (upload) one or more files for anyone (either a Manchester user or others). The recipient will receive an automated ne information you enter below and instructions for downloading the file. Your IP address will also be logged and sent to t ty confirmation purposes.	
rom:	Subject:	
loao Santos <joa< td=""><td>o.santos@manchester.ac.uk> University of Man Joao Santos has dropped off files for you</td><td></td></joa<>	o.santos@manchester.ac.uk> University of Man Joao Santos has dropped off files for you	
D:		
João Santos <pa< td=""><td>assport@manchester.ac.uk> 😑 😝</td><td></td></pa<>	assport@manchester.ac.uk> 😑 😝	
hort note to the R	Recipients: Encrypt every file Calculate SHA-256 checksum of each file Send me an email when each recipient picks up the Send email message to recipients which includes Passcode as well as Claim ID Recipients must agree to terms and conditions Allow only 1 download	e file
	1000 / 1000 left 14 days until drop-off expires at 2022-12-05 14:00	
	Click to Add Files or Drag Them Here	



12. Now you need to click the "Click to Add files or drag them here". It may take some time but eventually a window will open where you can locate and add your pupil list file:

Home	Inbox	Outbox	Logo	ut English (UK) MANCHESTER 1824
				same degree of caution as you would with any other file you download. ensitive information (e.g. personal private information)!
email containing the recipient for identity		er below and instr		Nanchester user or others). The recipient will receive an automated whoading the file. Your IP address will also be logged and sent to the
From: Joao Santos <joao To:</joao 	.santos@mancheste	r.ac.uk> University	of Man	Subject: Joao Santos has dropped off files for you
João Santos <pas Short note to the Re</pas 	ssport@manchester.a	ac.uk> 😑 😲		
			ß	 Encrypt every file Calculate SHA-256 checksum of each file Send me an email when each recipient picks up the files Send email message to recipients which includes Passcode as well as Claim ID Recipients must agree to terms and conditions Allow only 1 download
			o / 1000 left o Add Files o	r Drag Them Here

13. Once you have selected your pupil list file, you click to add it and once that happens the file name will be shown (see image below). In this example, my pupil list file is called "0 – Primary School Name pupil list". Your file will have a different name. What you then need to do is click "Drop-off Files".

/

Home Inbox	Outbox Logou	ut English (UK) MANCHIESTE
		same degree of caution as you would with any other file you downlo sensitive information (e.g. personal private information)!
	pelow and instructions for dov	Manchester user or others). The recipient will receive an automated wnloading the file. Your IP address will also be logged and sent to th
From:		Subject:
Joao Santos <joao.santos@manchester.ac< td=""><td>.uk> University of Man</td><td>Joao Santos has dropped off files for you</td></joao.santos@manchester.ac<>	.uk> University of Man	Joao Santos has dropped off files for you
Го:		
João Santos <passport@manchester.ac.< th=""><th>ık> 😑 🖸</th><th></th></passport@manchester.ac.<>	ık> 😑 🖸	
	1000 / 1000 left Click to Add Files or	 Encrypt everyfile Calculate SHA-256 checksum of each file Send me an email when each recipient picks up the Send email message to recipients which includes Passcode as well as Claim ID Recipients must agree to terms and conditions Allow only 1 download 14 days until drop-off expires at 2022-12-05 14:00
Filename	Si	Size Description
1. 0 - Primary School Name pup	8.1 KB / 20	· · · · · · · · · · · · · · · · · · ·



14. When you click the "Drop-off Files", a blue progress bar will appear and after a few seconds the following menu will appear. At this point there is nothing else you need to do. Once we get your file you will receive a notification in your email address.

Drop-Off Summary

Your files have been encrypted and sent successfully. They will expire in 14 days.			
Filename	Size	SHA-256 Checksum	Description
0 - Primary School Name pupil list.xlsx	8.1 KB	CB377D15F1E582E24B9FF913E9584E5B B3887F064604343D3F9802C51F92F099	
1	file		
Joao Santos <joao.santos@manchester.ac.uk> University of Manchester To: João Santos <passport@manchester.ac.uk> Comments:</passport@manchester.ac.uk></joao.santos@manchester.ac.uk>		140.38 on 2022-11-21 14:43	his link 🍺, or
	https://:	e Claim ID & Passcode: zendto.manchester.ac.uk/pickup?claimID=iTeXm): iTeXmFyAmEfMkbBF	FyAmEfMkbBF&claii
		asscode: waQs5zYVQXMdyPuH	
None of the files has been picked-up yet.			

If you have any questions about this process you can ring us at 0161 275 8512 or email us at passport@manchester.ac.uk