

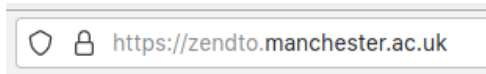


Passport to Success

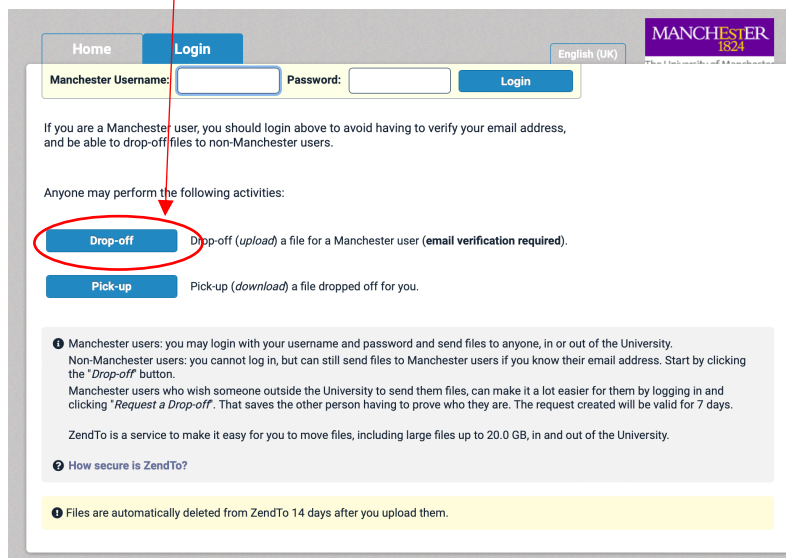
Secure Data Sharing Protocol

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

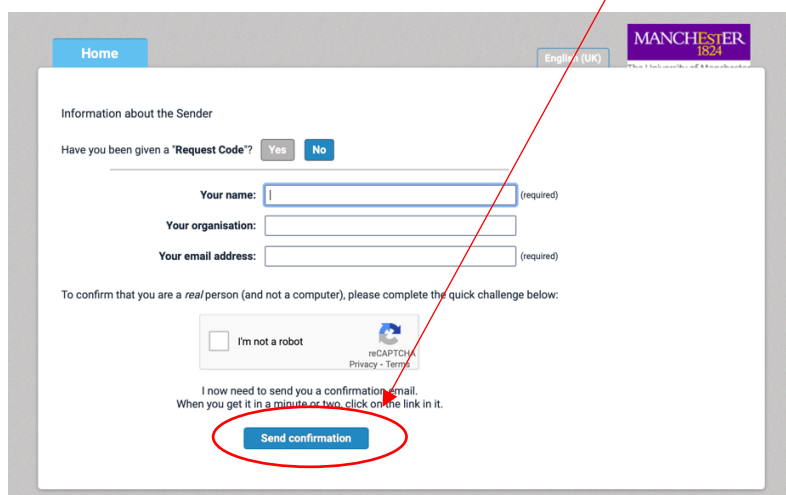
1. Visit <https://zendto.manchester.ac.uk> in your browser:



2. Click the Drop-off button:

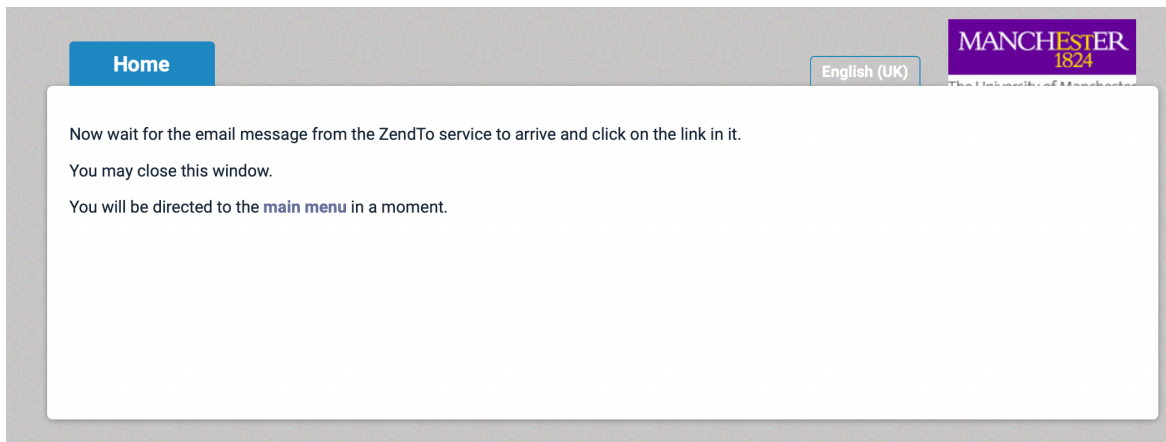


3. You will be asked to provide your information. Write your **name**, the name of your **organisation (school)**, and your **email** address in the fields below. After this is done, click on the “I am not a robot” and solve the task you are presented with. Finally, press the “Send confirmation” button





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.

[ZendTo] You are trying to drop off some files



○ ZendTo <helpdesk@zendto.manchester.ac.uk>

Today at 16:14

To: ● Joao Santos

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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- 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.

- 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":



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

PLEASE NOTE

Files uploaded to ZendTo are scanned for viruses. But still exercise the same degree of caution as you would with any other file you download. Users are also **strongly encouraged** to encrypt every file if any contain sensitive information (e.g. personal private information)!

Use this form to drop-off (upload) one or more files for anyone (either a Manchester user or others). The recipient will receive an automated email containing the information you enter below and instructions for downloading the file. Your IP address will also be logged and sent to the recipient for identity confirmation purposes.

From: Joao Santos <joao.santos@manchester.ac.uk> University of Man...

Subject: Joao Santos has dropped off files for you

To: João Santos <passport@manchester.ac.uk>

Short note to the Recipients:

1000 / 1000 left

- 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

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 tick the option “Encrypt every file”. This is **essential**. This ensures the file you are sending to us will be encrypted:

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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....).

Encryption Passphrase

This passphrase will not be sent to the recipients.
You need to do this yourself.

Passphrase:

And again:

Hide characters

OK Cancel

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Click to Add Files or Drag Them Here

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You are currently logged in as Joao Santos
This service is powered by a copy of ZendTo

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.

Encrypt every file

Calculate SHA-256 checksum of each file
 Send me an email when each recipient picks up the files
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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 | Logout | English (UK) | MANCHESTER 1824

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14 days until drop-off expires at 2022-12-05 14:00

Click to Add Files or 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 | Logout | English (UK) | MANCHESTER 1824

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Click to Add Files or Drag Them Here

| Filename | Size | Description |
|-----------------------------------------|-----------------|-------------|
| 0 - Primary School Name pupil list.xlsx | 8.1 KB | |
| | 8.1 KB / 204 MB | |

Drop-off Files



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


From:

Joao Santos <joao.santos@manchester.ac.uk> University of Manchester from 10.242.140.38 on 2022-11-21 14:43

To:

João Santos <passport@manchester.ac.uk>

Comments:

i To send the files to someone else, send them this link , or else the Claim ID & Passcode:

<https://zendto.manchester.ac.uk/pickup?claimID=iTeXmFyAmEfMkbBF&claimID:iTeXmFyAmEfMkbBF>
Claim ID: iTeXmFyAmEfMkbBF
Claim Passcode: 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