Passport to Success
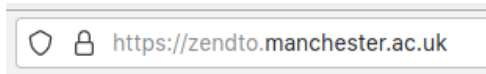
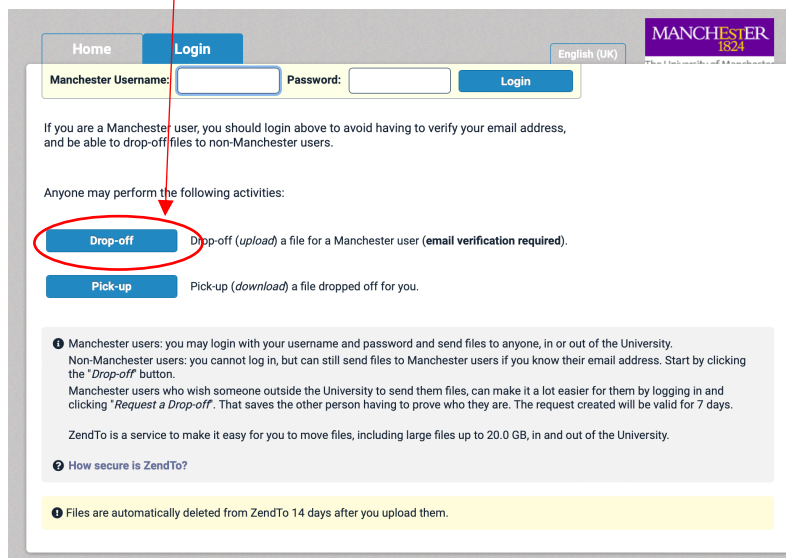## Secure Data Sharing Protocol

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

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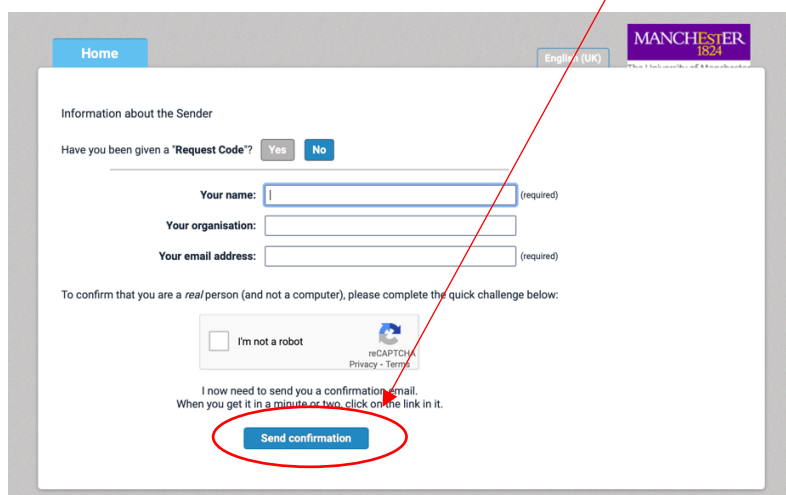

2. Click the Drop-off button:

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, <u>click on the "I am not a robot"</u> 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:
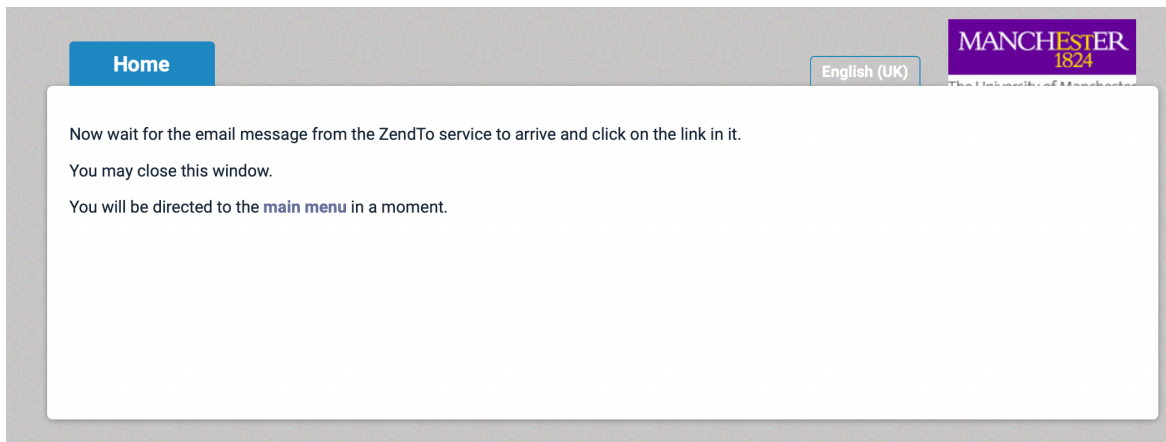
5. You will receive an email in the address you provided in point 3. The email you receive should look like the image immediately below (but with the details you provided above). Please click the link that you received in your email message from ZendTo.

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.

7. 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:

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:

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….).

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.

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:

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".

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:

ⓘ 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&clai
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*