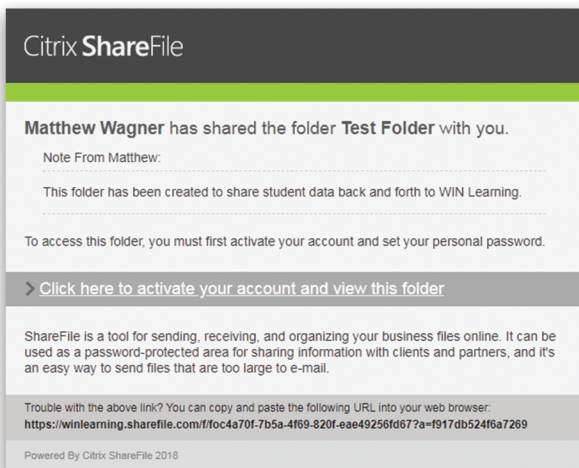


# Getting Started in ShareFile



*WIN Learning uses ShareFile to send and receive sensitive information. ShareFile secures files during transfer with SSL/TLS encryption protocols and uses AES 256-bit encryption when data is being stored. Only authorized WIN Learning staff will have access to your ShareFile folder.*

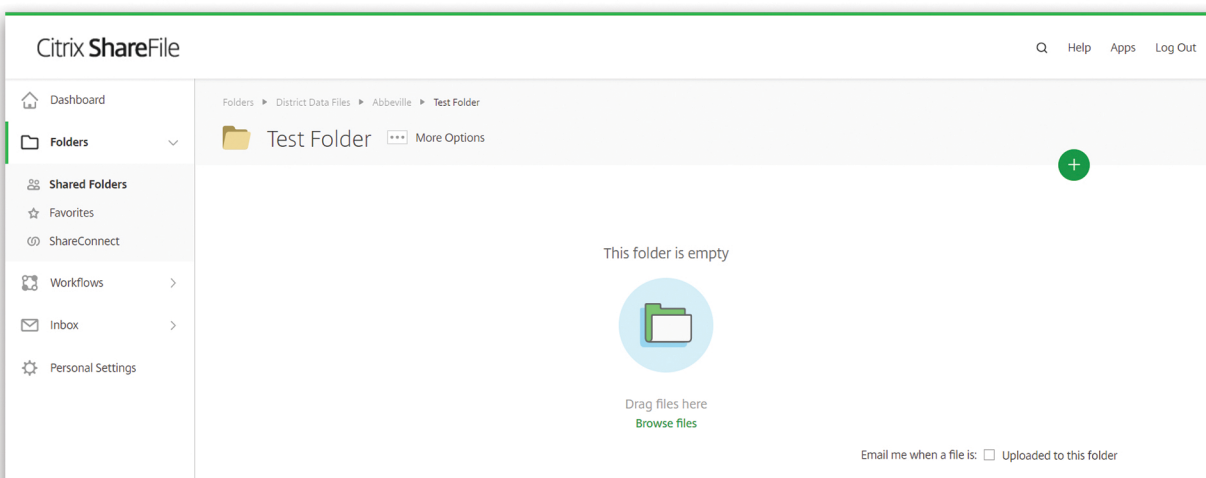
**1** After you receive the email stating a folder has been shared with you, click the link to activate your account and view the folder.



**2** Next, confirm your First Name, Last Name, and Company (School District), then click **Continue**.

**3** Create a password that meets the requirements of Sharefile, then click **Save and Sign In**.

**4** After you click Save and Sign In, you will be taken to the folder for your district. Drag and drop the file or select **Browse files** and located the appropriate file you want to upload to ShareFile. A notification will be sent to WIN Learning when a file is uploaded.



*If you need assistance, please contact WIN Learning Support at 888-717-9461 Option 3 or [Support@winlearning.com](mailto:Support@winlearning.com)*

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