

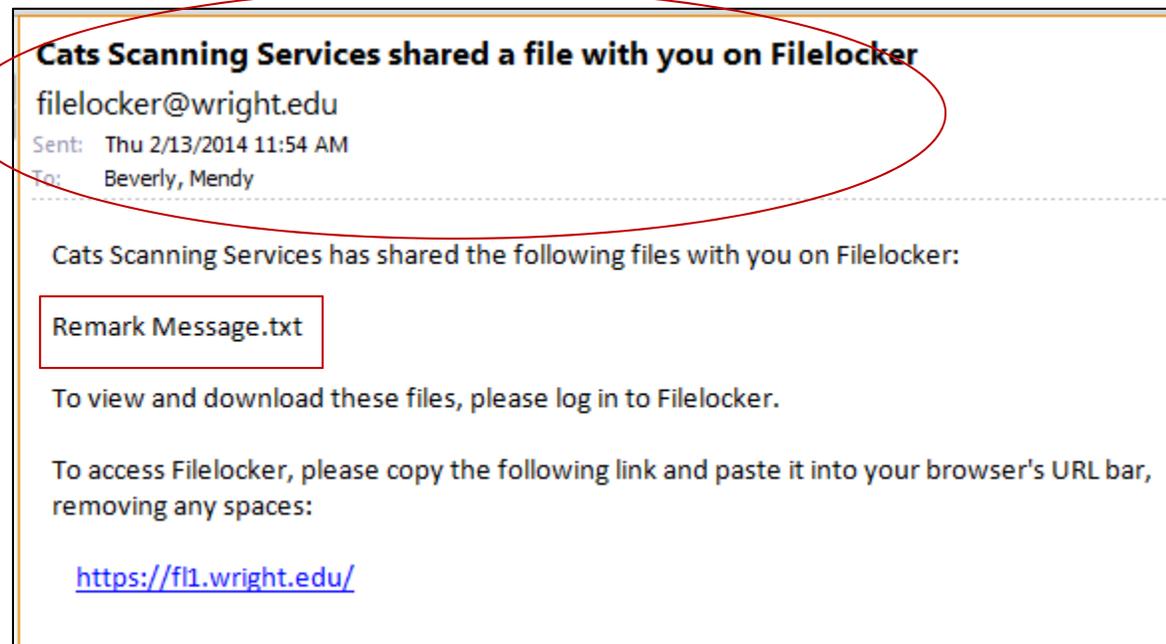
Using FileLocker to Download Your Examination Results

FileLocker is used to send/receive encrypted results of scanned examinations to our clients. This eliminates the need for the file to be password protected and allows us to get results to you in a timely manner.

Quick Facts:

1. Only Faculty / Staff can be sent information through FileLocker at this time. Password protected files will still be used for any authorized GA/TA administering an examination.
2. An email message will be generated from filelocker@wright.edu to initiate the download process. (See example below)
3. You must authenticate in filelocker with your campus account '**w-number**' and **password**.
4. FileLocker can be accessed from an **On-Campus** machine or **secured wireless connection**. If you need to access it remotely, you must first authenticate through the Wright State **VPN**. The Helpdesk can assist you with this. 937-775-4827
5. If you are suspicious of a file that comes from filelocker, feel free to contact us before downloading it. 937-775-4024.

Email Notification:



Cats Scanning Services shared a file with you on Filelocker
filelocker@wright.edu
Sent: Thu 2/13/2014 11:54 AM
To: Beverly, Mendy

Cats Scanning Services has shared the following files with you on Filelocker:

Remark Message.txt

To view and download these files, please log in to Filelocker.

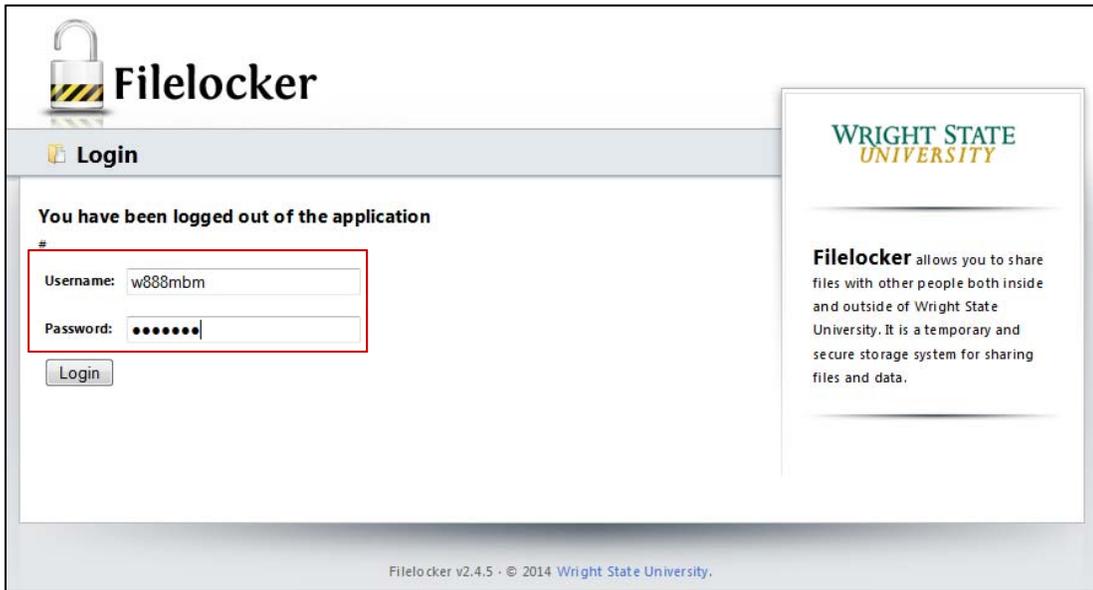
To access Filelocker, please copy the following link and paste it into your browser's URL bar, removing any spaces:

<https://fl1.wright.edu/>

1. The Email will always state "**Cats Scanning Services**" as the user sharing the file.
2. The name of the file will be included; here it is called "*Remark Message.txt*"
3. You must go to the filelocker site https://fl1.wright.edu to log in. As with all links within email messages, we suggest you do not click on it, but instead, copy/paste it into your browser. You may wish to bookmark it for later use.

Signing into FileLocker:

Go to <https://fl1.wright.edu> and enter your 'w-number' (campus id), password and click Login.



Filelocker

Login

You have been logged out of the application

#

Username: w888mbm

Password: ●●●●●●

Login

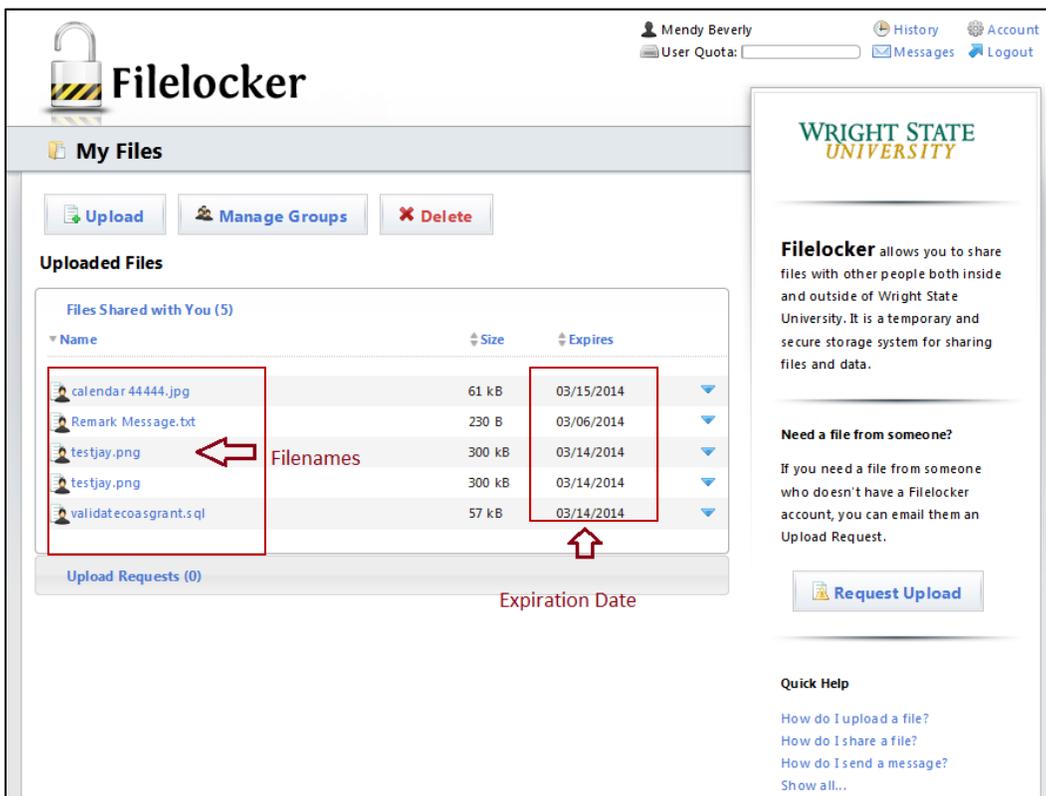
WRIGHT STATE UNIVERSITY

Filelocker allows you to share files with other people both inside and outside of Wright State University. It is a temporary and secure storage system for sharing files and data.

Filelocker v2.4.5 · © 2014 Wright State University.

Accessing Files

1. A file list will appear under “Files Shared with You”, including expiration dates. Scanning Services will place files into this area for **1 week**. Files not downloaded within 1 week will expire, but can be resent at any time.



Filelocker

Mendy Beverly

User Quota:

History Account

Messages Logout

My Files

Upload Manage Groups Delete

Uploaded Files

Files Shared with You (5)

Name	Size	Expires
calendar 44444.jpg	61 kB	03/15/2014
Remark Message.txt	230 B	03/06/2014
testjay.png	300 kB	03/14/2014
testjay.png	300 kB	03/14/2014
validatecoasgrant.sql	57 kB	03/14/2014

Upload Requests (0)

Request Upload

Need a file from someone?

If you need a file from someone who doesn't have a Filelocker account, you can email them an Upload Request.

Quick Help

How do I upload a file?

How do I share a file?

How do I send a message?

Show all...

(continued)

- Click the Blue down-arrow, to the right of the file.
- A blue pop-up area will appear allowing you to see the sender (Always **scanner** from our area). You can read any notes by clicking on [View File Notes](#).
- Click the "[Download This File](#)" button to proceed.

The screenshot displays the Filelocker web interface. At the top left is the Filelocker logo, which includes a padlock icon. The user's name, 'Wendy Deveny', and 'User Quota' are visible in the top right corner. Below the logo is a 'My Files' section with buttons for 'Upload', 'Manage Groups', and 'Delete'. The main area is titled 'Uploaded Files' and contains a table of files. A pop-up menu is open for the file 'Remark Message.txt', showing details such as 'Owner: scanner', 'Virus Scan: Passed', and 'Uploaded: 2014-02-13 11:53:24'. A red box highlights the 'Download This File' button in the pop-up. A blue arrow points from the text in the instructions to this button.

Filelocker

Wendy Deveny
User Quota:

My Files

[Upload](#) [Manage Groups](#) [Delete](#)

Uploaded Files

Name	Size	Expires
Files Shared with You (5)		
Name	Size	Expires
calendar 44444.jpg	61 kB	03/15/2014
Remark Message.txt	230 B	03/06/2014
testjay.png		
testjay.png		
validatecoasgrant.sql		

Remark Message.txt

Owner: scanner

Virus Scan: Passed

Uploaded: 2014-02-13 11:53:24

[View File Notes](#)

[Hide This Share](#)

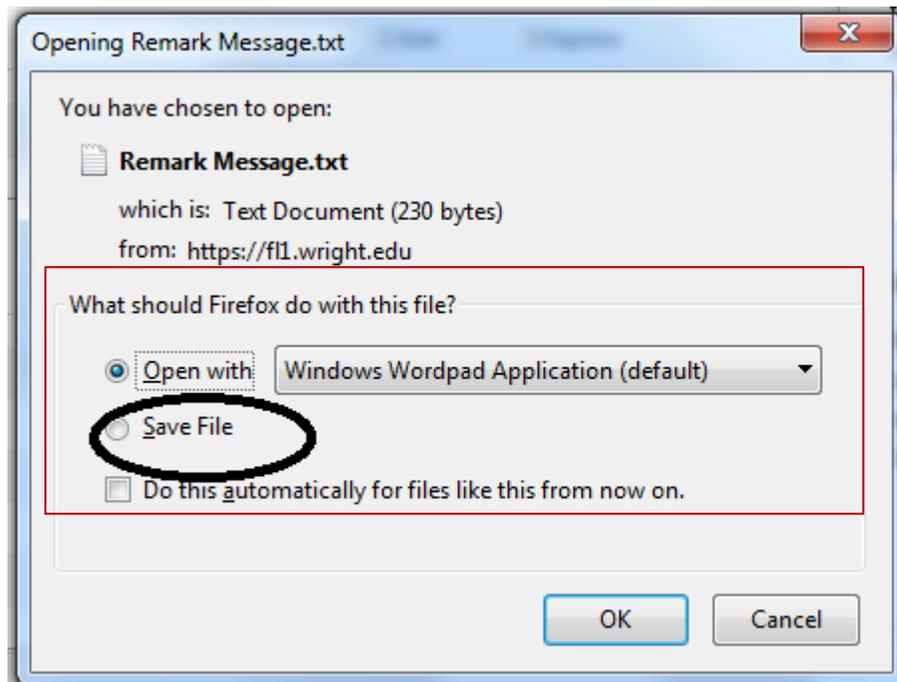
[Take Ownership \(to Reshare\)](#)

[Download This File](#)

Upload Requests (0)

Note: The owner will always be "Scanner" from our center. You can view any notes we have attached by clicking View File Notes.

4. In **Windows**, you should get a window allowing you to save the file to your machine. (Varies by OS) You can choose to “[Open with](#)” an application, or click “[Save File](#)” to download it. It will save in the default Download file specified by your browser.



5. If you are on a **MAC**, the file will automatically go to your download folder.



6. Once downloaded, the file may still have several days to expire and disappear from your “[Files Shared with You](#)” area. You can click on the blue arrow to the right and “[Hide This Share](#)”. It will disappear from your active list.

