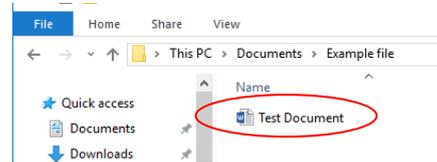
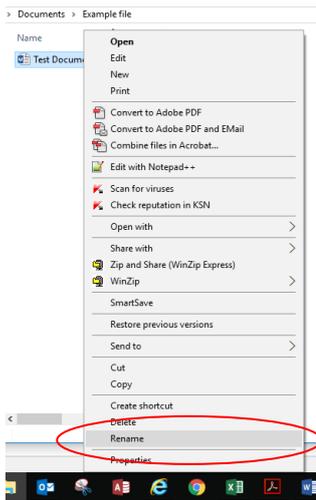


# A QUICK GUIDE TO CREATING AND SENDING GENERIC FILES TO THE LA



USE THESE INSTRUCTIONS TO CORRECTLY NAME YOUR FILE AND LOAD IT TO THE SCHOOL TO SCHOOL SYSTEM ON SECURE ACCESS

In file explorer, locate the file that you want to send securely



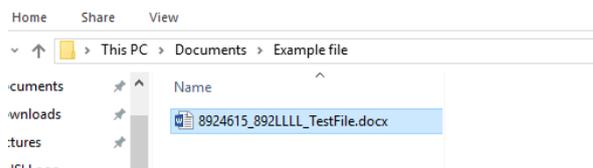
Right click on the file name and from the menu select **Rename**

The name that you give to the file will be made up of 4 components

- Your Dfe Number followed by an underscore
- The DfE Number or Identifier of the place you are sending it to followed by and underscore
- A reference that both you and the recipient will understand of no more than 15 characters.
- A full stop and the file type

**Please note: You are not allowed any spaces.**

An example might look like this file now does.



892LLLL is the identifier to use if you are sending a file to the LA, but it could be another schools full Dfe number such as 8926905 if you were wanting to send them a document using the S2S secure system.

Once you have your named file Login to Secure Access and choose S2S from the menu on the home page.

- Upload LTR file
- Upload Generic File
- Upload Exclusion File

The **upload generic file** option will be displayed in the left hand side menu

Follow the on screen instructions to locate and upload your file.

If you need help with this process please contact either;

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Or

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