

## How To Upload Transcripts to VCU FileLocker

### **About FileLocker**

VCU FileLocker is a secure site that all VCU students can use to temporarily store and share files. Users can designate a number of settings to allow specific users and/or a specific number of downloads as valid. VCU Department of Biology uses FileLocker in conjunction with the Biology Override Request Form to allow students to upload transcripts and grade reports that advisers will require for prerequisite overrides where the student has met the prerequisite requirement at another institution.

### **Why can't these files just be uploaded into the form? FileLocker seems like just an added step.**

VCU values the sensitive and confidential nature of your academic records. Further, VCU is legally required to take specific steps to ensure that certain academic information remains secure. The Biology Override Request Form is not permitted to accept nor store sensitive academic records. For more information on what is considered sensitive, private, or privileged, please see the VCU Data Classification Standard.

FileLocker is approved by VCU Technology Services for the storage of protected data and so the biology department uses it to receive your academic records when necessary.

### **How to upload and share files**

These directions are specific to uploading transcripts and other academic records for the purposes of a VCU Biology course override. Nothing that follows should be construed as general directions for the usage of FileLocker.

#### **1.) Save your academic information to a file.**

For the purposes of an override, Biology Advising does not require official transcripts. Screenshots/copies/scans are acceptable. Most institutions keep an electronic version of your transcripts or final grades that you are able to view at any time. If available, please save this electronic record in the following way:

*Navigate to your electronic transcript. This page should have your full name listed as the student, and the name of the institution clearly displayed somewhere on it.*

*Once on the page containing your transcript, open the "print page" dialog from your browser (Ctrl+P, Command+P, File>Print, Right Click> Print, etc.).*

*Where it asks for the destination printer, most browsers have the option to print to a PDF. Select this option, then 'print' the page.*

*If done correctly, you should be asked where you would like to save the PDF. Select a location on your computer where you can easily find the document again. Please save this file with the name indicated in the Override Request Form.*

*If you have multiple separate academic records or if your records are displayed across multiple webpages, you will need to repeat this process for each one.*

*If you are unable to save to a PDF from your personal computer, you can do so from any VCU-owned computer. Computers are available for free student use throughout the university, including in the libraries on either campus, and in the Student Resource Center in Room 118 of the Life Sciences Building.*

## 2.) Upload your academic information file to FileLocker

Navigate to <https://filelocker.vcu.edu>

At this point, you will be asked to login with your VCU eID and password unless you have already done so for another VCU application (such as email or myVCU). Enter your login information and continue.

Click on the  button to open the  dialog.

The expiration date for the file is set for 2-4 weeks into the future depending on VCU's settings at the time. **Do not change the default expiration date.** You may add notes to this upload to help you to easily identify it later.

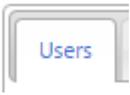
Click on the  button to open the file browsing window on your computer.

From here, select the file you saved containing your academic records.

Once your file has been scanned and encrypted, it will appear under "Uploaded Files"

Click on the file to open the information window for this file. If you would like, you can check the box to notify you when your file is downloaded. This is not required.

Click on  at the bottom of the information window.

Under the  tab, make sure you are searching for users by  (not by Name).

Search for each of the User IDs indicated in the override form, click on the name that appears, and then click on  **Share** for each required ID.

If you have multiple separate files, each one will need to be uploaded and shared via this process.

## 3.) Check off that you have uploaded & shared the file in the Override Request Form.

Once you have saved, uploaded, and shared your academic records, confirm that they are available using the checkbox in the Biology Override Request Form. Fill in the rest of the required information, and submit your request.

Please do not upload your files until you are ready to submit your request. Files only remain available temporarily before being deleted. If there is a lapse in time between uploading your file and submitting your request, the file may not be available to Biology Advising when they receive your request.

**The file(s) that you uploaded will remain available to BioAdvising for 14-28 days and will then be deleted from FileLocker. If you have received a response to your override request indicate that it has been approved or denied, you may delete your files prior to their expiration.**