

CSCU



Secure Portal Admin Guide

Retrieving Portal Files from the CSCU Protective Enclave

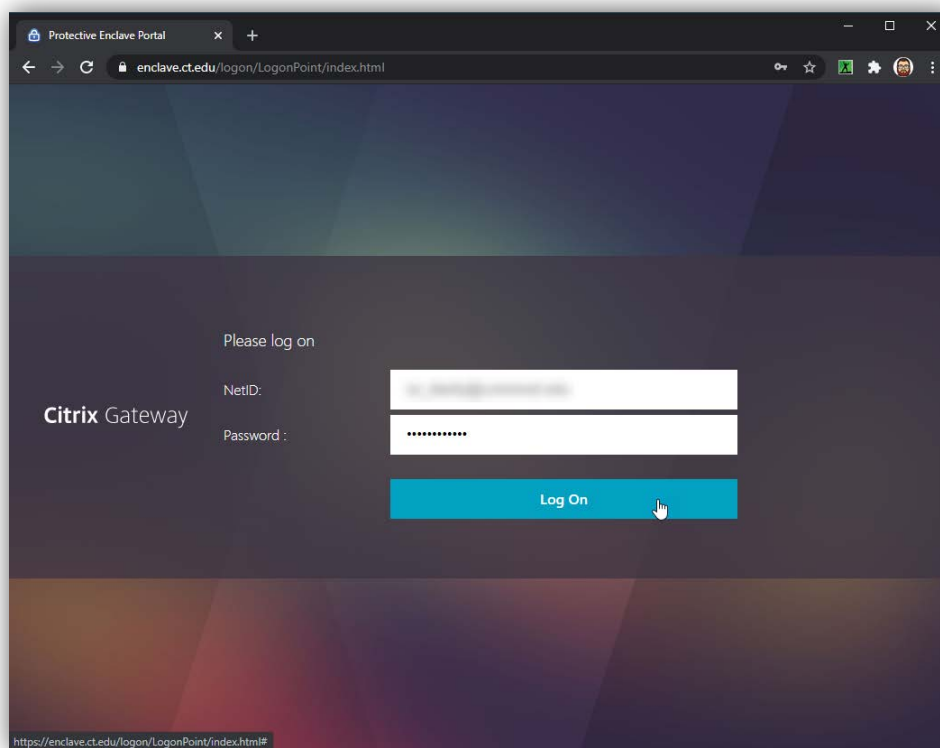
The secure portal was developed to allow students to securely upload documents and supporting information to the colleges. This initiative will provide for an easier and more secure method for students to transfer information, while also reducing the volume of physical confidential documents and information that are currently being sent through the mail. Additionally, it will help reduce staff time spent processing the documents and associated information, and will position the entire system for additional digital initiatives.

Students will first upload confidential documents to various department folders within the Protective Enclave as outlined in the follow help article:

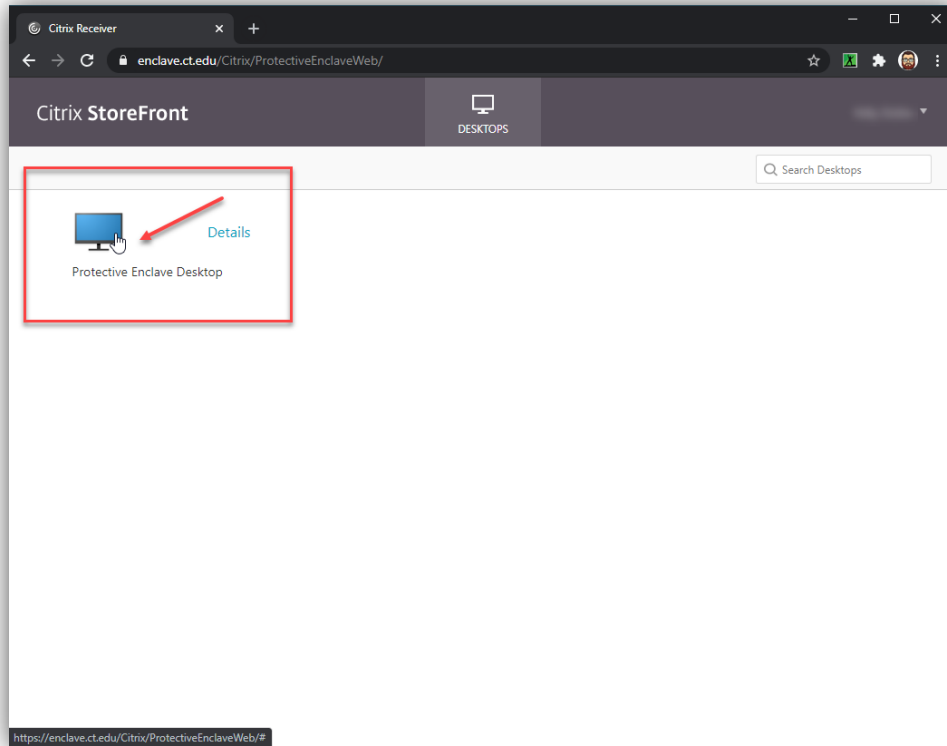
[How do I upload a document to the Secure Portal?](#)

Once the process of uploading the documents is complete, the procedures that follow should be used to retrieve those documents:

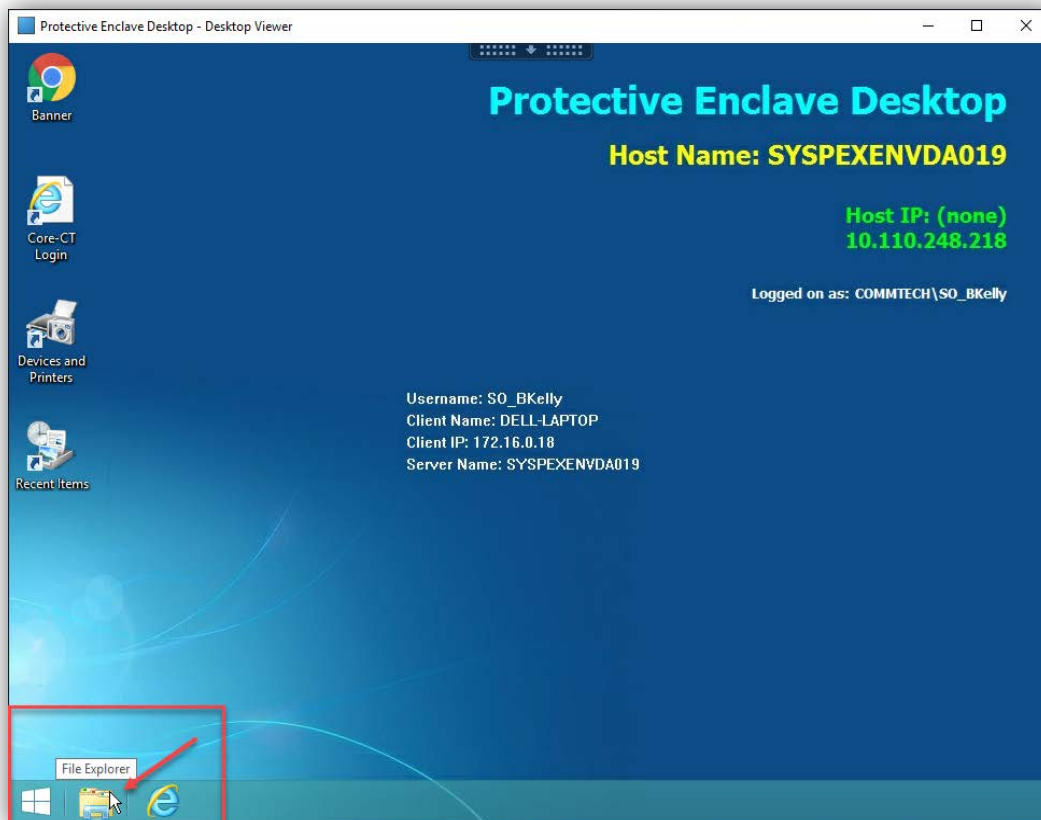
- 1) Log into the [Protective Enclave](#):



2) Launch Protective Enclave Desktop:

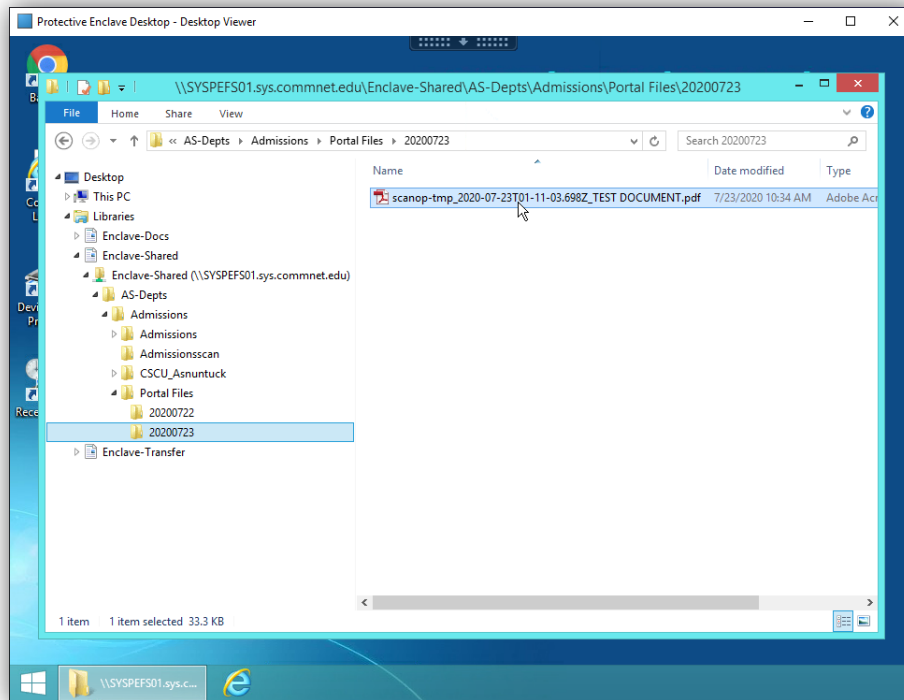


3) Launch File Explorer

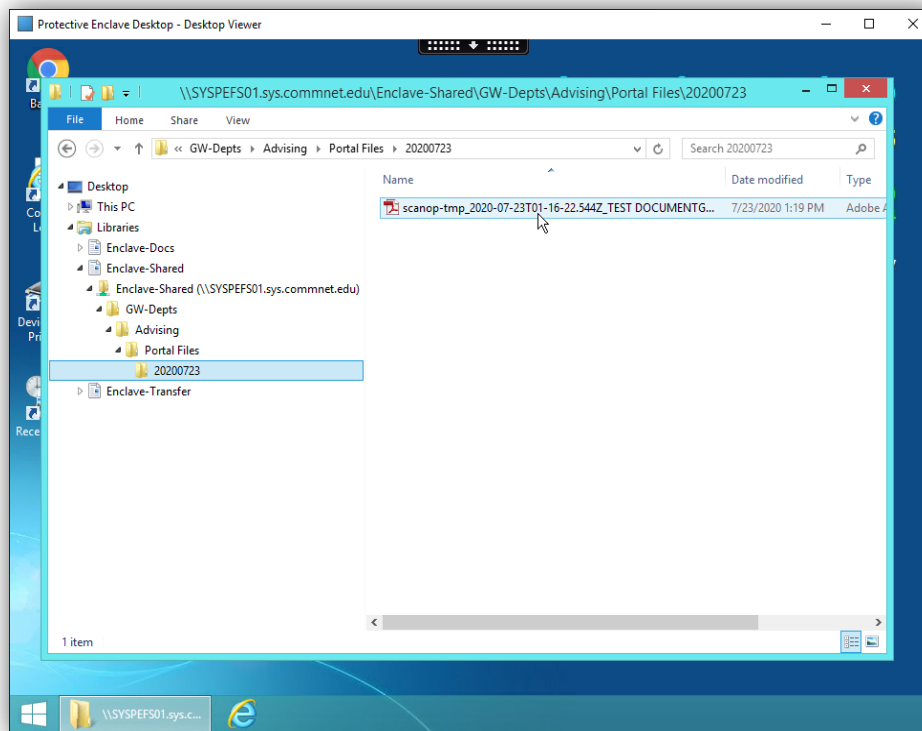


4) Navigate to "Portal Files"

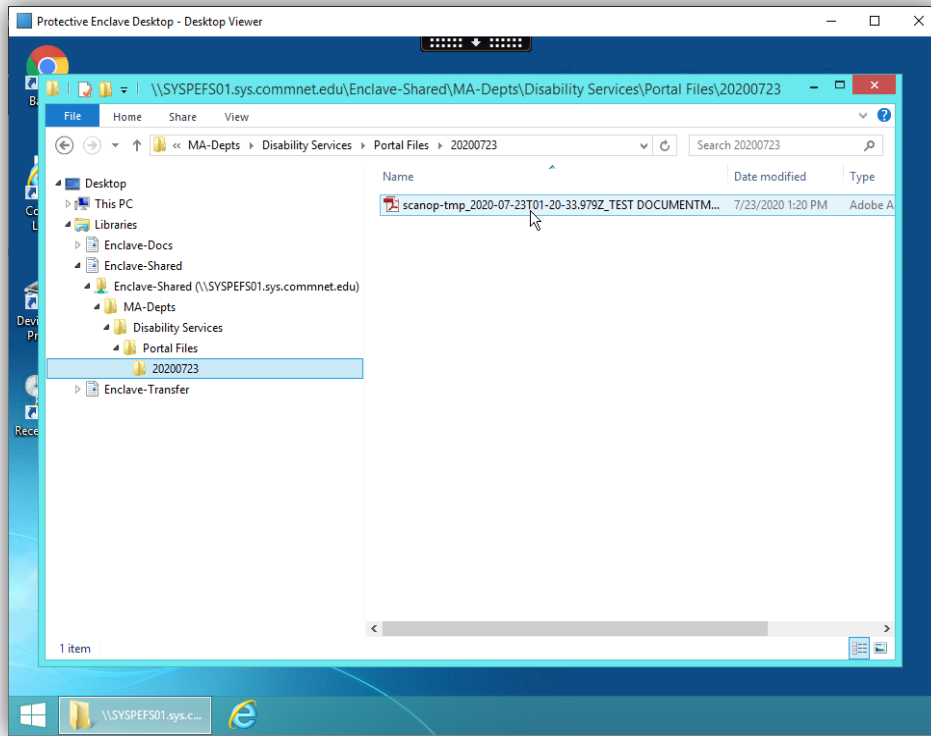
➤ Example: Asnuntuck → Admissions → Portal Files



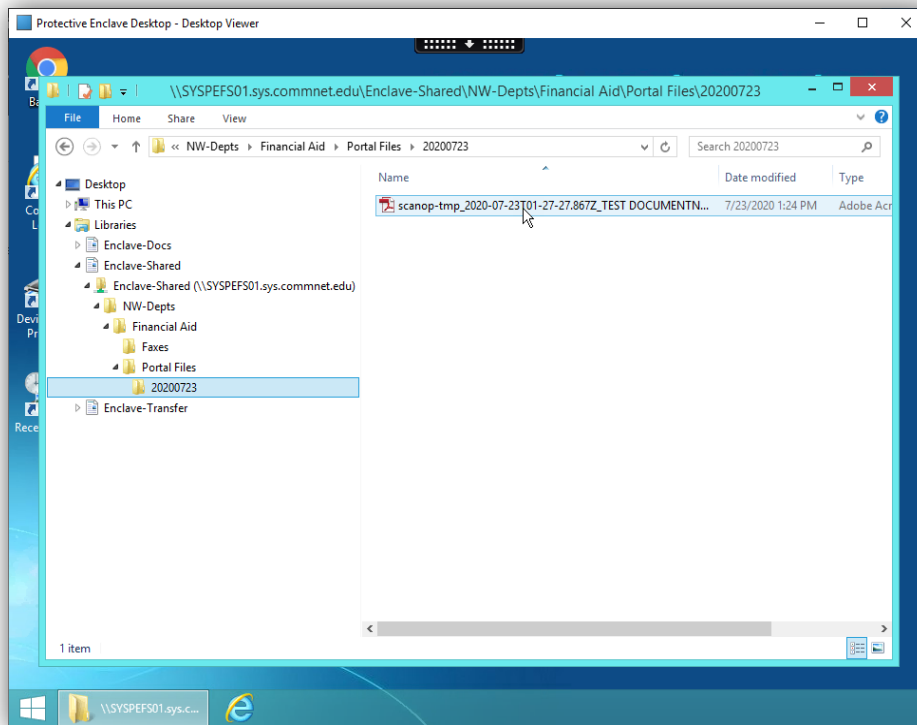
➤ Example: Gateway → Advising → Portal Files



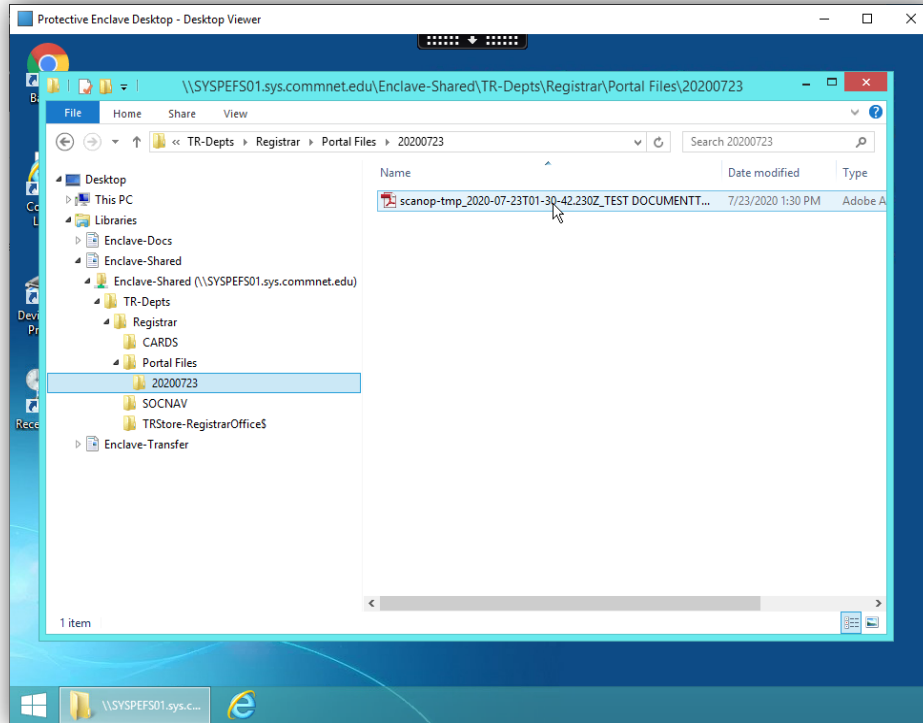
➤ Example: Manchester → Disability Services → Portal Files



➤ Example: Northwestern → Financial Aid → Portal Files



➤ Example: Three Rivers → Registrar → Portal Files



➤ **File Naming Format**: files will be named with the student's NetID, the timestamp from when the file was uploaded, and the file name

5) After locating desired file(s), process documents following standard process

➤ Note: delete file(s) from Protective Enclave once processed to avoid duplication