

K-12 Student Success Out-of-School Time Initiative

Tresorit: Sharing Data Securely

Setting up a Tresorit Account

Downloading Tresorit to your computer

- 1) Go to <https://tresorit.com/pricing/basic> and click the **Download** button.
- 2) When the installation window pops up, click **Save File**.
- 3) Tresorit will begin downloading to your computer. When the Open File window appears, click **Run** to install Tresorit.



Tresorit is a lot like Dropbox and other cloud-based storage systems, but is a lot more secure.

Installing Tresorit

- 1) The Tresorit – InstallShield Wizard window will open. Click **Next >**
- 2) Read the Terms and Conditions of Use. If you agree with them please check "I accept the terms in the Terms of Use and Privacy Policy" to proceed with the installation.
- 3) Click **Install**
- 4) Click **Finish**

Signing up

- 1) Tresorit should open automatically. If not, open Tresorit by finding it through your start menu.
- 2) Click the **Sign up** button
- 3) Enter your **email address** and **name** and choose a **password**
 - **Note:** For security purposes, Tresorit **does not offer password recovery**. Please be sure to choose a password that you will remember. In the event of a forgotten password, the only option is to delete your Tresorit account and start over.
- 4) Click the **Sign up** button

A Tresor is a folder within your Tresorit account.

Confirming your email & activating your account

- 1) Sign in to your email account and open the confirmation email from Tresorit to confirm your email address
 - **Note:** This may end up in your Junk folder
- 2) Click **Verify now**
- 3) You will be redirected to the verification page of Tresorit, where you will see an "Account verified!" message which means that the registration was successful and you can begin using your Tresorit account.

When signing in to Tresorit for the first time, you will click through several introduction windows.

Be careful not to sync all of your desktop folders and files when you are asked.

Using Tresorit for Data Submissions

Creating an organization-titled Tresor

- 1) Sign-in to your Tresorit account
- 2) Click on **New tresor**
- 3) Enter a **Tresor name**
 - **Note:** Please use **your organization name** as the title for the Tresor.
- 4) Click **Create**
- 5) Your new Tresor will appear on the left

Adding your Student & Participation Data documents to your organization-titled Tresor

Drag & Drop Option

- 1) Sign-in to your Tresorit account
- 2) Click on your organization-titled Tresor
- 3) Navigate to the data file on your computer that you want to add to the Tresor
- 4) **Drag** the file into the right hand pane of the Tresorit window
- 5) The document will appear in the right hand pane after a few seconds

Save As Option

- 1) Open your data file
- 2) Click **File > Save As**
- 3) Find and click on **Tresors** in the left hand pane
- 4) Choose your **organization-titled Tresor**
- 5) Click **Save**
- 6) The next time you sign in to Tresorit, the document will appear in the right hand pane of your organization-titled Tresor

Sharing your Tresor

- 1) Sign-in to your Tresorit account
- 2) Hover your mouse over your organization-titled Tresor to see 4 icons, Click **Share**
- 3) Click on **Enter email to invite** at the bottom of the right-hand pane
- 4) Enter **hkip@oregoncf.org**, Click **Add** or press **Enter** on your keyboard
- 5) Be sure **Manager** is listed in the drop down menu after the email address
 - **Note:** It will be important that the folder is shared with Manager permissions so that the evaluation team can share files with each other for data merging and management purposes.
- 6) Click **Apply**