CASA SECURE UPLOAD QUICK REFERENCE SHEET

IMPORTANT: *To be recognized as a new user, the user's email address must first be entered into the Secure Upload table by the state office. County offices are responsible for submitting the email addresses to the state office.*

Note to Macintosh Users:
The Safari web browser is not currently supported for the secure upload process. We suggest that you use a computer with Internet Explorer to facilitate your upload process. Please contact your County Coordinator if you have any questions.

New User

1. Open the web browser to the CASA website, www.CASAofArizona.org
2. Go to the top right corner: CASA Community: Programs | Volunteers
3. Click on the "Volunteers"

4. <u>Click on the red "Secure Upload" button to go directly to the application</u>. If you wish to access additional Volunteer Resources then use the login option at the bottom of the page. Your generic user name is **CASA** and your password is **Volunteer,** both are case sensitive.

5. Click Login
6. The next window will show 'SECURE UPLOAD' in a big red box, click on that box
7. Click on "New User" in the lower right-hand corner of the "Existing Users" block

Existing users Sign-In

Note: E-mail address and password are case sensitive.

- For instructions on the Secure Document Upload process, click here.
- If you forgot your password, are a new user or your password has expired (90 days) and you need to reset it, click on a link below.
- For questions about this process please call your County Coordinator.

E-mail Address: [ ]
Password: [ ]

[Sign In]

New User / Reset Password

8. On the next screen, enter your email address and password. Then enter the password again. **NOTE:** This is your personal email and your private password

- The password must be at least 8 characters and no more than 12 characters long
- The password must include at least one numeric character
- The password cannot have the same string of characters to the left of the "@" sign in the email address
- Passwords are case sensitive and must be entered the same way each time
- The password will expire every 90 days. When it expires, follow the directions under "New User." This procedure will need to be followed each time the password expires. ***The same password can be used indefinitely***

New Users or Reset Expired Password
Note: E-mail address and password are case sensitive.

E-mail Address: burns@northlink.com
New Password: ●●●●●●●●
Confirm Password: ●●●●●●●●

[Submit]

Your password will be set and you will receive a confirmation e-mail.

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9. You will receive a message that your password has been set and the confirmation email has been sent to your email address.
10. Close the web browser (close the website)
11. Go to your email and open the message sent by the website.
12. **Activate your password by clicking on the link contained in the email**

    ▪ If the link does not work, there is an additional option included in the email. Highlight and copy the entire URL address given. Then, open your web browser and paste the URL address

13. On the screen that appears, enter your email address and password, and then click on "Sign In."

14. A blank screen should appear, titled "CASA File Upload Form." Getting this screen means you have activated your password.

15. If you do not have a file to send, close your browser.

16. If you have a file to send, please follow the directions under "Sending a File (Upload)."

Sending a File (Upload)

1. Complete the "CASA File Upload Form."

    ▪ File Name: You must click on the "Browse" button to locate the file you want to send. The system will not recognize a file name that is typed in. We suggest that you send your documents in a Microsoft Word format.
    ▪ "Description of contents" is an area where you may enter a description of the file being sent. Example: Court Report for Brown case.
    ▪ Your name, email address, and telephone number should appear in the next three boxes. If your phone number is incorrect, please enter the correct number.
    ▪ Choose to whom the file is to be sent in the "Name:" box. Click on the little down arrow on the right-hand side of this box to scroll through the list of names to find the appropriate person.
    ▪ "Message:" is an area where you may enter a message for the person to whom the file is being sent. Example: Please call me at work with any questions you have on this report.

2. When all areas are completed, click on "Upload."
3. A message will appear that states "The file upload was successful."
4. Close your web browser.

Retrieving Sent Files (Download)

1. Open the email from the web site, and click on the link provided. It will take you to the "Existing User" sign-in screen.
2. Enter your email address and password, and then click on "Sign In."
3. The file sent will open.
4. Print the file from this screen **OR** go to File and select "Save" to save the file to your PC.
5. Close the web browser.

General Information

1. Files will be kept on the secure web server for 14 days before being automatically deleted.

2. No more than five files can be sent in one day. If you try to send a sixth file, you will receive a message stating, "You are not allowed to upload more than five reports a day. Sorry."

3. You can be sent an email with your password if you forget it. Log on to the CASA web site, and follow steps in the "Sending a File (Upload)" section. Then click on "Forgot Password" in the lower left-hand part of the "Existing Users" block. On the next screen, enter your email address and click on "Submit." A message will appear that states "Your password will be sent to your email address." Then open your email to obtain the password.