

OSRHE Secure Access File Exchange (O-SAFE) Instructions

These instructions are written based on Microsoft Internet Explorer. If you use another Internet browser, the process may differ somewhat from the description below.

Download Files:

1. Access the O-SAFE Web Page from your Internet browser at the URL listed below:

<https://www.okhighered.org/filetransfer>

2. Login using your assigned userid and password.
3. Select the appropriate program from the “Program” dropdown list.
4. Files available to download are listed in the “Download” list box.
5. In the Download list box, click on the name of the file you wish to download.

The screenshot shows the top navigation bar of the Oklahoma State Regents for Higher Education website. It includes the logo, the text "Oklahoma HIGHER EDUCATION", and a list of links such as "Student Center", "Information en Español", "GEAR UP", "Colleges and Universities", "News Center", "Financial Aid", "Oklahoma's Promise-OHLAP", "Guaranteed Student Loans", "About the State System", "Legislative Information", "Studies and Reports", "For Admin, Faculty and Staff", "Campus E-Clips", "OneNet", "Economic Development", "Research", "Service Learning", and "Career Services". Below the navigation bar is a search box and a "Search" button. The main content area is titled "OSRHE SECURE ACCESS FILE EXCHANGE (O-SAFE)". It features three buttons: "Change Password", "Resource Pages", and "Logout". A red message states: "All files are transferred through a secure channel and encrypted on the server." Below this are two dropdown menus: "Organization List" (set to "Oklahoma State Regents for Higher Education") and "Program List" (set to "-- Select a program --"). A red message below the dropdowns says: "Please select a program." Below the dropdowns is a large empty box labeled "Download". At the bottom of this box are a "Delete" button, a checkbox labeled "Confirm Deletion", and a "Download" button.

6. Click the **Download** button which will open the “File Download” dialog box.
7. If you wish to open the file for viewing only, click the **Open** button in the dialog box. Caution: We recommend that you use the **Save** option if you plan to keep the file for reference or updates.

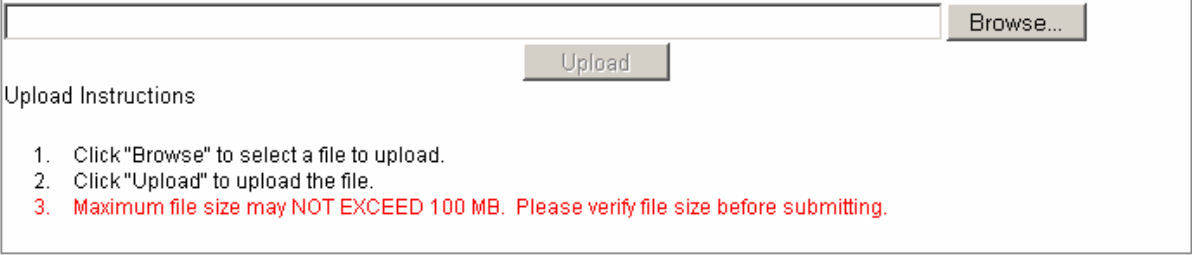
8. To save the file to your computer before opening it, click the **Save** button in the dialog box. Continue the process of saving the file to your preferred location on your computer.
9. If you choose the **Save** option, once the download is complete, and the file is saved to your computer, you can:
 1. Click **Open** or **Open Folder** to view or begin updating the saved file
 2. Click **Close** to close the dialog box
10. Once you have successfully saved the file to your computer, please delete the file name from the “Download” list box. Click on the file name to select it and then click on the **Delete** button.

NOTE: Please be sure to delete obsolete files to help maintain the file directory system.
11. Click the **Logout** button to log out of the application.

Upload Files:

1. Access the File Transfer Web Page from your Internet browser at the URL listed below:

<https://www.okhighered.org/filetransfer>
2. Login using your assigned userid and password.
3. Select the appropriate program from the “Program” dropdown list.
4. Click the **Browse** button to select the file to be uploaded.
5. Click **Open** or **OK** once you have selected the file. The name of your file will now appear in the **Upload** box.
6. Click the **Upload** button to upload a file. NOTE: maximum file size may not exceed 100 MB.



The screenshot shows a web interface for file uploads. At the top, there is a text input field for the file name, followed by a 'Browse...' button. Below this is an 'Upload' button. Underneath the buttons, the text 'Upload Instructions' is displayed, followed by a numbered list of instructions:

1. Click "Browse" to select a file to upload.
2. Click "Upload" to upload the file.
3. Maximum file size may NOT EXCEED 100 MB. Please verify file size before submitting.

7. A message box will appear following a successful upload of the file.



8. Click the **Logout** button to log out of the File Transfer Web Page.

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