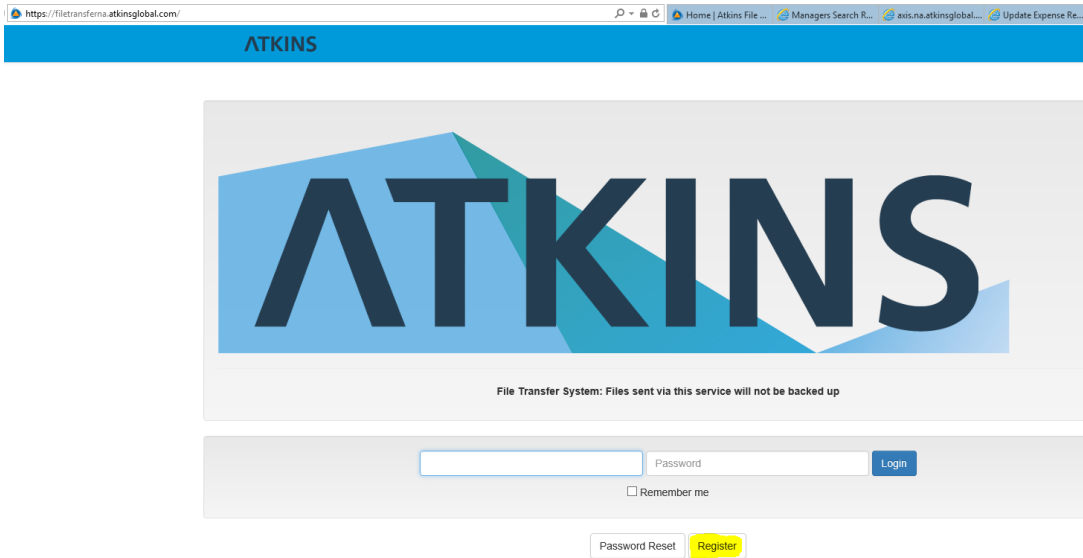


To send in Minority Scholarship documents and video, please visit our Atkins File Transfer Service page available by clicking on: <https://filetransferna.atkinglobal.com/>. Click on 'Register'.



https://filetransferna.atkinglobal.com/

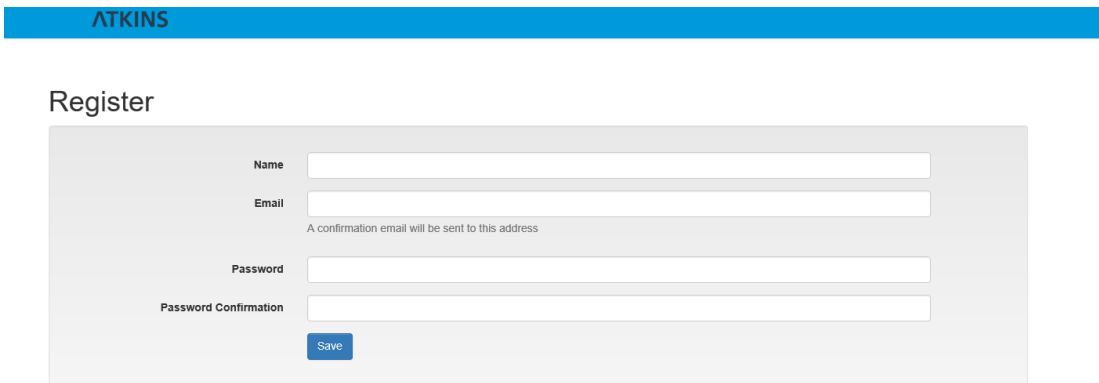
ATKINS

File Transfer System: Files sent via this service will not be backed up

Password

Remember me

Enter your name, email address, create a password and save. An email confirmation will be sent to you to confirm your account.



ATKINS

Register


Name

Email
A confirmation email will be sent to this address

Password

Password Confirmation

[FileTransferNA.Atkinglobal.com] Activate account Inbox x

 FiletransferNA@atkinglobal.com
to me ▾

LiquidFiles Account Activation

Please verify your email by clicking on the following button or link:

<https://FiletransferNA.atkinglobal.com/user/confirm/qjYjMQCeJfErc2KVT9StLK>

LiquidFiles Appliance: FileTransferNA.Atkinglobal.com

Once you verify your account, you will be re-directed to the File Transfer Service main page to log in and you can start your message. Below is a view of what your message should look like.

Note:

- Send to MinorityScholarship@atkinglobal.com
- List your FULL NAME and SCHOOL in the subject
- Include your contact number in the body
- Set the “Message Expires” date (right hand side) to at least 30 days

The screenshot shows the ATKINS Secure Messages interface. At the top, there is a blue header with the ATKINS logo and "Secure Messages" text. Below this, the "Message" composition screen is displayed. The "To" field is populated with "minorityscholarship@atkinglobal.com". The "Subject" field contains "Jane Doe - Florida State Univirsty". The message body text reads: "Attached please find: Resume, Transcripts, (2) Recommendation letter, Video Introduction. If you have any questions, please contact me at (123) 555-5555. Thank you." Below the text is a "Drop Files Here" area with a plus icon and "Add Files..." button. A "Send" button is located below the file area. On the right side, there is a "Message Expires" panel with a date selector set to "05/06/2018", a "Message Expires After" dropdown set to "Downloads per Recipient", and checkboxes for "Send a copy to myself" (checked) and "Private Message". Below these are "Limitations" (Max size: 2 GB Limited by browser) and "Blocked Extensions". At the bottom, an "Attached files" table lists the following items:

File Name	Size	Status	Action
WATERFORD VID.mp4	15 MB	Processed	Delete
ATKINS SCHOLARSHIP ...	89 KB	Processed	Delete
...LOR 1_2017-2.pdf	95 KB	Processed	Delete
...Transcripts.pdf	71 KB	Processed	Delete
...RESUME.pdf	75 KB	Processed	Delete

Once you click ‘Send’, you’ll receive a confirmation message.

Your message has been sent

The confirmation message is displayed in a grey box. It contains the following information: "Message ID: plEjK4mkRVA8anOp5EFjav", "Subject: Jane Doe - Florida State Univirsty", and "Message Expires: May 06, 2018". Under "Access Restriction", it lists: "Only Specified Recipients can access the message and download the files.", "Forwarding of the email or URL is not allowed to anyone.", "Recipients will be required to login to access the message.", and "A download receipt will be sent when each user downloads each file with detailed download information." Below the message box is a green "Send More Files" button.

If you do not receive a confirmation email that all items have been received within 5 business days, please send an email to: Melissa.Atkinson@atkinglobal.com

