

Scholarship Shared Folder Instructions for Departments

Last Revised: December 2021

Overview:

Financial Aid and Scholarships, Student Information Systems, and LAN Support Services have created a network of folders in which information may be securely shared between various departments. The KU Privacy Office (www.privacy.ku.edu) has stated that email is not a secure medium. Therefore, sending confidential information, such as student name, KUID, and/or Social Security Number via email may compromise this information. In order to ensure the security of student information, this folder system will be used rather than emailing files containing student information between offices.

File Sharing Methods:

The folder system is designed for transferring files from one office to another. It is not intended as a storage system for files. Please use your designated network drive for saving files for your own records. Note: Do not use your desktop or C: drive for saving files with confidential information. Desktop and C: drives are not secure and confidential information housed on these drives may be compromised.

Your shared folder will reside at

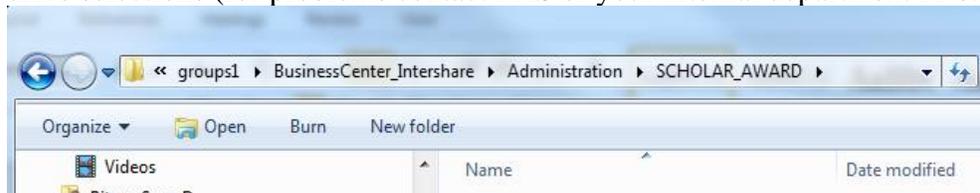
\\groups1\BusinessCenter_Intershare\Administration\SCHOLAR_AWARD.

To download current scholarship access and posting forms please visit <https://financialaid.ku.edu/forms-ku-scholarship-coordinators>

Instructions for Gaining Access:

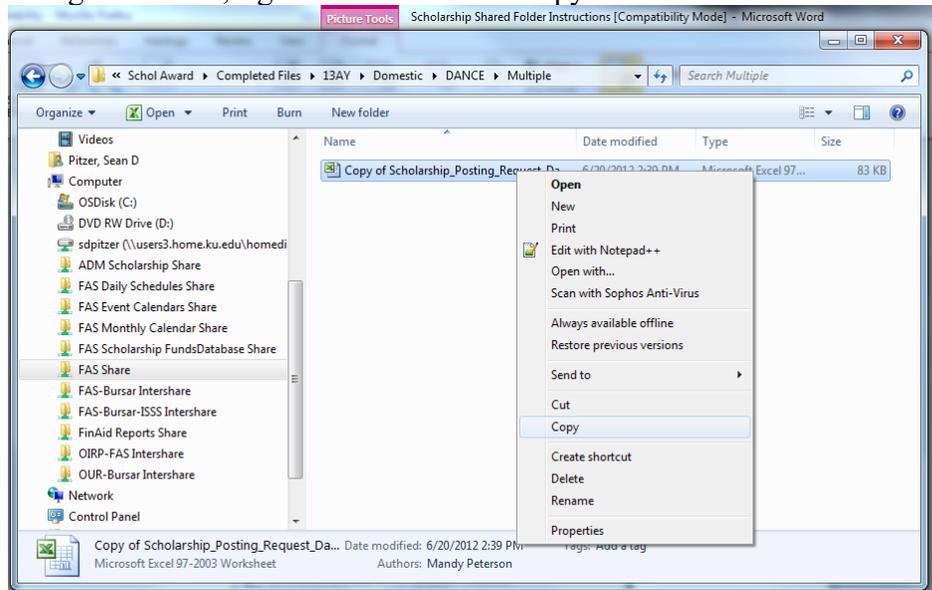
1. Request access to folder
 - A. Download a copy of the [***Shared Folder Access Request Form***](#)
 - B. Sign and include a copy of the [***FAS Code of Responsibility***](#)
 - C. Allow 7-10 days to process request

2. Path access to folder
 - A. Click the following link to folder:
\\groups1\BusinessCenter_Intershare\Administration\SCHOLAR_AWARD
 - i. If your folder does not appear, skip to step 3.
 - B. Create shortcut on desktop
 - i. Once you access the folder, it will automatically become part of your network drive selections (for problems contact FAS or your internal department IT staff)

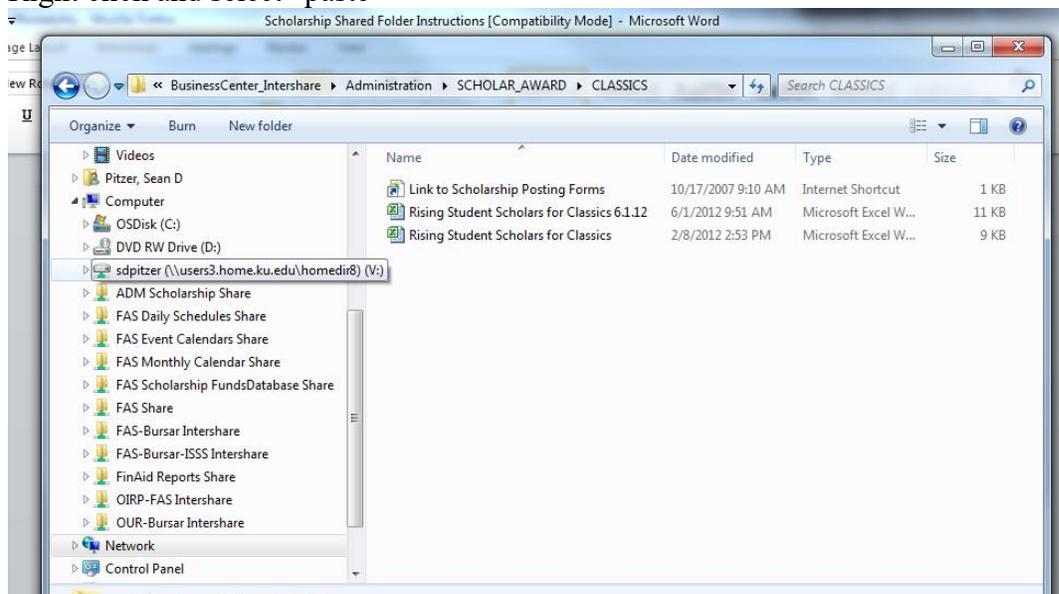


- C. Dropping files into shared folder
 - i. Save your completed file on your designated network drive
 - ii. Open your network drive
 - iii. Highlight the file you want to drop to the shared folder

- iv. Using the mouse, right click and select “copy”



- v. Go to your desktop and double-click the shortcut to your shared folder
vi. Double-click the folder you want to drop the file into
vii. Right click and select “paste”



- viii. Send an email to scholaward@ku.edu notifying FAS that a new file has been placed into the *[insert folder name]* folder.
- (a) Once you drop a file into your folder and send the email, please do not adjust or remove the file.
 - (b) Once file has been processed, FAS will notify you that it is completed.

3. Troubleshooting

- A. Please email scholaward@ku.edu with any problems accessing files.
- B. Alternatively, call LSS at (785) 864-0400 for technical support.