

MSDE Secure Web Client

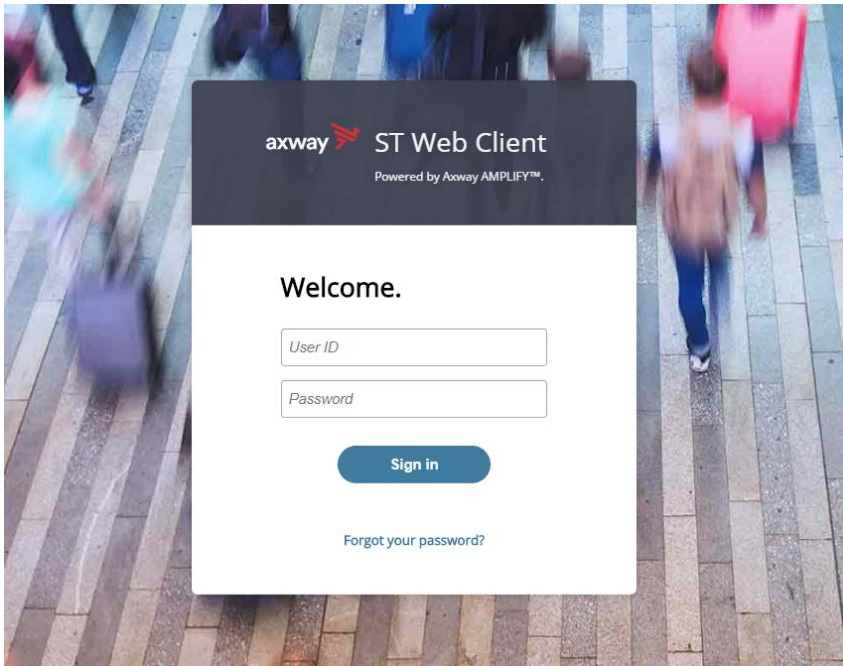
The Maryland State Department of Education (MSDE) has implemented **Axway** secure file transportation system. User accounts will be created based on **individual** accounts. User accounts cannot be shared. Account passwords will expire after **95** days.

Contact the MSDE point of contact, Jim Tucker, at james.tucker@maryland.gov, if a new account is needed. In your email, specify which folder(s) you need to access (SF-SUSPENSIONS-LEA##). Mr. Tucker will create an account and provide access to the folder you request. He will also unlock and reset your password if you are locked out of your account.

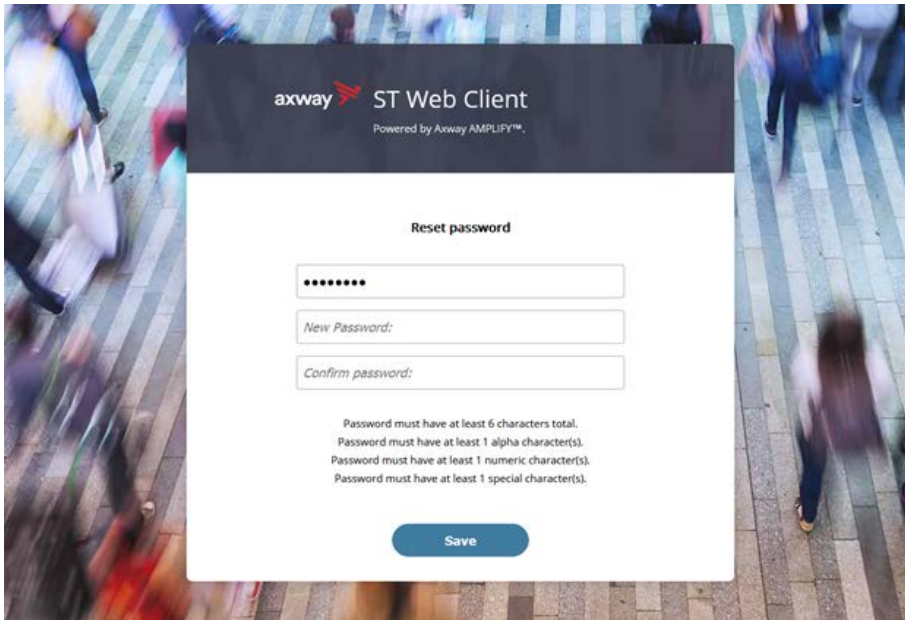
The URL for the MSDE Secure Web Client is: <https://sst.msde.maryland.gov> .

Follow the instructions below:

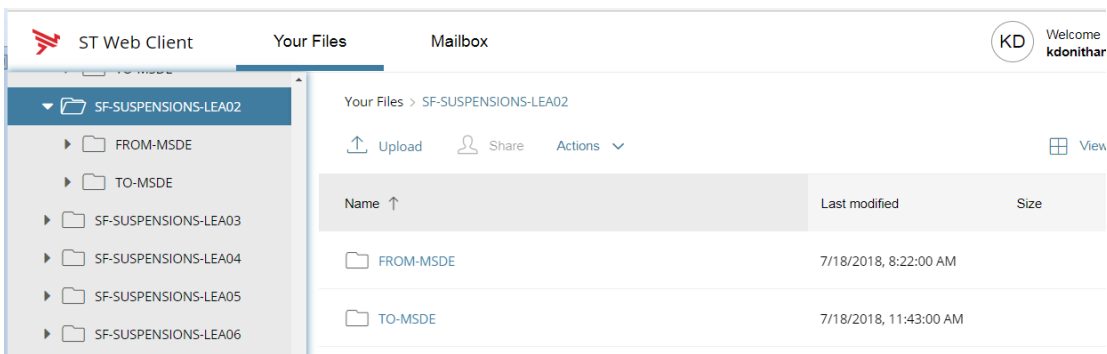
1. The first time you log in, you will be prompted to change your password. User names **are** case sensitive.



2. In the “Old Password” box, enter the password you were given by the MSDE point of contact.



3. Create a new password. Follow the password complexity rules listed below.
 - at least 6 characters;
 - at least 1 alpha character;
 - at least 1 numeric character; and
 - at least 1 special character.
4. Confirm your newly created password by entering it again.
5. The **St Web Client** Page will display the shared folders to which you have access.



6. To upload files to folders:
 - click on the folder,
 - click on the "TO-MSDE" subfolder, and
 - drag and drop a file into the web browser or click the upload button.