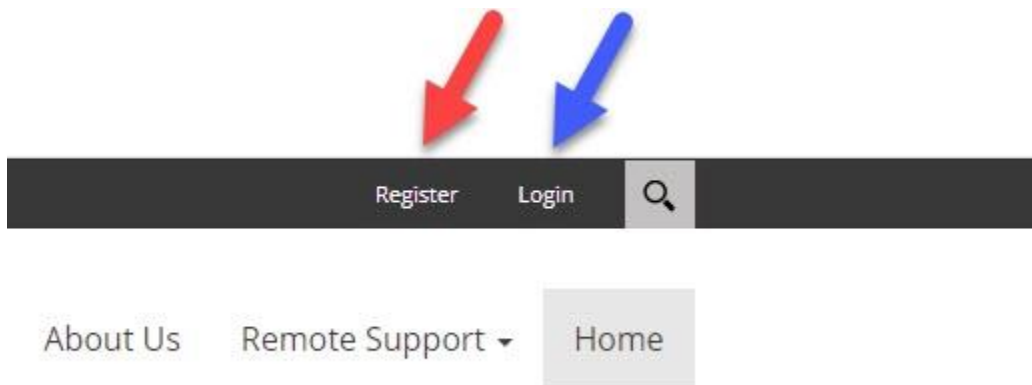# MARSS on the Region 1 Website

Access to the File Sharing Portal

Before you can post files on the Region 1 file sharing portal, you will first need to create a user name and password on the Region 1 website by registering. Please note that a district email address is required.

http://www.region1.k12.mn.us/main

After your registration request has been approved, you will receive an email notification.

To Upload Files to the File Sharing Portal

1. Log in to the Region 1 website [see above image]. Visit the drop down menu at the top of the home page. **Products and Services > File Sharing Portal.** This will take you to the File Sharing Portal.

2. From the file sharing portal, select your district name from the drop down menu and select **Go**. This will take you to your district's Shared Files page.

3. To Upload files, click [UPLOAD]. This will take you to the "Add New Item" screen.

4. Add New Item by entering the Title of the file, choosing your file, entering Your Name and Your Email Address. Click [UPLOAD]

Products and Services > File Sharing Portal > 0162 Bagley Shared Files

Add New Item

Upload a File

MODERATION NOTICE: Since you are an Moderator for this module, your upload will NOT require moderation and will be automatically approved.

Title ⓘ	EOY File A
File ⓘ	Choose File FY21EOY_A_File.TXT
Categories ⓘ	
Your Name ⓘ	
	You must enter your Name
Your EMail Address ⓘ	☐
	show my email address
	You must enter your EMail Address

GUIDELINES: In submitting this file I agree that it may be downloaded by other visitors to this web site. I also state that I have the authority to upload this file and that I am not breaking any copyright law by uploading it. I agree to hold the administrators and owners of this web site harmless for any damages caused by my uploading this file to this server.

[Upload] [Cancel] [Delete]

To Download Files from the File Sharing Portal

On the right side of your district's Shared Files page, are your MARSS Reports folders. Here you will find your latest MARSS reports and release.

MARSS Reports

⊞ 📁 EOYReports
⊞ 📁 FALLReports