

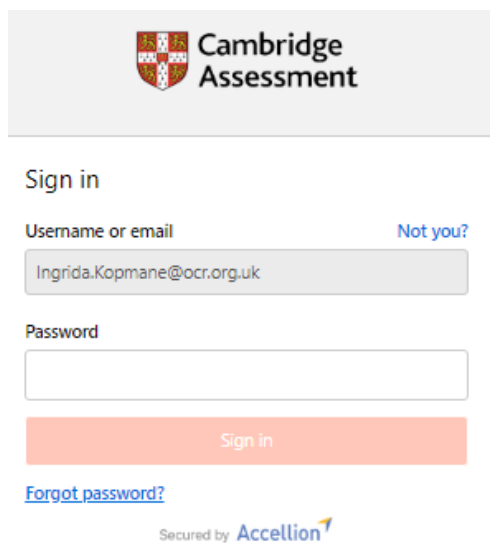
## How to use Kiteworks (file sharing application)

If you are new to using Kiteworks, you will receive an email (from staff at OCR) regarding being given 'secure access to xxx folder'. Then, follow the steps below to create a Kiteworks account:

- Click on the link in the email, saying 'access folder'. This will take you to a sign in screen. Input your own email address in the box saying username or email.
- Click next.
- This takes you to create an account screen. Your email address will already be shown, so all you need to do is create a password of your choice and confirm your password in the next box.
- Click on create account.
- You will then receive another email, which you will need to activate your account. In the email, click on the activate account link. This activates your account, and you will then be taken to the folder/workspace.

<https://partnerfiles.cambridgeassessment.org.uk/>

**To sign in**, enter your email address (used for OCR) in the 'Username or email' box, see below, and enter your password.



Cambridge Assessment

Sign in


Username or email [Not you?](#)

Ingrida.Kopmane@ocr.org.uk

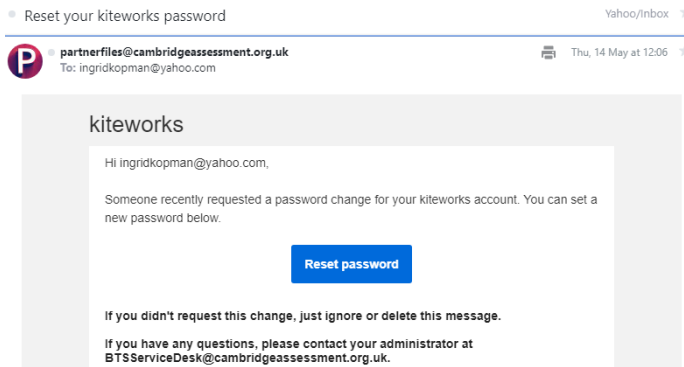
Password

Sign in

[Forgot password?](#)

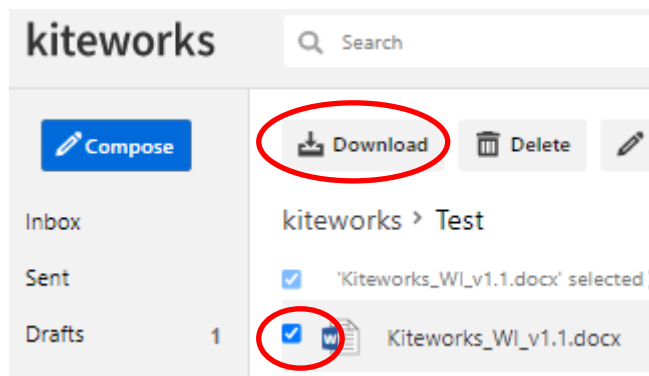
Secured by 

If you have forgotten your password, click on the '**Forgot password?**' link, and enter your email address. You should then receive an email enabling you to reset your password:

The form is titled "Reset password" and is for the user ingridkopman@yahoo.com. It has two input fields: "New password" and "Confirm new password". Below the fields are three radio button options: "1 number(s)", "1 uppercase character(s)", and "8 character(s) minimum". At the bottom is an orange "Reset password" button.

To download materials from Kiteworks, either:

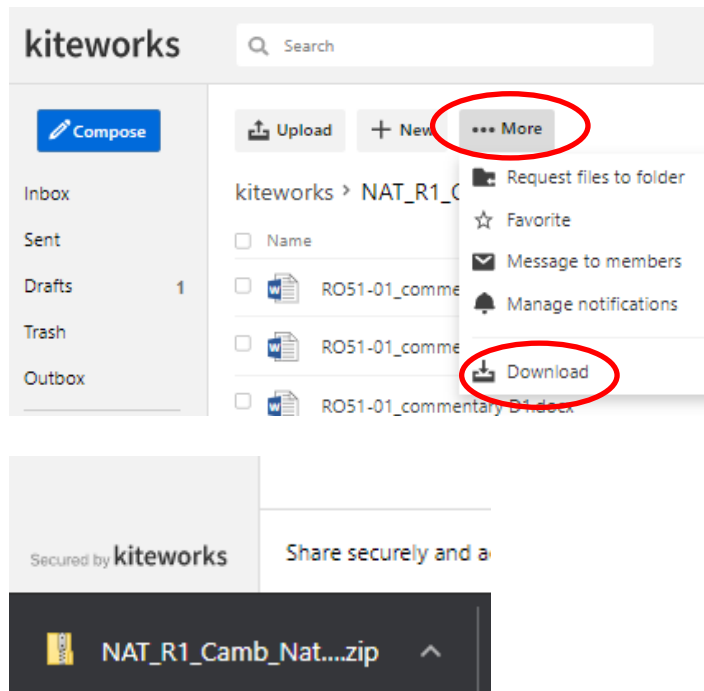
- select the required files using the tick box to the left of each file.



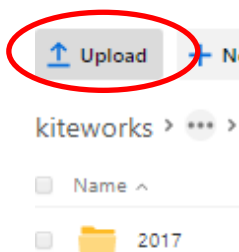
The option to **Download** will appear once a file has been selected. Select this and the materials will be downloaded and saved automatically into the downloads folder on your PC. Or you may receive a pop up box asking for a location to save. This will depend on your current computer settings

If more than one file has been selected, the materials will be downloaded as a ZIP file. This will need to be unzipped before saving to your computer.

- **or**, leave the files unticked and click on ‘...More’, then download, then Kiteworks will put all the files into a zip folder and save in the downloads folder on your w, or a pre-selected location depending on your current computer settings.:



**To upload** materials into Kiteworks, select the relevant folder, and then either:



- Select **upload** then **upload files**. Highlight the materials to be uploaded and select Open. These will begin to upload into the Kiteworks folder.

**OR**

- Select materials to be uploaded from the folder saved on your computer and drag across into the relevant Kiteworks folder. They will start to upload automatically.