

Technical support email ndot.awprojectsupport@nebraska.gov or call 402-479-4760

1. You're probably here because you received an email like this.

From: mail@sf-notifications.com <mail@sf-notifications.com> Sent: Friday, January 27, 2023 10:18 AM To: Lastname, Firstname <firstname.lastname@nebraska.goy> Subject: Brent Long has shared the folder 'CNXXXXX Project Name' with you.</firstname.lastname@nebraska.goy></mail@sf-notifications.com>
NEBRASKA
Brent Long has shared the folder CNXXXXX Project Name with you.
Note From Brent:
I've added you to a folder
To access this folder, you must first activate your account and set your personal password.
> Click here to activate your account and view this folder
ShareFile is a tool for sending, receiving, and organizing your business files online. It can be used as a password-protected area for sharing information with clients and partners, and it's an easy way to send files that are too large to e-mail.
Trouble with the above link? You can copy and pasts the following URL into your web browser: https://nebraska.sharefile.com///foae11c5-afb3-4doc-9eb2-61cf473762197a=a55/1081e0cc11fa
Powered By Citrix ShareFile 2023

2. Click on this link in the email



3. Your default web browser will open to this website displaying the following





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4. You will then set your password

\times	at least 1 upper case letter	
×	at least 1 lower case letter	
×	at least 1 number	
×	at least 1 special characters	
×	at least 10 characters in length	
	To serve add a based of seatable	
We	Passwords should match	check on save. 🔊
× We	Passwords should match I'll also perform an additional strength sword:	check on save. 💎
× We	Passwords should match I'll also perform an additional strength sword:	check on save. 💿
× We	Passwords should match "Il also perform an additional strength sword:	check on save. 💎
× We Pass	Passwords should match "Il also perform an additional strength sword:	check on save. 🔊

5. After setting your password you will arrive at your ShareFile Dashboard. At this time click Log Out (upper right corner). ***Start at step 6 for using ShareFile in the future.**



6. Open a web browser and go to https://nebraska.sharefile.com

7. NDOT Employees use the left Sign In. This will use your windows sign in credentials. Outside users such as Contractors and Consultants will use the right side. Signing in will take you to the SharFile Dashboard.

NEBRASKA						
Company Employee Sign In ShareFile Profession method of Maring file To acc. Is, use your Actin Divition of entials	Contractors Email & Passwore Consultants					
Sign In	Sign In Remember Me Forgot Password?					



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8. Click on Folders, then click on Shared Folders, to view the project folders you have access to.!



9. Click on the folder NDOT.HwyConstruction.Public to view your project folders.

Dashboard	Shared With Me
Folders ~	Name 🔻
A Personal Folders	🏠 🛅 NDOT.HwyConstruction.Public 🔓

10. Click on the desired project folder.

6	Dashboard	Shered With Me > NDOT:HwyConstruction.Public				
	Folders \lor	NDOT.HwyConstruction.Public ···· More Options				
8	Personal Folders	Items in this Folder People on this Folder				
C38	Shared Folders					
	Favorites					
	File Box	Name 🔺				
	Recycle Bin	🔲 🏠 🛅 CN01013 HSIP-STWD(179) I-80, DISTRICTS 1 AND 4 DISTRICTWIDE CULVERTS				
978	Weeldleure	🔲 🏠 🛅 CN01027 MISC-STWD(1099) DISTRICT 6 CURB RAMPS				
a.d	worknows /	🔲 🏠 🛅 CN11895B STP-50-1(117) PAWNEE CITY SOUTHEAST BRIDGES				

11. Project Folder Structure.

6	Dashboard		Shared With Me	> NDOTHwyConstruction.Public > CN80902 STP-7-3(103) BREWSTER NOF	ятн			
	Folders	\sim	CN80902 STP-7-3(103) BREWSTER NORTH ···· More Options					
8	Personal Folders		🗅 Items in	this Folder 🌯 People on this Folder				•
Ca	Shared Folders							
1	Favorites		_					
	File Box			Name 🔺	Size	Uploaded	Creator	= :::
	Recycle Bin		🗆 🌣 🛅	CHANGE ORDER	0 B	6/2/22	B. Long	
978	West fleure		🗆 🌣 🛅	CONTRACT DOCUMENTS	55 MB	5/20/22	B. Long	
a.d	worknows		🗆 🌣 🛅	LABOR COMPLIANCE	63 KB	5/20/22	B. Long	
	Inbox	>	🗆 🌣 🛅	MATERIAL ACCEPTANCE DOCUMENTATION	8 MB	5/20/22	B. Long	
8	People	>		NDOT-Sharefile Folder Structure.pdf	550 KB	7/1/22	A. Micek	

Last Updated: 2/17/2023



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12. Review the PDF inside the Project Folder (NDOT – Sharefile Folder Structure.pdf)



Provides information about project folder structure and recommended file naming convention. If you require any technical support, please contract us at <u>ndot.awprojectsupport@nebraska.gov</u> Or call 402-479-4760