



WSAC Portal Training

Secure Data Transmission



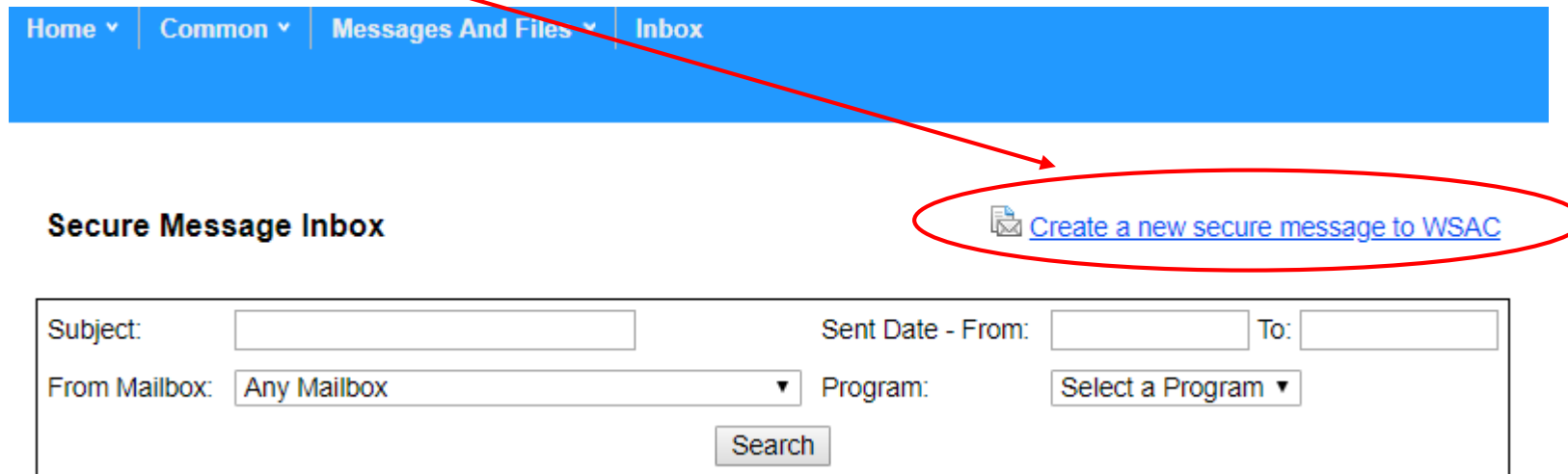
Secure Data Transmission

- Personally identifiable information should not be transmitted to WSAC via regular email.
- All institutions must send communications containing student identification numbers to WSAC via the secure email function through the WSAC Portal.
 - <https://portal.wsac.wa.gov/>



Secure Data Transmission

- Access secure messaging in the WSAC Portal under Common, Messages And Files, Inbox
- Click on Create a new secure message to WSAC



The screenshot shows the WSAC Portal interface. At the top, there is a blue navigation bar with the following items: Home ▾, Common ▾, Messages And Files ▾, and Inbox. Below this bar, the page title is "Secure Message Inbox". A red arrow points from the second bullet point in the list above to a blue button with a white envelope icon and the text "Create a new secure message to WSAC", which is circled in red. Below the button is a search form with the following fields: "Subject:" with an input box, "Sent Date - From:" with an input box, "To:" with an input box, "From Mailbox:" with a dropdown menu showing "Any Mailbox", and "Program:" with a dropdown menu showing "Select a Program". A "Search" button is located at the bottom center of the form.



Secure Data Transmission

Send a Secure Message to WSAC

 [Send Message](#)  [Cancel](#)

To:

From:

Subject:

Attachments: No file chosen

- Select a Program Mailbox ▼
- Aerospace Loan Program
- Alternative Routes to Teacher Certification
- American Indian Endowed Scholarship
- College Bound Scholars
- DevHelp
- Future Teachers Conditional Scholarship and Loan Repayment
- GEAR UP
- GET Ready Math Science
- Health Professional Program
- Passport to College
- Repayment
- State Need Grant**
- State Work Study
- Student Teaching Grant
- Teacher Shortage Conditional Grant
- Unit Record
- Washington Award for Vocational Excellence
- Washington Scholars Program



Secure Data Transmission

- Enter Subject
- Upload a file
- Create Message
- Click Send Message

Send a Secure Message to WSAC

 [Send Message](#)  [Cancel](#)

To: State Need Grant

From: Kay Lewis <sklewis@u.washington.edu>

Subject: Merge Student Records - John Smith

Attachments: No file chosen

Hi,

Can you please merge John Smith's records to his SSN, 555-11-1111. He has multiple id's in the system.

555-11-1111
123-45-6789
98000000

Thank you!



WSAC Secure Message

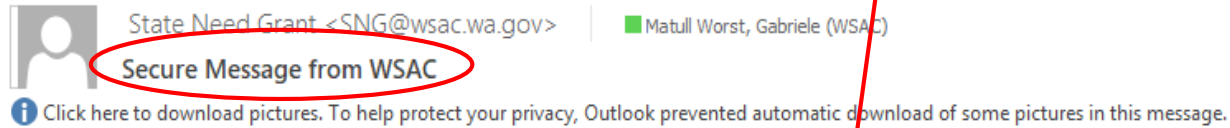
Message Sent Successfully

 [Create a New Secure Message](#)

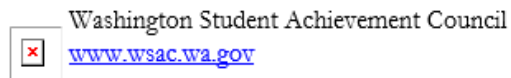


Secure Data Transmission

- Receiving secure messages from WSAC
 - Click on link to open message

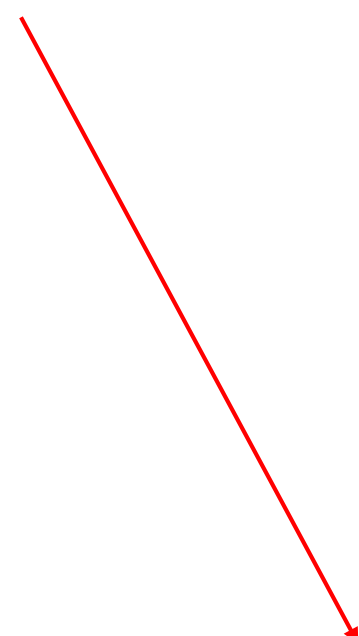


A new secure message from State Need Grant is available for you at <https://portal.wsac.wa.gov/default.aspx/common/messages%20and%20files/inbox/secure%20message/default.aspx?m=6703>



Secure Data Transmission




- Click on the message that you want to review



Secure Message Inbox

 [Create a new secure message to WSAC](#)

Subject:	<input type="text"/>	Sent Date - From:	<input type="text"/>	To:	<input type="text"/>
From Mailbox:	<input type="text" value="Any Mailbox"/>	Program:	<input type="text" value="Select a Program"/>		
<input type="button" value="Search"/>					

<u>Subject</u>		<u>Prog</u>	<u>Sent Date</u>	<u>Expire Date</u> ***
Student Teaching Grant Certification Spreadsheet		STG	3-14-2017	
Student Teaching Grant Final Awards		STG	3-31-2017	



Secure Data Transmission

- Open attachments by clicking on the link.
- You can also:
 - Reply To Message
 - Delete Message
 - Create a New Secure message

Secure Message from WSAC

 [Reply To Message](#)  [Delete](#)  [Create a New Secure Message](#)

To: Kay
Tony

From: Student Teaching Grant <teachers@wsac.wa.gov>

Subject: Student Teaching Grant Final Awards

Attachments: [STG 2016-17 Final Awards - UW.xlsx](#)

Dear Financial Aid Administrator,

WSAC has reviewed the financial aid certification data and determined the final list of awardees and award amounts. Please download the attached list. Funds will be sent next week.

WSAC will be notifying recipients later today. We are letting them know that the funds will be disbursed to the financial aid office next week and that their aid administrator will determine how to fit the grant into their existing financial aid package for the 2016-17 academic year, which could involve the college disbursing funds to them, applying the funds towards an existing loan, or making other adjustments to their financial aid package. We will suggest that they check in with their aid administrator later next week.

Please let me know if you have any questions, and thank you again for your help with administering this grant in support of future teachers.

Questions?

WCG@wsac.wa.gov

1-888-535-0747 Opt 3

Thank you for joining us!

