



Copy Center Dropbox

Cusp Tips

Who?

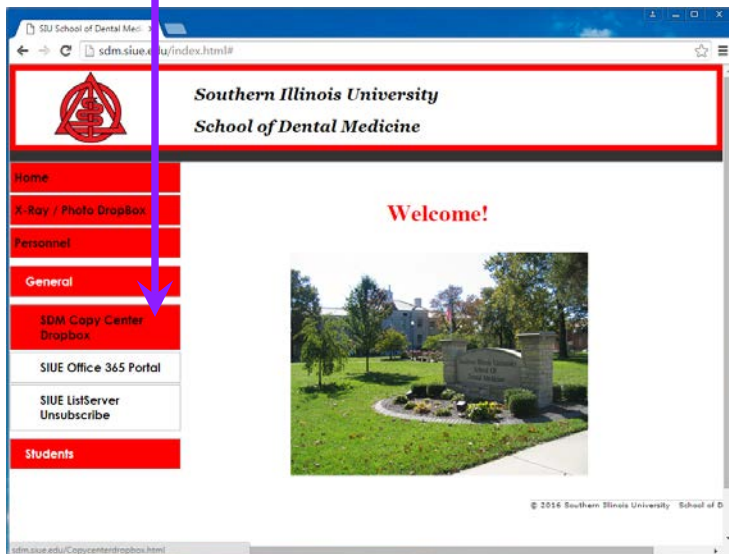
- Faculty and staff who require copies to be made.

What?/Why?

- Creating a secure method for submitting Files to the Copy Center.
- Email transmissions can create a vulnerability – uploading documents to the new “Copy Center Dropbox” will ensure privacy and security on all the documents.

How?

- Files can be uploaded while on or off campus.
- Go to the following website: <http://sdm.siu.edu>
 - Click [Personnel] > [General] > [SDM Copy Center Dropbox]
 - Select the Login button and enter your SDM credentials
- Enter the information requested on the page – adding any special notes in the comments field for the Copy Center. Click [Continue]
- Choose files to be uploaded. Click [Upload]
- The information entered will be transmitted to the copy center – no need to send an additional email.



- The copy center will contact you when your copies are ready.
- **Requests that are less than 24hr notice should call 7102 to confirm receipt of request.**
- If you have any questions, contact ODIT at ext 7088.