

Filelocker Secure Temporary File Storage Solution

Filelocker is a temporary and secure storage system for sharing files and data. Filelocker allows faculty, staff, and students of Grand Rapids Community College to share files with other people even if the recipient is not affiliated with GRCC.

Using Filelocker

Finding and Logging into Filelocker:

1. Navigate to <https://files.grcc.edu/> in the browser of your choice.
2. Login using your GRCC login credential's (if you cannot log in submit a helpdesk ticket so we can create you an account).
 - The first time that you login you will be prompted to agree to the terms of service for Filelocker. It will look similar to this:



Terms of Service

GRCC faculty, staff, and students can use Filelocker to conveniently and securely share files with other people both on and off campus. With Filelocker, largefiles can be shared easily, without having to worry about single email message size quotas. In order to access the Filelocker application, you must login in using your GRCC network login credentials.

As a Filelocker user, you agree to the following:

1. Filelocker is provided by GRCC as a secure file transfer service. Grand Rapids Community College reserves the right at any time and from time to time to modify or discontinue, temporarily or permanently, the Filelocker services (or any part thereof) with or without notice.
2. Filelocker is to be used for secure file transfer and is not a file storage application. Files stored in Filelocker may be removed at any time. Files stored in Filelocker are not backed up.
3. Use of Filelocker is subject to all GRCC policies and procedures, including GRCC's Acceptable Use Agreement <http://www.grcc.edu/informationtechnology/acceptableuseagreement>. In particular, copyrighted materials may not be shared via Filelocker without permission of the copyright owner. Users of Filelocker are responsible for all files and content that they transmit while using the service. Under no circumstances will GRCC be liable in any way for any files or content transmitted or made available via the Filelocker service.

By clicking the "I Agree" button below, you are stating that you have read and agreed to the Filelocker Terms of Service. GRCC reserves the right to deny access to Filelocker to any person who violates the Filelocker Terms of Service.

 I Agree

 Cancel



Filelocker allows you to share files with other people both inside and outside of Grand Rapids Community College. It is a temporary and secure storage system for sharing files and data.

Uploading a File:

1. Click on **Upload**



Filelocker

Jim Jones (JJones)

[History](#)

[Account](#)

User Quota:

[Messages](#)

[Logout](#)

My Files

[Upload](#) [Manage Groups](#) [Delete](#)

Uploaded Files

<input type="checkbox"/>	Name	Size	Expires
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Files Shared with You (0)

Name	Size	Expires
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There are no files shared with you.

Upload Requests (0)

GRCC

GRAND RAPIDS COMMUNITY COLLEGE

Filelocker allows you to share files with other people both inside and outside of Grand Rapids Community College. It is a temporary and secure storage system for sharing files and data.

Need a file from someone?

If you need a file from someone who doesn't have a Filelocker account, you can email them an Upload Request.

[Request Upload](#)

Quick Help

[How do I upload a file?](#)

[How do I share a file?](#)

[How do I send a message?](#)

[Show all...](#)

Quick Tip

Hover over the messages link to see the number of new messages.

[Show all...](#)

[Send Feedback](#)

2. You will get a prompt that allows you to put in an expiration date for the download link, notes, and to scan for viruses.
 - On the expiration date specified above the file will be deleted/removed from the server.
3. After filling out the information in step 2 click **Browse and Upload**
4. Select a file from your computer and click **open**.
5. The file will be uploaded and added to the Uploaded Files list on the homepage.

Sharing an Uploaded File with Someone from GRCC:

1. Click on down arrow to the right of the file you would like to share in the Uploaded Files list.
2. Click on **Share This File**.
3. Search for the users you would like to share the document with. You may search by the **user's name**.
4. Click the checkbox next to "Search the entire Grand Rapids Community College directory." to ensure you are searching the entire directory.
5. Click on **Share** next to the name of the person you would like to share with.
 - Repeat steps 3 and 4 until you have selected all of the users you would like to share this document with.
6. Close the dialog box. Your document has now been shared with the specified users.
 - Each user will receive an email informing them that this file has been shared.

Sharing an Uploaded File with Someone outside of GRCC:

1. Click on down arrow to the right of the file you would like to share in the Uploaded Files list.
2. Place a checkmark in the box next to **Publicly Share**.
3. Type the email address(es) of the user(s) you would like to share this document with.
4. Review the remainder of the options available for password protecting the document. Select the options you would like. Follow the GRCC password policy to create a strong password.
5. Click on **Share**.
6. You will now be given the link that was sent to those you indicated to share your file. You may copy and save this but it is not necessary as it was also sent to those you indicated in step 3 above.
7. Close the dialog box. Your document has now been shared with the specified users.

Deleting an Uploaded File:

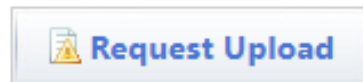
1. Place a checkmark in the box next to the file you would like to delete.
2. Click **Delete** at the top of the screen.

Requesting a File to be Uploaded by Someone Outside of GRCC:

1. On the right-hand side, click **Request Upload**.


Need a file from someone?

If you need a file from someone who doesn't have a Filelocker account, you can email them an Upload Request.



2. You will get a prompt that allows you to put in an expiration date for the upload link – this will be automatically set to expire in two weeks from the date the request is sent unless it is set to expire on an earlier date.
 1. On the expiration date specified above the link will not allow the recipient to upload any documentation
3. Enter the email of the individual you wish to sent the Request Upload to under **Send request to email** (see image below)
4. Under **Add message to email** include a brief message indicating what documents you would like them to securely upload to Filelocker
5. Be sure that *Force a virus scan for uploaded files?* is selected.
6. If you would like the recipient to upload more than one document, you will have to select the checkbox *Allow multiple file uploads for this request (requires password)?*
 1. When creating a password, make sure it is unique to and do NOT use any password you currently use or that is similar. This will need to be shared with the recipient for them to upload more than one document.

7. After filling out the information above click **Create Request**

 **Request Upload to Filelocker**

Request expiration date:

Send request to email:


Add message to email:

Other options:

- Allow multiple file uploads for this request (requires password)?
- Force a virus scan for uploaded files?
- Password protect this upload request?

Password:

Confirm Password:

 **Create Request**

Additional Assistance / Troubleshooting

At the bottom right of the homepage you will find additional Help documentation for assistance with various features of Filelocker.

If you have any further questions please do not hesitate to contact the IT Support at 616-234-HELP (4357) or ithelp@gccc.edu.