

# Instructions for Submitting Summer Academy Final Reports

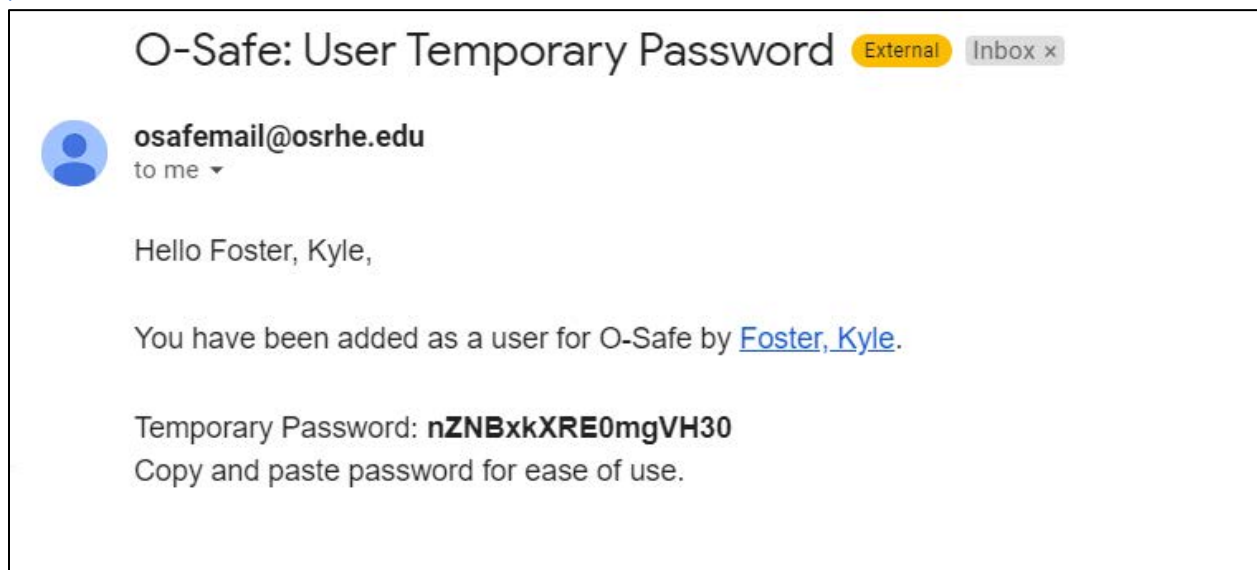
---

## 1. Request access to O-SAFE

Email [summeracademies@osrhe.edu](mailto:summeracademies@osrhe.edu) to request access for anyone who will need to upload materials. Please be sure to include email addresses and phone numbers for each individual who requires access.

## 2. Set up O-SAFE account

Once your account is created, you will receive an email with a temporary password.



Log into O-SAFE by going to <https://www.okhighered.org/O-SAFE/>. Your username is your email address and you will use the temporary password you received in the automated email.



OKLAHOMA STATE REGENTS  
FOR HIGHER EDUCATION  
*Improving our future by degrees*



## OSRHE Secure Access File Exchange

### O-Safe: Login

---

**Welcome to the new O-Safe.**

For all technical issues, please contact your program administrator.

Input your user name and password to login to O-Safe.

\* **User Name:**   *Input your user name.*

\* **Password:**   *Input your login password.*

[Disclaimer](#) | [Copyright](#) | [Contact Details](#) | [Help?](#)655 Research Parkway, Suite 200, Oklahoma City, OK 73104 - 405.225.9100

Set up your new password.



OKLAHOMA STATE REGENTS  
FOR HIGHER EDUCATION  
*Improving our future by degrees*



## OSRHE Secure Access File Exchange

Current User: kylefosterphd@gmail.com

### O-Safe: Change Password

For security, users should change password on first login.  
Note: Password must be 8 or more characters long and contain both numeric, uppercase and lowercase.

\* **Password:**   *Input a new password.*

\* **Retyped Password:**   *Retype password just entered.*

[Disclaimer](#) | [Copyright](#) | [Contact Details](#) | [Help?](#)655 Research Parkway, Suite 200, Oklahoma City, OK 73104 - 405.225.9100

### 3. Upload Documents

Click “Upload File” on the first page you see after you log in.

OKLAHOMA STATE REGENTS  
FOR HIGHER EDUCATION  
*Improving our future by degrees*



OSRHE Secure Access File Exchange

Current User: kylefosterphd@gmail.com

## O-Safe: File Exchange

[File Exchange](#) [Change Password](#) [Logout](#)

For all technical issues, please contact your program administrator.  
Browse to desired location and select files to upload from the available options below.

Upload File

Permissions: ( Upload & Download )

File Location: Summer Academies / Platt College, Tulsa

 [Summer Academies](#)

 [Platt College, Tulsa](#)

Note: All files are transferred through a secure channel, encrypted on the server and are automatically deleted after 10 days. Please save files to a secured location before editing file contents.

[Disclaimer](#) | [Copyright](#) | [Contact Details](#) | [Help?](#)

655 Research Parkway, Suite 200, Oklahoma City, OK 73104 - 405.225.9100

Select your final reporting documents to be uploaded. Files must be uploaded one at a time. This screenshot demonstrates what you will see when all files are successfully uploaded.



**OSRHE Secure Access File Exchange**  
Current User: kylefosterphd@gmail.com

### O-Safe: File Exchange

[File Exchange](#) [Change Password](#) [Logout](#)

For all technical issues, please contact your program administrator.  
Browse to desired location and choose from the available options below.

Upload File


Permissions: ( Upload & Download )

File Location: Summer Academies / Platt College, Tulsa

Summer Academies

Platt College, Tulsa

 **FY22-sa-budget-report.xlsx**  Outgoing (New) [Delete](#)

 **FY22-sa-participants.xlsx**  Outgoing (New) [Delete](#)

 **SA Written report.docx**  Outgoing (New) [Delete](#)

Note: All files are transferred through a secure channel, encrypted on the server and are automatically deleted after 10 days. Please save files to a secured location before editing file contents.

[Disclaimer](#) | [Copyright](#) | [Contact Details](#) | [Help?](#)

655 Research Parkway, Suite 200, Oklahoma City, OK 73104 - 405.225.9100

OSRHE staff will be automatically notified when your documents are uploaded.

If you have questions, please email [summeracademies@osrhe.edu](mailto:summeracademies@osrhe.edu) for assistance.

Page 4 of 4