



OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

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O-SAFE

Instruction Manual

OSRHE Secure Access File Exchange • External User Guide

For use with all OSRHE scholarship and grant programs

1. Overview

O-SAFE (OSRHE Secure Access File Exchange) is a secure system for exchanging files with the Oklahoma State Regents for Higher Education. This guide walks external users through logging in, exchanging files, and managing your account.

After you log in, you can access the program(s) and organization(s) assigned to you. If a program or organization is missing or incorrect, contact your Program Administrator.

2. Logging In



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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.

[Login](#) [Forgot Password](#)

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

The O-SAFE login page.

Once you have successfully logged in, you will be able to access your program(s) and organization(s). If your program(s) or organization(s) are not listed or are incorrect, please contact your Program Administrator.

If you forget your password, click the Forgot Password button to have it emailed to you. After you enter your email, a message will confirm that your password has been emailed. Click OK.

3. File Exchange and Permissions

When a program name is expanded and no organization is selected, the permission shows as "Has Access." Once an organization is selected, the permission shown is Upload & Download, Download Only, or Upload Only.

4. Uploading a File

When you first open the upload area, the Upload File button is grayed out. Select the program name, then click the organization name. The Upload File button changes from gray to red.

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OSRHE Secure Access File Exchange
Current User: test@osrhe.edu

O-Safe: File Exchange

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

Upload File

Permissions: (Program Admin)

File Location: OTAG / Oklahoma City Community College

OTAG

Oklahoma City Community College

occ07132026dsbo.xlsx ? Outgoing [Delete](#)

The File Exchange screen. The Upload File button turns red once a program and organization are selected.

When the button is red, click Upload File to open the File Upload Options dialog.

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OSRHE Secure Access File Exchange
Current User: test@osrhe.edu

O-Safe: File Exchange

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

Upload File

Permissions: (Program Admin)

File Location: OTAG / Oklahoma City Community College

OTAG

Oklahoma City Community College

occ07132026dsbo.xlsx ? Outgoing [Delete](#)

Note: All files are transferred through a secure channel, encrypted on the server, and are automatically deleted after 20 days. Please save files to a secure location before editing file contents.

File Upload Options

- Verify that the location 'OTAG / Oklahoma City Community College' is correct before uploading a file.
- Maximum file size may not exceed 100 MB. Please verify file size before submitting.
- When exchanging Microsoft word, power point and excel files, please coordinate with your users to ensure file version compatibility.
- Allowed file types to upload are txt, xls, xlsx, doc, docx, ppt, pptx, pdf, jpg, jpeg, gif, tiff, png, mdb, accdb, zip.

* Select File:

[Choose File](#) No file chosen

[Upload](#) [Cancel](#)

The File Upload Options dialog. Verify the location, review the file size limit and allowed file types, choose your file, and click Upload.

Verify that the location shown is correct. Note the maximum file size of 100 MB and the list of allowed file types. Click Choose File, select your file, then click Upload. A message confirms the file uploaded successfully, or displays an error if it failed.

To view the most recent activity for a file, click the question mark (?) next to the file.

Note: All files are transferred through a secure channel, encrypted on the server, and are automatically deleted after 20 days. Save files to a secure location before editing file contents.

5. File Status Indicators

When a file has just been uploaded through O-SAFE, a "(New)" label appears next to the file name. This marks the file as new and is shown only until the file is downloaded.

When an organization name is collapsed or not selected, a check mark (✓) next to the organization name means the folder contains a file.

6. Deleting a File

O-Safe: File Exchange

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

Browse to desired location and choose from the available options below.

Upload File

Permissions: (Upload & Download)

File Location: OHLAP / University of Oklahoma

[-] [Folder Icon] OHLAP

[-] [Folder Icon] University of Oklahoma

[File Icon] TEST.txt (New) [Delete](#)

Note: All files are transferred through a secure channel, encrypted on the server and are automatically deleted after 5 days. Please save files to a secured location before editing file contents.

The Delete button appears to the right of each file name.

Use the Delete button to the right of the file name to delete a file. A confirmation window appears to make sure you want to delete it. Once a file is deleted, the only way to restore it is to upload it again.

7. Downloading a File

If you have download permissions, download a file by clicking its file name. When the save dialog box appears, always choose Save File to save it to a secure location, then click OK.

8. Changing Your Password

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OSRHE Secure Access File Exchange

Current User: test@osrhe.edu

O-Safe: Change Password

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Input password and retyped password.
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.*

Change Password

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The Change Password screen.

The Change Password screen appears when you click the Change Password tab or when the system requires a password change. Enter and retype your new password, then click Change Password. A message confirms your password was changed successfully. Click OK.

9. Logging Out

Message Window

- You have been successfully logged out.
Click ok to login again.

OK

The logout confirmation message.

After you click the Logout tab, the confirmation message appears. Either close the browser window or click OK. If you click OK, the system returns to the Login page.

Need help? Contact your Program Administrator.