

Protecting Your Personal Identifiable Information

Your privacy and confidentiality are important. The Accessibility Services Office provides two options to submit your disability documentation. *Emailing your documentation is not recommended.* Email is not considered a secure method and does not meet the State of Minnesota's security protocols for personal identifiable information. Please contact Accessibility Services Director, Jen Boben at jenniferboben@hibbing.edu if you have questions or concerns.

Option 1: (PREFERRED METHOD) Secure File Transfer

MoveltSecurely is an application licensed through the Minnesota State System that allows you to transfer confidential and large files securely to another person via a secure server. This service is available to faculty, staff, and students with a **StarID**. As the sender, you can indicate how many days the recipient has to download the file(s) from their MoveltSecurely "in box." Files can be saved for up to 14 days.

To use MoveltSecurely:

1. Go to MoveltSecurely or <https://securefileshare.minnstate.edu/>
2. Enter your StarID and password in the fields provided. Note: If you do not remember your StarID or password, visit the StarID Self Service page or <https://starid.minnstate.edu/>.
3. Select [Login].
4. Install the Upload/Download Wizard or select Disable the Wizard.

How to Send Your Documentation

1. Select Send a new package.
2. Complete the New Package page to send your file(s).
3. In the 'To' field enter: jenniferboben@hibbing.edu
4. Subject: Enter your StarID and Documentation. For example: xx1234xx Documentation
5. Note: Enter your message to us.
6. Files: Select the [Browse] button to add files for uploading. Select Add another file if you have more than one file to upload.
7. Once you have selected all files that you wish to send to us select [Upload].
8. Options: Indicate whether you wish to receive a delivery receipt from us.
9. Select [Send] to send the package now or select [Save As Draft] to send it later

Option 2: Fax

You may fax your documentation or supporting documents to HCC at (218) 262-6716