

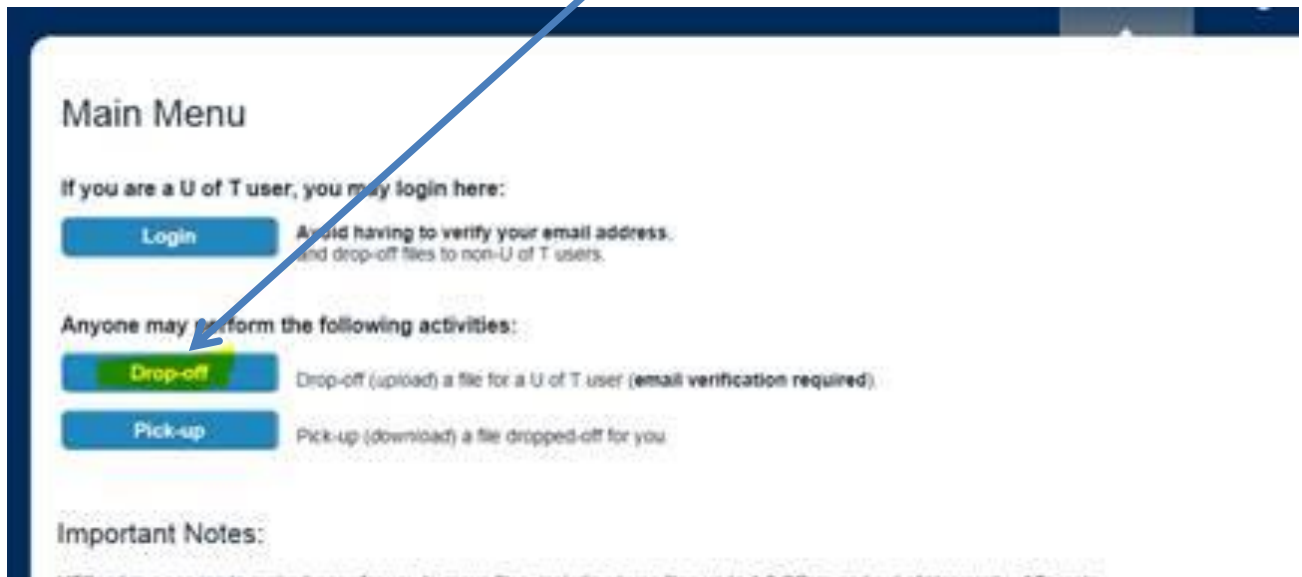
How to Securely Send Personal Information Using UTSEND



This guide is intended to assist you with the process of sending their personal information such as a copy of your Social Insurance (SIN) card and your birthdate to the Bloomberg Faculty of Nursing at the University of Toronto by utilizing an electronic University of Toronto secure file drop off process.

If you have any questions, you can contact us at appointments.nursing@utoronto.ca. We are in the office between the hours of 9 am to 5 pm Monday to Friday, excluding holidays.

Step 1: go to this link <https://send.utoronto.ca/> select **Drop Off**



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Step 2: Provide the highlighted information and click on **I'm not a robot**:

Information about the Sender

If you have been given a "Request Code" then just enter it here and click the button at the bottom of this form.

Request Code:

If you do not have a "Request Code" then please complete the rest of this form:

Your name: (required)

Your organization: (required)

Your email address: (required)

To confirm that you are a real person (and not a computer), please complete the quick challenge below:

I'm not a robot 


I now need to send you a confirmation email.
When you get it in a minute or two, click on the link in it.

[Send confirmation](#)

Step 3: When the I'm not a robot process is done, click on **Send Confirmation**

your email address: (required)

To confirm that you are a *real* person (and not a computer), please complete the quick challenge below:

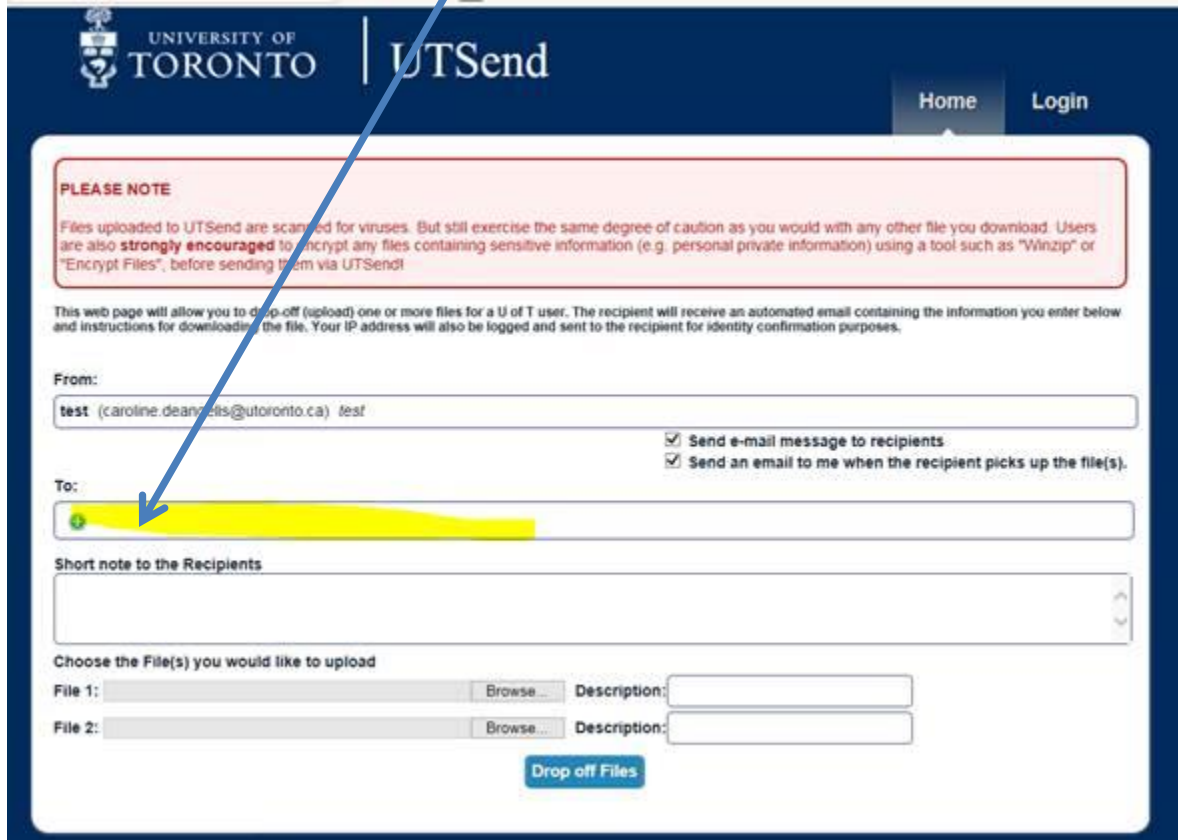
I'm not a robot 

I now need to send you a confirmation email.
When you get it in a minute or two, click on the link in it.

[Send confirmation](#)

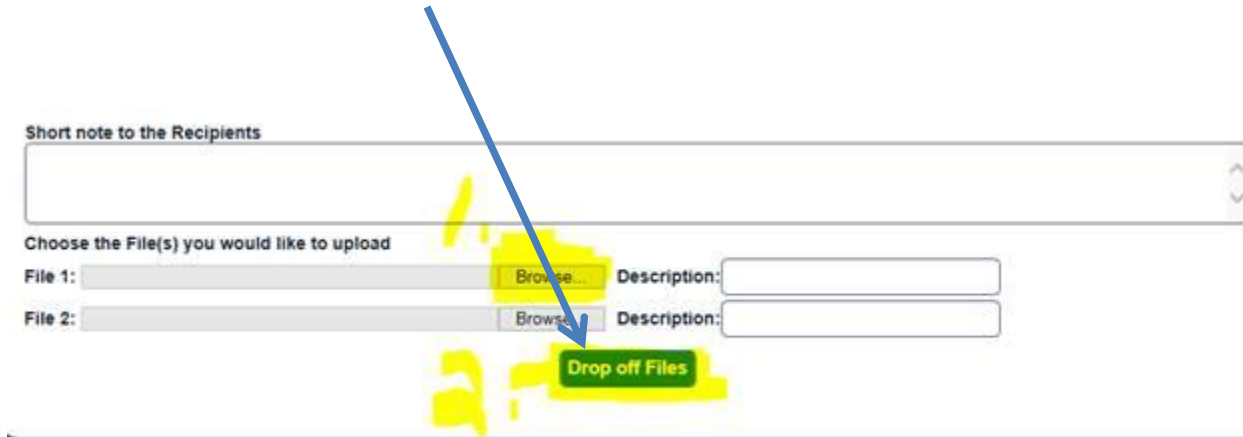
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Step 4: You will receive an email with a link for you to click on. Click on the link and you will see the screen below. The **to email** is appointments.nursing@utoronto.ca



The screenshot shows the UTSEND web interface. At the top left is the University of Toronto logo and the text 'UNIVERSITY OF TORONTO | UTSend'. On the top right are 'Home' and 'Login' links. A red-bordered box contains a 'PLEASE NOTE' section with text about virus scanning and encryption. Below this is a paragraph explaining the service. The 'From:' field is filled with 'test (caroline.dean@uts@utoronto.ca) test'. The 'To:' field is highlighted in yellow and contains the email address 'appointments.nursing@utoronto.ca'. There are two checked options: 'Send e-mail message to recipients' and 'Send an email to me when the recipient picks up the file(s)'. A 'Short note to the Recipients' text area is empty. Below that, there are two file upload sections, each with a 'Browse...' button and a 'Description:' field. At the bottom is a blue 'Drop off Files' button.

Step 5: Select **Browse** to pick up a file from your desktop (we need a copy of you SIN card and your birthdate) and then click on **Drop Off Files** as per below.



This is a close-up of the file upload section. It shows the 'Short note to the Recipients' text area at the top. Below it, the text 'Choose the File(s) you would like to upload' is followed by two rows. Each row has a 'File #' label, a 'Browse...' button, and a 'Description:' field. The 'Browse...' buttons are highlighted in yellow. At the bottom of this section is a green 'Drop off Files' button, also highlighted in yellow.