

Sign up to use Secure DropBox

Secure DropBox Terms of Use

As a condition of your use of the Oakland Schools Secure DropBox Web Site, you warrant to Oakland Schools that you will not use the Oakland Schools Secure DropBox Web Site for any purpose that is unlawful or prohibited by these terms. You may not use the Oakland Schools Secure DropBox Web Site in any manner which could damage, disable, overburden, or impair the Oakland Schools Secure DropBox Web Site or interfere with any other party's use of the Oakland Schools Secure DropBox Web Site. You may not obtain or attempt to obtain any information through any means not intentionally made available or provided for through the Oakland Schools Secure DropBox Web Site.

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Overview

The Oakland Schools Secure DropBox is a secure method for transferring sensitive messages. If you do not currently have an account to use Secure DropBox, these instructions will guide you through the process of setting up your account. Secure DropBox may be accessed using the following web url in your web browser: <https://securedropbox.oakland.k12.mi.us>.

Additionally, your email must be an approved white list or whitelisted email address prior to using the Secure Drop Box web site. An email must be submitted to "[Secure DropBox Add-To-Whitelist](#)" to initiate the registration process.

Setting Up An Account

- Navigate to the Secure DropBox website at <https://securedropbox.oakland.k12.mi.us>.
- Below the login boxes, click on the link next to "Don't have an Account? To create a new Account, Click Here"

Email

Password

Change my password after Login.

Login

Forgot Password? [Click Here](#)

Don't have an Account? To create a new Account, [Click Here](#)

- Enter the email address you wish to use and click next.

Email Whitelist

If you get a message that says your email address is not whitelisted, create a [Service Desk Ticket](#) to request a whitelist.

Account Already Exists

If you get the message "Your email address already has been added and is ready for use. Please login.", then you do not need to create an account. Information on getting your password reset can be found at

Creating a New Account

Email

(e.g. SmithJ@oakland.k12.mi.us)

Back

Next

Oakland Schools Employees

Users with an "@oakland.k12.mi.us" email address should follow the following instructions:

- Enter your information for the following fields:
 - First Name
 - Last Name
 - Organization
 - Phone Number
 - **OSLAN ID** (LastNameFirstInitial)
- Optionally, enter a signature line for use when sending emails from within Secure DropBox.
- Enter the security code value from the captcha near the security code input box.
- Check "I Agree" checkbox to agree to the terms of use for the Secure DropBox application.
- Click on the "Create Account" button to complete the signup process.

First Name *

Last Name *

Organization *

Phone Number *

OSLAN ID *

Signature Appended at the end of all outgoing messages

Security Code * Type the characters from the image (case sensitive)

[Generate New Image](#)

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I Agree

[Create Account](#) [Cancel](#)

Non-Oakland Schools Employees

Users that have an email **without** "@oakland.k12.mi.us", should follow these instructions:

- Enter your information for the following fields:
 - First Name
 - Last Name
 - Organization
 - Phone Number
 - **OSLAN ID** (This is your email address)
 - Optionally, enter a signature line for use when sending emails from within Secure DropBox.
 - Choose a password for your Secure DropBox account and enter it in the Password input box.
 - Retype your password in the next box to confirm your password.
 - Enter the security code value from the captcha near the security code input box.
 - Check "I Agree" checkbox to agree to the terms of use for the Secure DropBox application.
 - Click on the "Create Account" button to complete the signup process.
-
- You will receive an email to the email address that you provided during signup. To complete the new account process, please click the LINK in the email that you will receive.
 - The link will confirm your account setup and from there you may login to Secure DropBox and begin using the application.

First Name *

Last Name *

Organization *

Phone Number *

OSLAN ID *

Signature Appended at the end of all outgoing messages

Password * Must be at least 8 characters and contain at least 3 of the following 4 types of characters: Uppercase, Lowercase, Number, Special (!, @, -, etc.)

Retype Password *

Security Code * Type the characters from the image (case sensitive)

[Generate New Image](#)

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I Agree

[Create Account](#) [Cancel](#)

Password Reset



Oakland Schools Staff

Oakland Schools Staff (@oakland.k12.mi.us emails) will be using their regular email password. If you are having troubles logging in, contact us at the Service Desk at 248.209.2060.

1. Enter your email in the email box
2. Press the "Forgot Password? Click Here" button below the login box
3. Non-Oakland Schools Staff will get a password reset email sent to them.

1

Change my password after Login.

[Login](#)

2

[Forgot Password? Click Here](#)


Don't have an Account? To create a new Account, [Click Here](#)

Troubleshooting

Email Address Not Authorized for Account Creation

If you get a message that says your email address is not whitelisted, create a [Service Desk Ticket](#) to request a whitelister.

Attachments

File 	Modified
PNG File image2020-9-4_13-53-50.png	Sep 04, 2020 by Christopher Usiak
PNG File secure_drop_box_01.png	Feb 10, 2017 by Administrator
JPEG File secure_drop_box_02.jpg	Feb 16, 2017 by Matthew Faul
JPEG File secure_drop_box_03.jpg	Feb 16, 2017 by Matthew Faul
JPEG File secure_drop_box_04.jpg	Feb 16, 2017 by Matthew Faul
JPEG File SecureDropboxEmptySpaceBeforeEmail.jpg	Apr 24, 2018 by Tammy Hayes

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