

## Download Templates from ESBOCES' NYC Charter Data Central Website

Your school has probably added security measures to protect the network from inadvertent automatic downloads or redirects to another web address. ESBOCES is a school and fully compliant with NYSED Data Privacy and Security standards and when our agency added these safeguards, we were also blocked from downloads from our own website. Here are two ways to access these resources. There is no personally identifiable information for staff or students our website, if neither of these options work for you, email us at [NYCCharterData@esboces.org](mailto:NYCCharterData@esboces.org) to request the blank template via email (sorry, for the inconvenience).

*Open the file from a direct link on [NYCchaterdatacentral.esboces.org](http://NYCchaterdatacentral.esboces.org)*

**1** Resources

**2** Templates

**3**

Category	Title
Assessment Exemptions	<a href="#">Assessments Regents Exempt</a>
Day Calendar	<a href="#">Day Calendar</a>
Staff Snapshot	<a href="#">Staff Snapshot</a>
Student Daily Attendance (SDA)	<a href="#">SDA Blank Template</a>
Student Digital Resources	<a href="#">Student Digital Resources</a>

**4**

- Open link in new tab
- Open link in new window
- Open link in incognito window
- Save link as...
- Copy link address

**5**

Emoji Win+Period

Undo Ctrl+Z

Cut Ctrl+X

Copy Ctrl+C

Paste Ctrl+V

Paste and go to ...esboces.org/LinkClick.aspx?fileticket=sh...

1. Hover over RESOURCES
2. Tap on TEMPLATES
3. Select a Template
4. COPY LINK ADDRESS (mouse right click)
  - a. PASTE LINK
5. Open a new browser window

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### *Or, adjust the browser settings to allow downloads and redirects from ESBOCES*

Contact your school's tech support to determine if it is possible for you to personally adjust the computer you are on or if they can set this up for you.

1. Tap on the PADLOCK next to the ESBOCES web address
2. Tap on PRIVACY AND SECURITY
3. From the menu of options, adjust two settings to allow ESBOCES' website to provide
  - a. POP-UPS and REDIRECTS
  - b. AUTOMATIC DOWNLOADS

NOTE- these settings specifically references our website and ONLY allows this actions from ESBOCES' NYC Charter Data Central website (not even all of ESBOCES websites/services.)

