Secure Electronic Application Imaging and Distribution Protocol

1. Request a Blackboard Organization Site for your admissions activities at:

   http://blackboard.duke.edu/forms/reqsiteform.do

   Not all users need to be entered on the request form, but can instead be added through Blackboard later.

2. Create a password to be used to secure all application files. The password should be changed each year.

3. Create a Folder in the Documents Control Panel on the Blackboard site named "Access". In this Folder add an Item whose title is:
   "The password of this year's applications files is xxxxxxx"
   (xxxxxxx is the password you've chosen)
   Enter "Please hit OK immediately and remember to logout of Blackboard" in the text field

4. Scan applications using a copier with a "Send to E-mail" option. Because they are not password protected, ***these scanned pdf files should only be sent to a single e-mail account on a secure Duke e-mail server.***

5. Each scanned pdf file should be opened in Acrobat Pro and immediately password protected using Advanced > Security > Encrypt with Password using the chosen password. Save the file to disk, being sure to replace the unencrypted file with the new one. Be sure that the unprotected original file is securely deleted.

6. Upload encrypted files to the Blackboard site.

7. Add users (e.g., DGS, admissions committee members) to the Blackboard Organization.

8. Inform users about the location of the applications and where they can find the password. ***Do not send the password via e-mail.***

9. At the end of admissions season, delete all files from Blackboard site. Send an e-mail to all users reminding them to delete the application files and shred any hard copies they may have made.