PSEFMP Online Community and Deliverable Share Guide

The Pesticide Safety Education Funds Management Program (PSEFMP) opportunity is made available through a cooperative agreement (#X8-83698001) with the Environmental Protection Agency (EPA) to establish and administer a national sub-award program in support of pesticide application education, and training for certified applicators of restricted use pesticides.

To better serve the PSEP coordinators an online community has been created at https://psefmp.extension.org. This Word Press site will serve as a one-stop shop for everything PSEFMP related. On this site you will have full access to the resources you need during this program. You will find frequently asked questions, funding opportunity announcements, application submission instructions, training videos, uploading shareable deliverables and much more. Additionally this site allows PSEPs to interact with each other. Please use this site to post questions to other PSEPS, get answers to those questions, provide feedback or start a discussion. There is no sign in involved and no requirement to be involved in this online community; you can choose how active you want to be and how much you participate. Of course, we hope you find this a valuable resource and encourage you to be an active participant.

One requirement for Pesticide Safety Education Programs (PSEP) to receive these funds is to produce at least one deliverable that could be shared with other PSEPs. eXtension Foundation has created a non-public repository available to sub-awardees, the advisory committee, and others affiliated with the PSEFMP only. The repository is for information purposes only. All work that is placed in the repository should be clearly copyrighted by the institution and/or author. Those with access to the repository do not have the right to modify or distribute copyrighted material.

There are two avenues for which PSEPs can “share” their deliverable to the repository. If you are interested in what other PSEPs have created and shared, then utilizing the Box.com option is the best choice for you. On Box.com, you will be able to upload your deliverable but also view what other PSEPs have created and shared.

If you are not interested in what other PSEPs have created and shared, and only want to share your deliverable, the Word Press site is the best option for you. On the Word Press site you will be able to upload your deliverable quickly and easily without the need for creating an account or logging into a site. The deliverables uploaded via the Word Press site will be uploaded directly to the Box.com site, and therefore other PSEPs who choose to use Box.com will have access to view your deliverable.

Provided below is a step-by-step guide for “sharing” and viewing the deliverables produced from PSEPs on both the Box.com site and Word Press site.

1. You will receive an email inviting you to be a collaborator at Box.com that will house the non-public repository. When you receive the email, please click on the box that says Accept Invite. Once you click this link, you will be directed to Box.com for the PSEFMP.
2. Once directed to Box.com you will need to create an account in order to upload your deliverable and view deliverables from other programs. Once you have created your account click **Submit**. **Please note: If you do not wish to view the deliverables shared by other PSEPs, please refer to the PSEFPM Word Press site at: [https://psefmp.extension.org](https://psefmp.extension.org).** This will allow you to upload your deliverable without creating an account with Box.com.

3. Once you have created an account and clicked **Submit** you will be taken to a Welcome page in order to personalize your experience using the site. The option to personalize is up to each
4. When you enter the site you will see what will be referred to as the “Home” page for this site. This page allows you to all folders and documents for which you have been invited as a collaborator.
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5. Before uploading your deliverable or viewing deliverables shared by other PSEPs, please read the PSEFMP Online Community Copyright and Website Disclaimer.

6. After you have read and understand the disclaimer you may exit the document by either clicking the X in the top right corner or the All Files and Folder link on the top left.
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7. Click on the folder 2018 PSEFMP Deliverables. In this folder you will be able to upload your deliverable or view deliverables shared by other PSEPS.

8. After you open the 2018 PSEFMP Deliverables folder you will view a directory of folders labeled by category to access the deliverables. Please select the category for the deliverable you would like to upload. If you would like to view a deliverable from another PSEP, select the category for which you are interested.
9. Once you have selected the category, you will be able to see all the files and folders uploaded for the specific topic area. This will also be the area for which will upload your deliverable.

10. To upload your deliverable, click *Upload* in the upper right corner. You will be given the option to upload a *File* or *Folder*. Please select accordingly based on the deliverable you are uploading.
11. Once you have selected file or folder to download, it will appear in the list with other deliverables that have been uploaded.
12. After your deliverable has been uploaded, you will need to protect your upload by “locking” the document. To the right of the deliverable name, click the ... icon.
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13. Select Lock from the drop down menu. A pop-up box will appear that will ask you the duration you would like to lock your document. Please select, Unlimited so that the protection around your deliverable does not lapse. Do not check the box that states, disable download. Once your deliverable has been locked a lock icon will appear beside the title.

14. After you have uploaded your deliverable and locked, you have completed the requirement and no further action is required. However if you would like to view deliverables shared by other PSEPs, there are several ways in which you can do that. The easiest way to view a shared deliverable is simply click on the deliverable you wish to view.
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15. The deliverable will open for you to view the file and the product created by the PSEP.

16. Other options for viewing, downloading, or marking as a favorite are available. From the folder view, click the ... option to the right of the deliverable name.

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Provided below is a step-by-step guide for uploading deliverables only to the repository. To view deliverables shared by other PSEPs please visit the Box.com site.

1. The PSEFMP Word Press site has been created for coordinators to have access to resources related to PSEFMP such as training session recordings, funding announcements and program FAQs. Additionally, this site allows for the uploading of the required shareable deliverable. This site does not require an account or user login. The site can be found at [https://psefmp.extension.org](https://psefmp.extension.org).

2. Once you have access the site you will see four navigation tabs. To upload your deliverable click *Deliverables 2018.*
3. On the Deliverables 2018 you will see the prompt for uploading your deliverable. You can choose either, *drag and drop your file* OR *browse* for your file.

4. Select the file you would like to upload.
5. Once you have selected your file you will be asked to provide a file description. Please provide a brief description regarding your file. For example: the title of your program/project. Once you have provided a description for your deliverable, click **Upload**.

6. The deliverable will be sent directly to the repository on Box.com. You will receive confirmation that your deliverable was upload successfully. You can choose to upload another file or explore the rest of the Word Press site.
Deliverables 2018

Submit File(s) to 2010 PSEFMP Deliverables
Upload your 2010 Deliverables for the 2010 PSEFMP

Success! Your file has been uploaded.