New to Box?
STEP 1: Getting Started

- Visit the University IT Page http://tech.rochester.edu/services/box/
- Click “Log In to Box”
After you click “Continue” it will take you to a screen to enter in your Net ID and password, this is how you log in to Box.
STEP 2: Box Homepage

- When you log in to box you will see the folders you currently have access to view.
- Global has set up a folder for each department - this folder contains information on all Visiting Students that are currently going through the process.
- To view the contents of a folder - click on the folder icon or folder name.
STEP 3: Review Your Department Folder

- Each Visiting Student/Scholar your department is hosting will have his/her individual folder. This folder will contain all forms/documents collected throughout the process. (Indication of Interest, Online Application, Offer Letter etc.)

- Click on the folder icon or name of the folder to view the documents pertaining to that Visiting Student/Scholar.
STEP 4: Review the VS Documents

- You will see all the documents submitted thus far for the VS.
FAQ

Q: I’m having trouble logging in to Box, who can I contact?
   A: Contact the IT Help Desk. P: (585) 275-2000 E: univithelp@rochester.edu. Global will be unable to help you with technological issues.

Q: I don’t see my department folder.
   A: This could be one of two issues: you have not been invited to view the contents of that folder, or a folder has not yet been created for the department. Contact URVisitor@Rochester.edu to resolve the issue.

Q: The folder is missing a document for a Visiting Student/Scholar.
   A: Contact URVisitor@Rochester.edu and advise what document you believe to be missing. If you have access to the missing document, you may also upload it yourself, please inform URVisitor when you have done so.

Q: Why BOX?
   A: There are many advantages to Box - most importantly this is a secure way to share information about our visitors. It allows multiple people to have access to the folder in order to streamline communication and information between the department, global, and ISO.