



THE OFFICIAL FINANCIAL INSTITUTION OF SYIP

Secure Email Resource Guide

The following document serves as a resource guide for M-DCPS students opening an account with **EdFed – Educational Federal Credit Union** as part of the Summer Youth Internship Program. This resource will guide students through the process of accessing EdFed's secure email message system, and sending the membership application and supporting documentation through this secure system.

Overview

1. Receiving a Secure Email Notice
2. Accessing the Secure Email
3. Registering with Proofpoint Encryption
4. Replying to Your Secure Message

1. Receiving a Secure Email Notice

First, you will receive an email in the inbox of your email address. The body of the email will look like this.

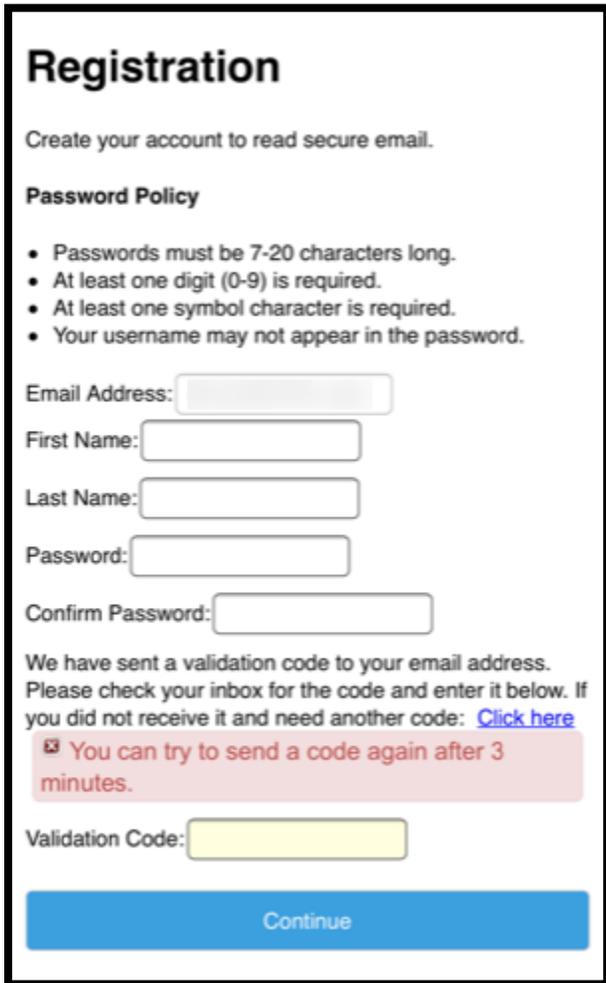


2. Accessing the Secure Email

Use the "click here" link as shown above to go to the secure site where the email is stored.

3. Registering with Proofpoint Encryption

If this is your first time receiving a secure message from EdFed, you will be prompted to register and create an account with Proofpoint Encryption.



Registration

Create your account to read secure email.

Password Policy

- Passwords must be 7-20 characters long.
- At least one digit (0-9) is required.
- At least one symbol character is required.
- Your username may not appear in the password.

Email Address:

First Name:

Last Name:

Password:

Confirm Password:

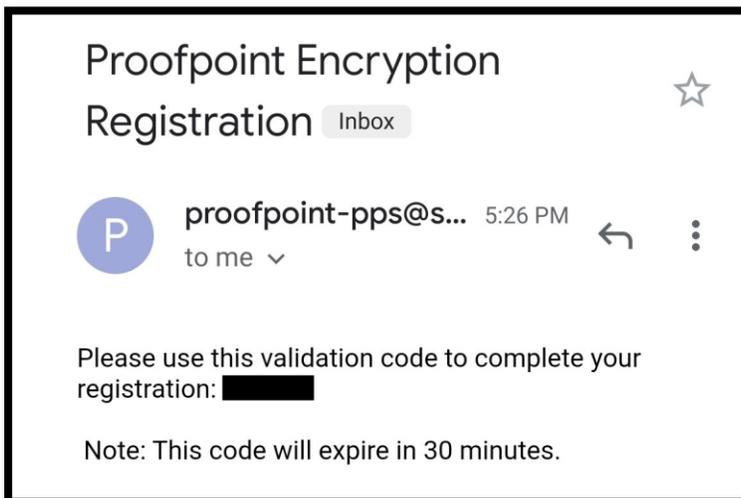
We have sent a validation code to your email address. Please check your inbox for the code and enter it below. If you did not receive it and need another code: [Click here](#)

You can try to send a code again after 3 minutes.

Validation Code:

Fill in the **Name** fields, **Password** (*Password Policy requirements display when setting the password*), **Confirm Password**, **Validation Code**, and click **Continue**.

You will receive a separate email from Proofpoint Encryption Registration that includes the **Validation Code** needed to complete this initial registration screen.



Proofpoint Encryption
Registration Inbox 

 proofpoint-pps@s... 5:26 PM  

to me ▾

Please use this validation code to complete your registration: XXXXXXXXXX

Note: This code will expire in 30 minutes.

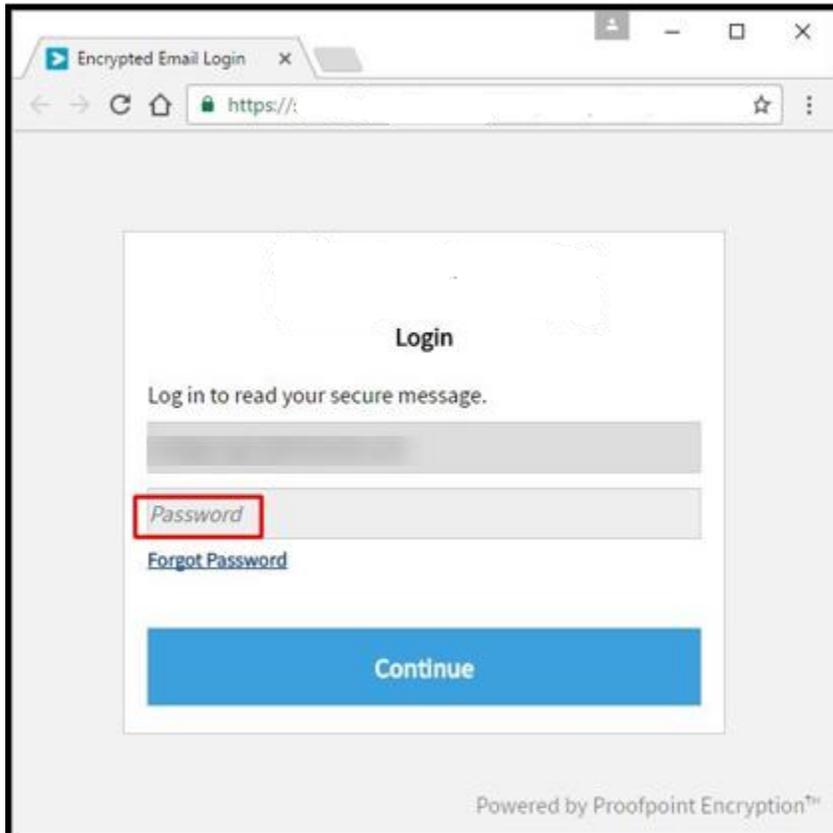
After completing that initial registration screen, you will be required to complete the **Security Question** and **Answer** fields. Once you complete these fields, the secure message will open.

Registration

If you forget your password, you can reset it by answering a question only you would know.

Your childhood best friend	>
First pet's name	>
Your favorite food	>
Favorite sports team	>
High school you attended	>
Your first car	>
Favorite book or author	>
Movie you've always liked	>
Your first real job	>
Favorite cartoon character	>

The next time you access a secure message, you will be prompted to log into Proofpoint Encryption using your password. It will have your registered email address in the upper line and ask for your password in the lower line. Enter your **password**. Once entered successfully, you will get access to the email.



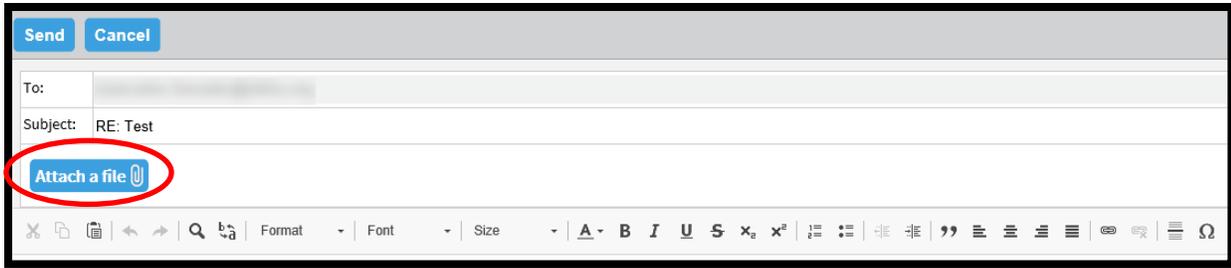
4. Replying to Your Secure Message

After you open a secure message, click **Reply** to send a Secure Reply message back to the original sender.



Additional recipients **CANNOT** be added to the secure message.

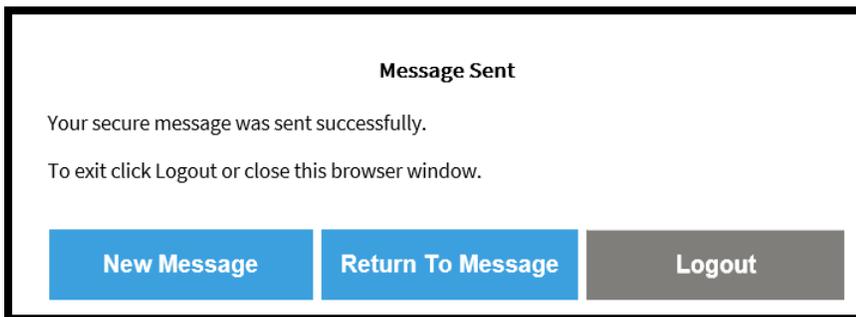
To add an attachment using a computer (*not available for Mobile Devices*), click **Attach a File** and follow the prompts.



Once your reply is fully composed including your attached files, click **Send**.



The following message displays when the email has been sent successfully. Click **New Message** to compose a new secure message, **Return To Message** to review the original secure message, or click **Logout**.



Once you have completed Steps 1-4, including attaching and sending (1) your membership application, (2) a copy or picture of your ID, (3) a copy or picture of your SSN card or ITIN letter, and (4) proof of your address if your current address is not listed on your ID, no further steps are needed. You will receive the Internship Direct Deposit Form via secure email once we process your application. If you would like to check the status of your account, call us at (305) 270-5239 and leave a message, or email us at syipaccounts@edfed.org.