

## **Box: Thesis-Specific Instructions for Export-Controlled Information**

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### **1. What is the best browser to use with Box?**

The Naval Postgraduate School's Technology Assistance Center recommends that Windows (PC) users access Box with Chrome. Mac users should use Chrome or Safari. *Do not use Internet Explorer with Box.*

### **2. Why do I need to use Box with my thesis containing export-controlled information?**

As of fall quarter 2018 (the class graduating in December 2018), SharePoint will be accessed via the Cloud, so students writing documents with export-controlled/International Traffic in Arms Regulations (ITAR) information will need to use DoD-approved Box, not SharePoint, when working with Thesis Processing.

All technical documents that are determined to contain export-controlled technical data are generally defined as theses with [restricted distribution statements](#) B, C, D, or E that are assigned for one of the following reasons:

- a) **Export Controlled**—To protect information subject to the provisions of DoD Directive 5230.25, Withholding of Unclassified Technical Data from Public Disclosure.
- b) **Critical Technology**—To protect information and technical data that advance current technology or describe new technology in an area of significant or potentially significant military application or that relate to a specific military deficiency of a potential adversary. Information of this type may be classified or unclassified; when unclassified, it is export-controlled and subject to the provisions of DoD Directive 5230.25.

- c) **Direct Military Support**—The document contains export-controlled technical data of such military significance that release for purposes other than direct support of DoD approved activities may jeopardize an important technological or operational military advantage of the United States. Designation of such data is made by competent authority in accordance with DoD Directive 5230.25.

The following is an explanation of export-controlled information, as described by the NOAA<sup>1</sup> Security Guide:

Export-controlled information or material is any information or material that cannot be released to foreign nationals or representatives of a foreign entity, without first obtaining approval or license from the Department of State for items controlled by the International Traffic in Arms Regulations (ITAR), or the Department of Commerce for items controlled by the Export Administration Regulations (EAR). Export-controlled information must be controlled as sensitive information and marked accordingly.

One objective of the ITAR and EAR is to prevent foreign citizens, industry, or governments, or their representatives, from obtaining information that is contrary to the national security interests of the United States.

Export-controlled information may be disseminated only to U.S. citizens or immigrant aliens. It is important to note that discussion with a foreign national in the United States, or a person “acting on behalf of a foreign person,” constitutes an “export” if it reveals technical information regarding export-controlled technology.<sup>2</sup>

### **3. What procedures do I need to follow in Box to protect sensitive information?**

Students and faculty should not use any additional sharing features when using Box nor should they transfer files to other systems for sharing. Be sure to save files with export-controlled/ITAR information back into the appropriate folders on Box. Do not save them to Microsoft Office 365 and do not open the files in Box with Microsoft Word Online or Google Docs. We recommend that you download your document to your NPS-protected computer.

### **4. How do I mark my thesis as containing export-controlled information?**

When you select your distribution statement under the “Security and Compliance” section at your Python Thesis Dashboard, the Export-Control Warning statement will automatically be added to your First 8 pages.

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<sup>1</sup> National Oceanic and Atmospheric Administration

<sup>2</sup> This excerpt was extracted from “Export-Controlled Information,” National Oceanic and Atmospheric Administration (NOAA), accessed July 12, 2018, [http://www.wrc.noaa.gov/wrso/security\\_guide/export.htm](http://www.wrc.noaa.gov/wrso/security_guide/export.htm).

The “Security and Compliance” section can be found near the bottom right of the dashboard. Select the “edit” button in blue after “Main Document Security.”

Security and Compliance		
Main Document Security <a href="#">(edit)</a>		
Abstract Distribution Not Completed	Security Classification Not Completed	Distribution Statement Not Completed

Then, the “DoD Security & Distribution Data” window will open and allow you to choose the distribution statement and reason for restriction. Once completed and saved, the distribution statement and Export-Control Warning will automatically be placed as needed in the thesis when extracting the First 8 Pages of the thesis.

**Edit DOD Security & Distribution Data**

Main Document Security | Supplementary Items (including Appendices with different distribution than Main Doc)

Security Classification \* Document classification is required  
Unclassified

Abstract Distribution \*  
 Unclassified; Unlimited distribution (UU)  
 Unclassified, but Restricted; Same as Report (SAR) ⓘ

**Select the Distribution Statement \***  
Referencing the [instructions found here](#), select a single distribution statement for your thesis main document.  
 A - Approved for Public Release  
 B - U.S. Government Agencies Only  
 C - U.S. Government Agencies and their Contractors  
 D - DoD and DoD Contractors Only  
 E - DoD Components Only  
 F - Other

**Select Restriction Reason(s) \***  
Referencing the [instructions found here](#), select the reason(s) for restricting access to your main thesis document.  
 Administrative or Operational Use  
 Critical Technology  
 Export Controlled  
 Foreign Government Information  
 Software Documentation  
 Specific Authority  
 Vulnerability Information

**Additional Security Settings**  
 Mark document as For Official Use Only (FOUO)? [\(guidance\)](#)  
 Display the Export Control Warning? ⓘ

For broader distribution requests, send to:  
 NPS President    NPS President & Sponsor    Sponsor Only

Additional Distribution Instructions

[Save Document Security Settings](#)   [Close Window](#)

## 5. How do I get a Box site for my thesis?

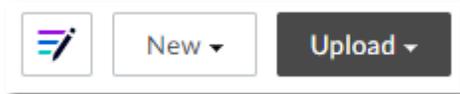
Please follow Box instructions at <https://my.nps.edu/web/thesisprocessing/box>.

## 6. What if I am working on my thesis and Word freezes?

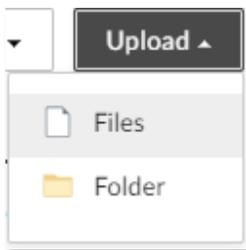
Microsoft Word may freeze while you are working on your thesis, whether or not you used Box to download to your computer. If this happens, it may be because of interactions between Word and MathType or issues with embedded graphics. Call the [TAC](#), x1046, to be put in touch with someone who can fix the problem.

## 7. I have already started my thesis. How do I upload my document to Box?

1. Go to your Box site
2. Navigate to the appropriate folder
3. Click the upload button at the top right.



4. Select "Files."



5. Browse and find your thesis
6. Select the document
7. See the file under name

Name ^	Updated	Size
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## 8. Can I get to my Box site while I am working from home or if I am a distance-learning (DL) student?

Yes. DL students or anyone who wants to access Box from home will need Virtual Private Network (VPN) client software installed on their home desktop or laptop. To obtain the VPN client, please go to the following link and click on Available Software list:

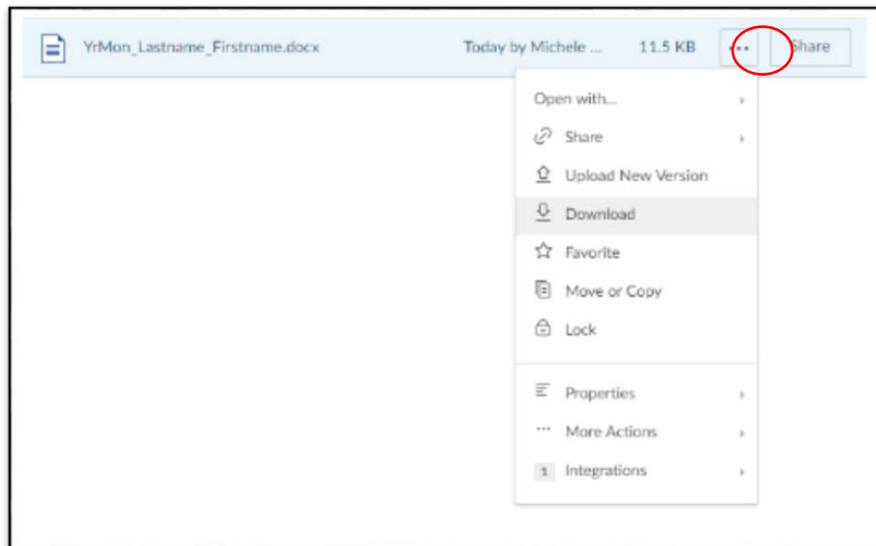
<http://www.nps.edu/Technology/Downloads/SoftwareLibrary.html>

1. Log in with your NPS account (**ERN\username**), then your password.
2. Once you are logged in, click on VPN Client Software.
3. Read the install notes and follow the instructions.

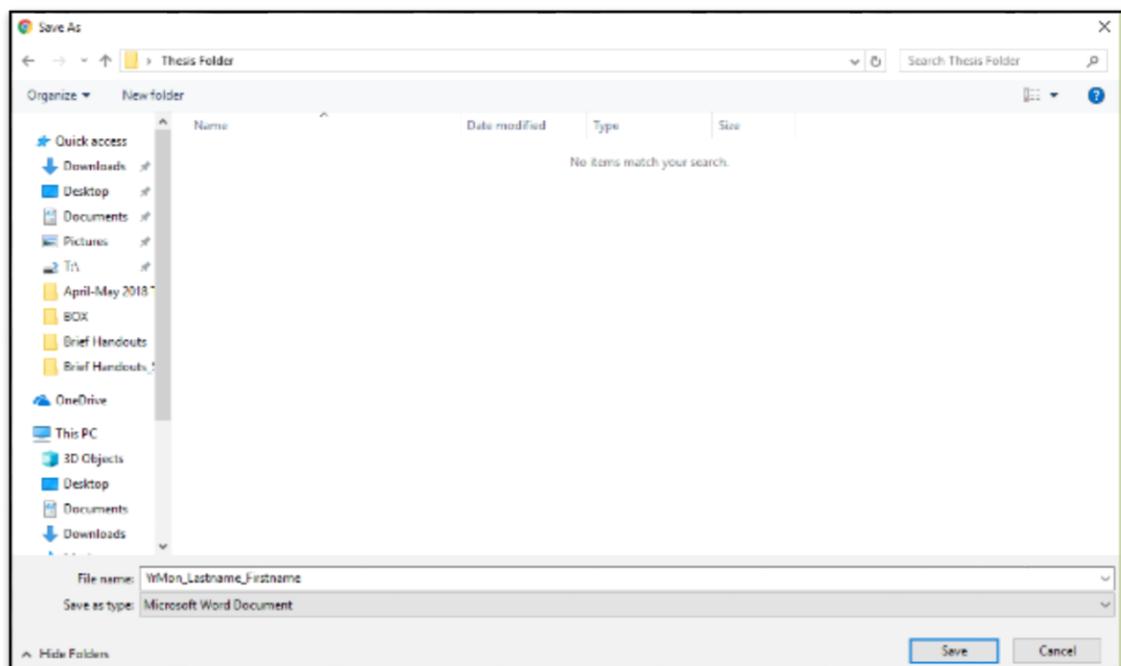
## 9. How do I download my thesis?

To check out and work on your thesis from Box:

1. Open your Box site.
2. Move your cursor over the button with three dots.
3. Select Download from the pull-down menu.



4. Note that a new window will open.
5. Navigate to your thesis folder on your NPS-protected computer.



## 10. How do I notify the Thesis Processing Office when I am ready for my Initial Review?

Follow the instructions on this [page](#) to submit your thesis for review.

## 11. How does my thesis processor notify me of needed changes?

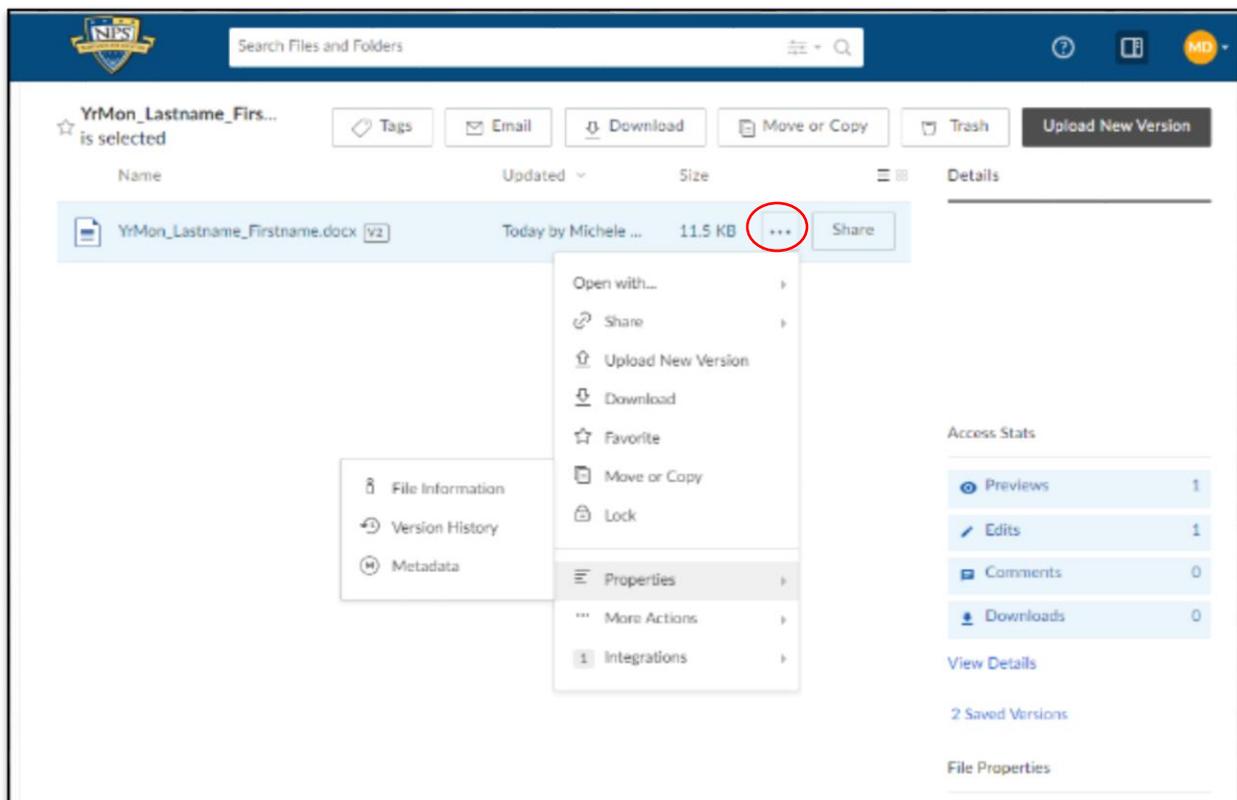
Your thesis processor will notify you by email after your Initial and Final Reviews.

## 12. How does my thesis advisor get access to my thesis on Box?

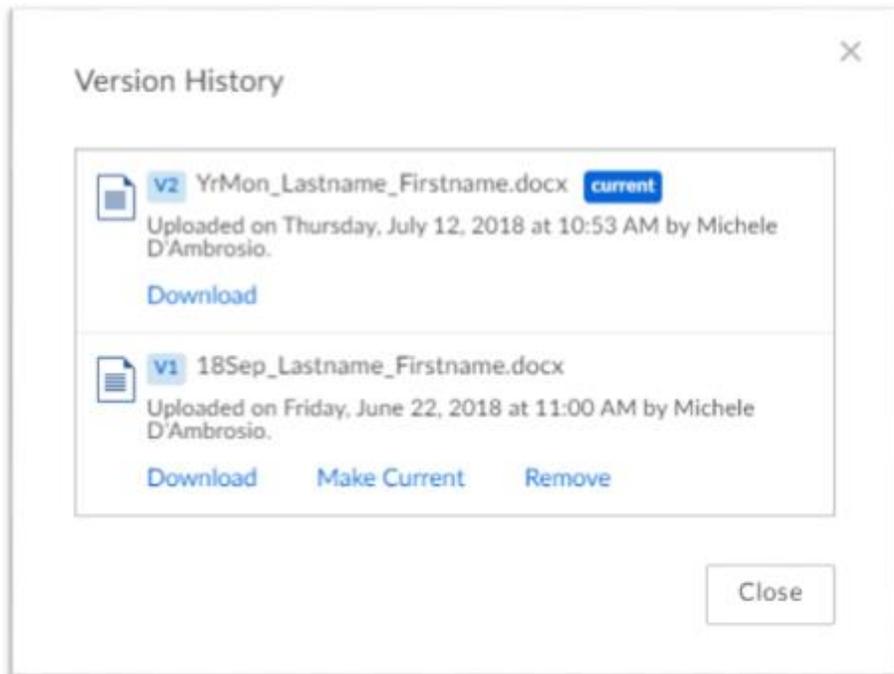
Please see instructions on this [page](#) to invite collaborators.

## 13. How do I access a previously uploaded version of my thesis in Box?

Head to the folder with your thesis. In the appropriate folder in Box, select the button with three dots and open the pull-down menu, and then select Properties→Version History.



This will open a window titled “Version History.” Download the version you are looking for.



#### **14. In Python, where do I enter my Thesis Data?**

For help with access Thesis Data in Python, please visit <https://my.nps.edu/web/thesisprocessing/python-help>.

#### **15. How do I get help with Box?**

For Box-specific questions, please contact the Technology Assistance Center, <https://www.nps.edu/web/technology/support> or Cloud Services Manager Kirk Benson [knbenso@nps.edu](mailto:knbenso@nps.edu).