

# **SFTP File Transfer and Submission Instructions**

#### Agency of Education (AOE) Secure Folder

The <u>Globalscape Secure File Transfer Site (SFTP)</u> is where Dual Enrollment course data, registration data, course not listed information, and grades need to be uploaded. Colleges have the option to manually enter the registration data and grades into the Dual Enrollment System however all other data needs to be uploaded into the SFTP folder. All usernames and passwords will be provided by the AOE to the designated college contact.

#### To Upload

- 1. Go to the <u>Globalscape Secure File Transfer Site</u>
- 2. Enter your username and password.

Log In	
<u>U</u> sername:	
Password:	Forgot Username
	Forgot Password
	✓ Use lava <sup>™</sup> enabled version
	Log In

3. Double click on the folder you would like to upload to.

5 Go Up 🏦 Go Home	O Upload	+ New Folder	🖌 Rename	Delete		? Ó Log
PS115					10/24/2014 03:31:55	
PS187					10/24/2014 03:32:12	
PS266					10/24/2014 03:32:21	
SU021					10/24/2014 03:57:11	
						View 1

4. Select the File button. Select File Upload.

### **Contact Information:**

If you have questions about this document or would like additional information please contact:

Student Pathways at AOE.DualEnrollment@vermont.gov

globalscape <sup>™</sup>				
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C My Folders / PS031				
Y 🔤 My Folders	Name 🛧 🍸		Size ↑↓▼	Date 🛧 🐺
,	PS031FY15TCHSTF.CSV		1.40 KB	11/25/2014 18:54:26
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PS061	PS103FY15TCHSTF.CSV		1.44 KB	11/25/2014 18:55:07
PS071	PS104FY15TCHSTF.CSV		1.42 KB	11/25/2014 18:56:03
PS103	PS218FY15TCHSTF.CSV		1.37 KB	11/25/2014 18:56:21
P5103	SU004FY15TCHSTF.CSV		1.37 KB	11/25/2014 18:56:30
PS104	🔲 🔛 PS031 Teacher Staff Data Certification Signature Report.pdf		12.79 KB	12/31/2014 16:25:58
PS218				
🔛 SU004				

5. Double click the file you want to upload.

https://secure.education.state.v	(103) - 7 ( 3032)		Web Transfer Client	×
Choose File to Upload				
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Pictures	PS052FY16TCHSTF	9/30/2015 10:21 AM	Microsoft Ex	
Videos	BS055FY16TCHSTF	11/4/2015 9:50 AM	Microsoft Ex	
📜 Computer	PS134FY16TCHSTF	9/30/2015 9:58 AM	Microsoft Ex	
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File n	ame:	✓ All Files (*.*)	<b>•</b>	
		Open 🔽 🚺	Cancel	

- 6. Your file will appear in the file list on the right. Please note you will have to upload each file individually.
- 7. Please follow the appropriate PCG naming conventions for each file you upload. In the "SchoolName" section of the file name please use your designated college.

**DualEnrollmentVoucher\_Upload\_SchoolName\_04\_13\_2018.xlsx.** Example: DualEnrollmentVoucher\_Upload\_Goddard\_04\_13\_2018.xlsx.

## **Questions?**

All questions related to eligibility, processes and participation in the program should be directed to <u>AOE.DualEnrollment@vermont.gov</u>, Agency of Education

Technical questions related to the Dual Enrollment System or course/data uploads should be emailed to <u>Public Consulting Group</u> (PCG).

