



National Student Clearinghouse®
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Secure FTP Instructions

Establishing a Secure FTP Account

The National Student Clearinghouse supports Secure FTP to safely and securely collect, store, manage and distribute sensitive information between your organization and the Clearinghouse. More information is available on our Web site at <http://www.studentclearinghouse.org/ftps>.

You must establish an account at least two days before you expect to send your first file. To open an account, please submit the online Secure FTP Access Form located on our Web site at http://www.studentclearinghouse.org/ftps/secure_ftp.htm. (Make sure you select the correct link for your type of institution or organization: colleges and universities or high school districts.) Within two business days, we will contact your designated Secure FTP contact with your password and answer any technical questions.

Naming Your File

Colleges & Universities: Your file name should be eight digits followed by an optional two or three letter extension and should include your FICE and school branch codes, as in these examples:

- 12345600.CLR is from School Code 123456 in Clearinghouse Standard File Format
- 12345600.EDI is from School Code 123456 in EDI Transaction Set 190 Format

In each example, 123456, represents your school's FICE code followed by your two-digit branch code (if you do not have a branch code, use "00"). The extension may be used to identify the type of file layout.

High School Districts: Your file name should be seven digits and include your district's NCES code followed by the three letter extension, .CLR, as in this example:

- 1234567.CLR is from district code 1234567 in Clearinghouse Standard File Format

Compressing Your File

You will probably want to compress your file to minimize FTP transmission time. The Clearinghouse will uncompress your file using PKZIP version 2.02 T. If you plan to use a compression utility that may be incompatible with PKZIP, contact your Clearinghouse representative for assistance.

Transmitting Your Files via Secure FTP

Secure FTP supports the following methods of securely exchanging files with the Clearinghouse:

- Web browser interface
- FTP over SSH (SFTP)
- FTP over SSL (FTPS)

The Web browser interface is a quick, easy method of manually transmitting files. For automated environments, please refer to [Secure FTP Automation](#). For the Web browser interface, follow the instructions below or refer to our online [Secure FTP User Guide](#).

1. From a web browser, go to <https://ftps.nslc.org> (you may want to bookmark this site)
2. Enter your Clearinghouse-assigned username and password. Clicking on the keyboard icons next to the username and password fields will open a clickable keyboard which can be used to

enter your authentication information. Using the clickable keyboard can help thwart keystroke loggers, and is highly recommended when using a public or shared computer.

- Username is NOT case sensitive; Password IS case sensitive
- Your account will be suspended if you attempt to log in too many times with an incorrect password
- If you are logging in for the first time, you may be prompted to change your password.

The password rules are:

- i. Minimum length is 6 characters
- ii. Must contain at least one alphabetical and one numerical character
- iii. Must not resemble your user name

3. Once you are logged in, select "Upload a File Now" and follow the prompts.

Secure FTP File Receipt Confirmation

The Clearinghouse will send a file receipt confirmation to the e-mail address designated on your sign-up form. If you do not receive a confirmation email within 24 hours of transmission, contact us. If you send a production file, you will receive a confirmation once data processing is completed.

Questions?

If you have any questions, or need assistance, call your Clearinghouse representative or contact our technical support at **703-742-4200** or **secureftp@studentclearinghouse.org**.