



National Student Clearinghouse®
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Herndon, Virginia 20171

703-742-4200
www.studentclearinghouse.org

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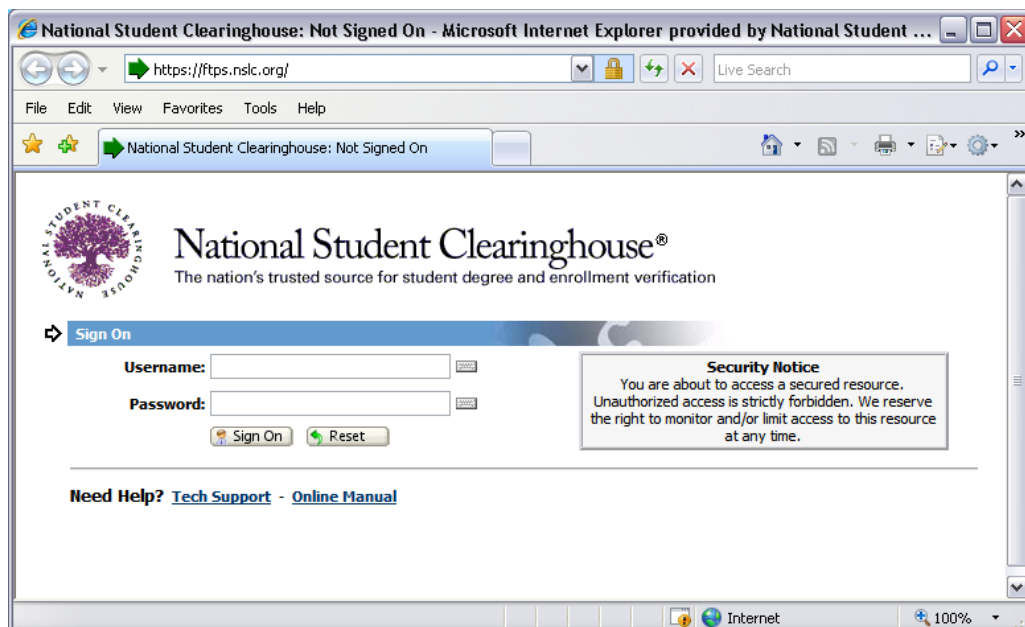
Secure FTP User Guide

The National Student Clearinghouse supports Secure FTP to safely and securely collect, store, manage, and distribute sensitive information between your organization and the Clearinghouse. Key features of this system are:

- Web browser interface - users can quickly, easily, and securely send and receive files.
- All files received by the Clearinghouse are securely stored using FIPS 140-2 validated AES encryption, the U.S. Federal encryption standard.
- Eliminates the need for encryption, compression and sometimes-complicated command line commands.
- For automated environments, no cost/low cost Secure FTP clients can exchange files over encrypted FTPS and SSH connections.

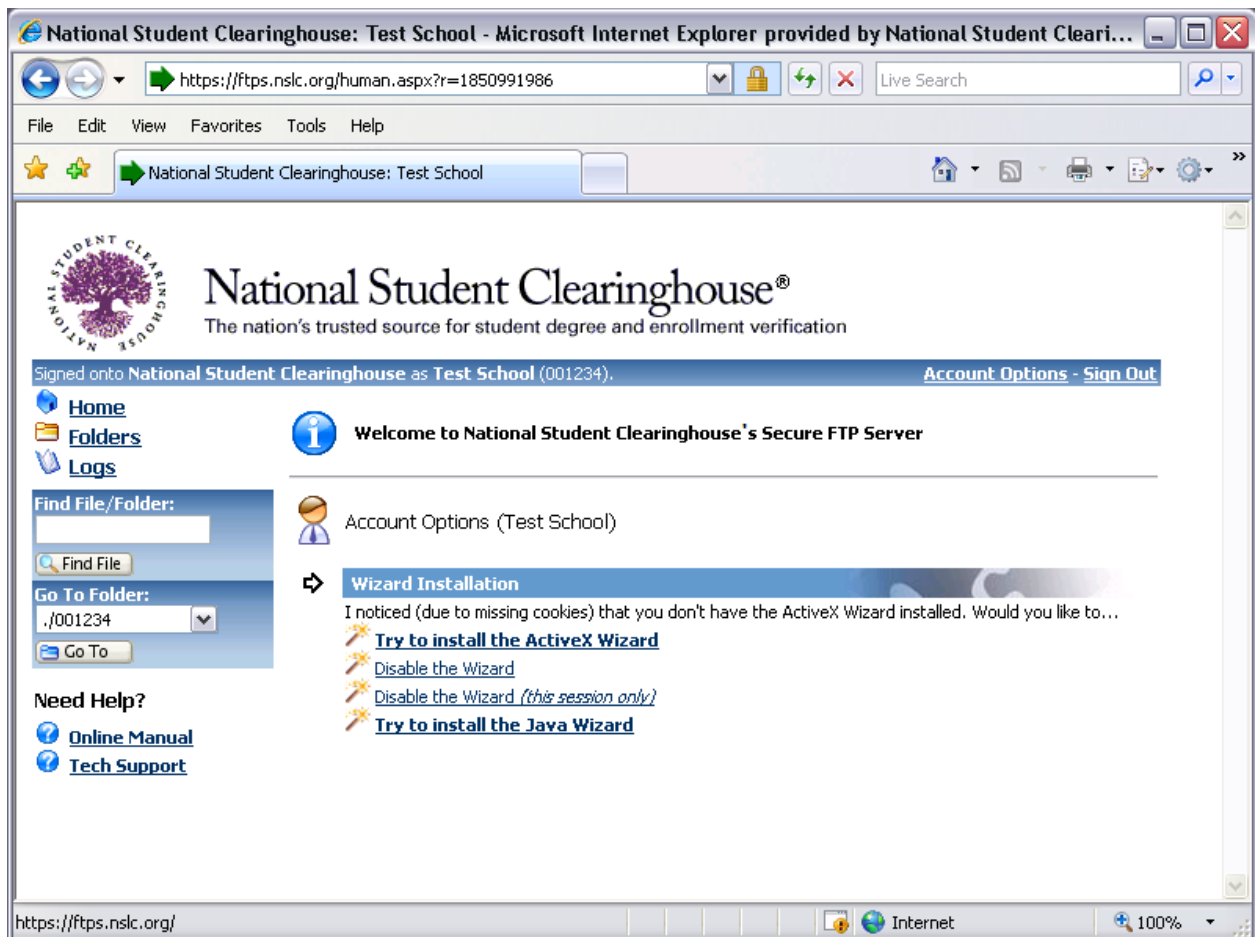
Accessing the System

- From a web browser, navigate to <https://ftps.nslc.org>. You should see the following screen:



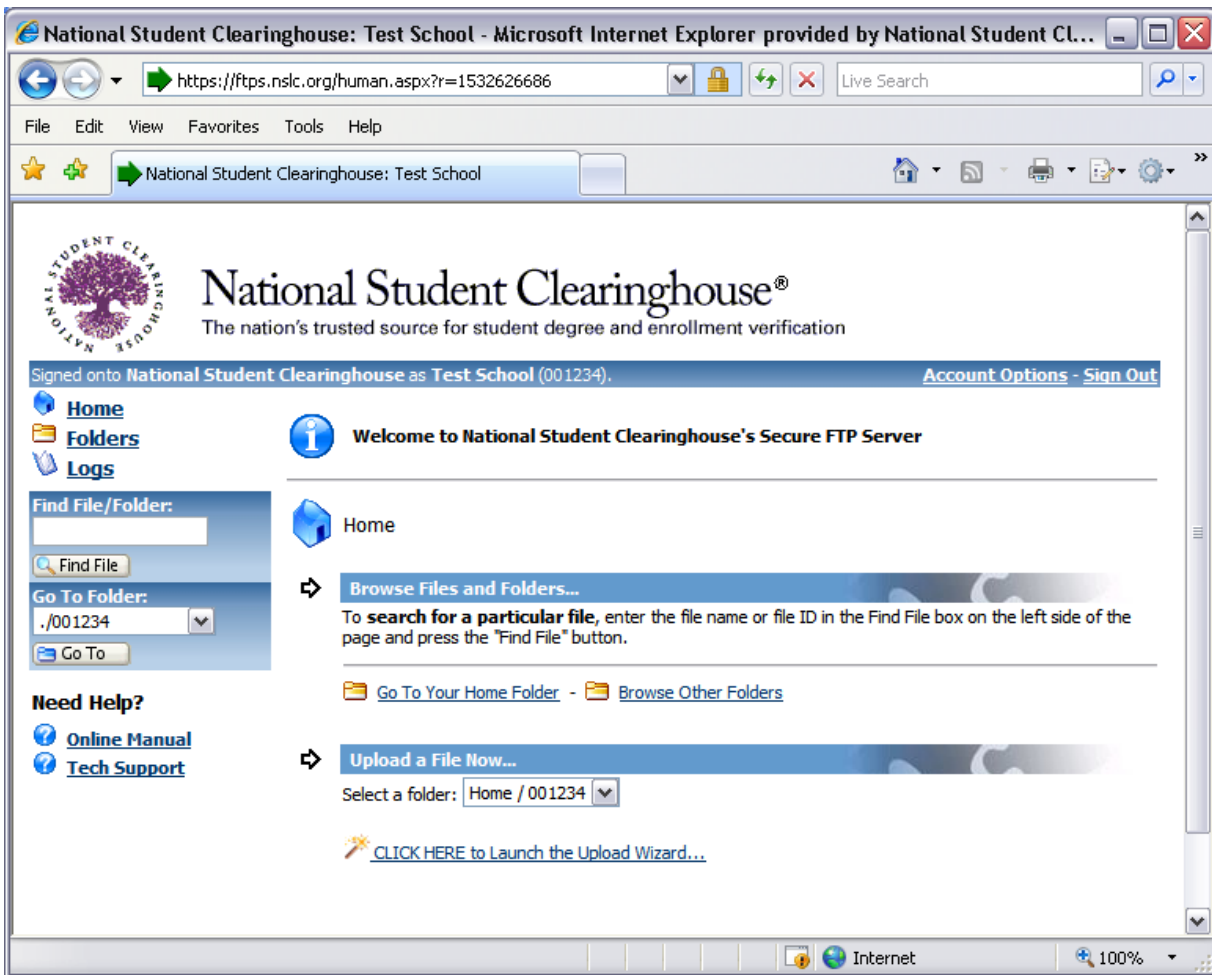
- Add this site to your browser Favorites list.

- 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. Password rules are:
 - Minimum length of 6 characters
 - Must contain at least one alphabetic and one numeric character
 - Must not resemble your user name
- Once you are logged on, the following screen will appear:



- If this is your first time logging in, you will be prompted to install the “Upload/Download Wizard.” While this browser plug-in is not required, it does provide:
 - End-to-end file non-repudiation, proving who sent a file and who received it.
 - Verification that the file received is exactly the same as the file sent.
 - Allows users to zip the file automatically.
 - Allows users to upload multiple files in a single zip file.
- To install the wizard, simply click the highlighted link.

The Secure FTP home page is then presented:



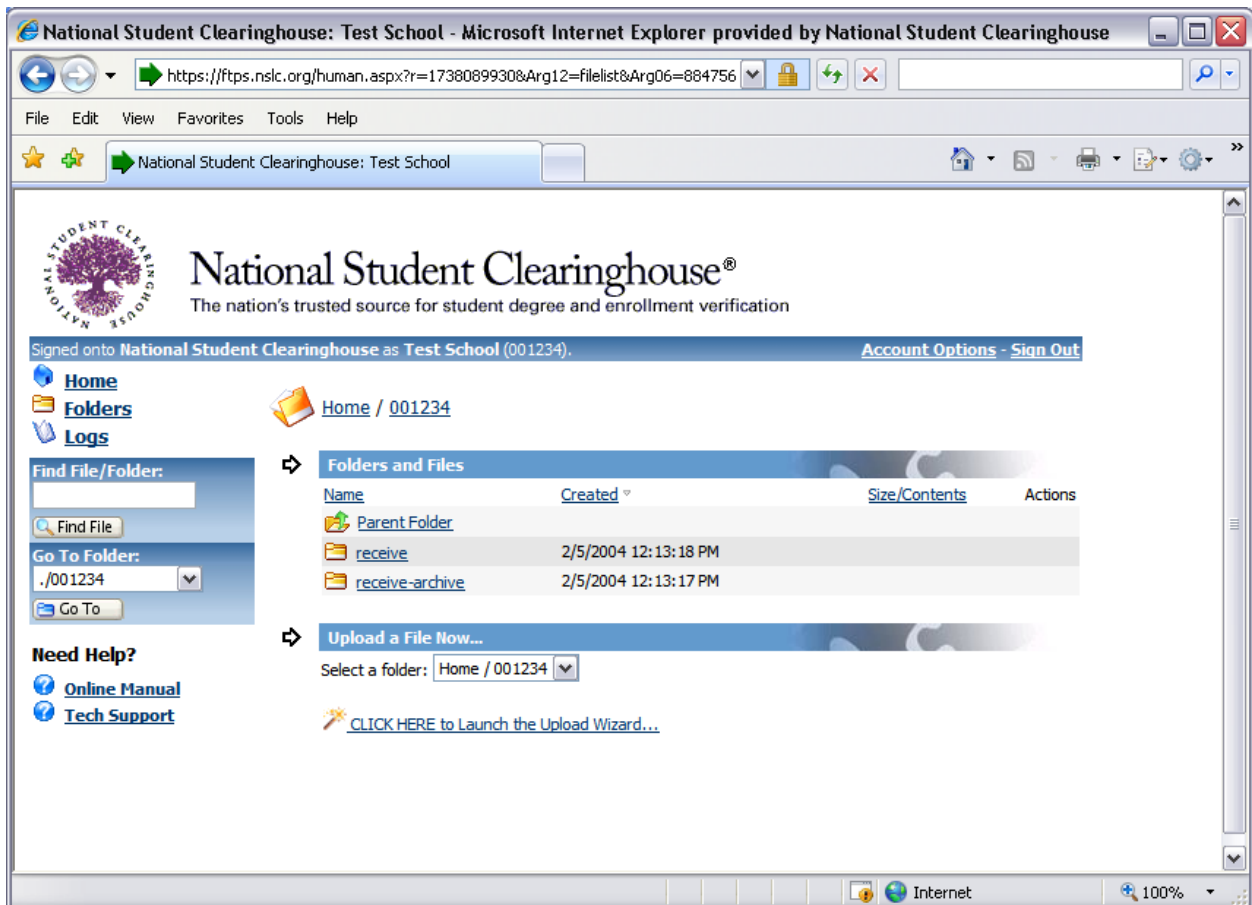
- From this screen, you can:
 - Change your password
 - Click on [Account Options](#) in the upper right navigation bar.

- Upload a file now
 - Step 1: Select a folder to upload the file to
 - The selection defaults to your home folder.
 - Since that is your only folder option, you may skip to Step 2.
 - Step 2: Click to launch the Upload Wizard (or click the “Browse” button if you elected to not install the Wizard)

- Download a file (if the Clearinghouse has placed a file in your \receive folder)
 - Click [Go To Your Home Folder](#) in the Download a File section, then browse to your \receive folder.
 - Click the [Download](#) link next to a file to download it.
 - Click the [Delete](#) link next to a file to delete it.
 - ❖ See the following section for additional information on the folder structure.

Folder Structure

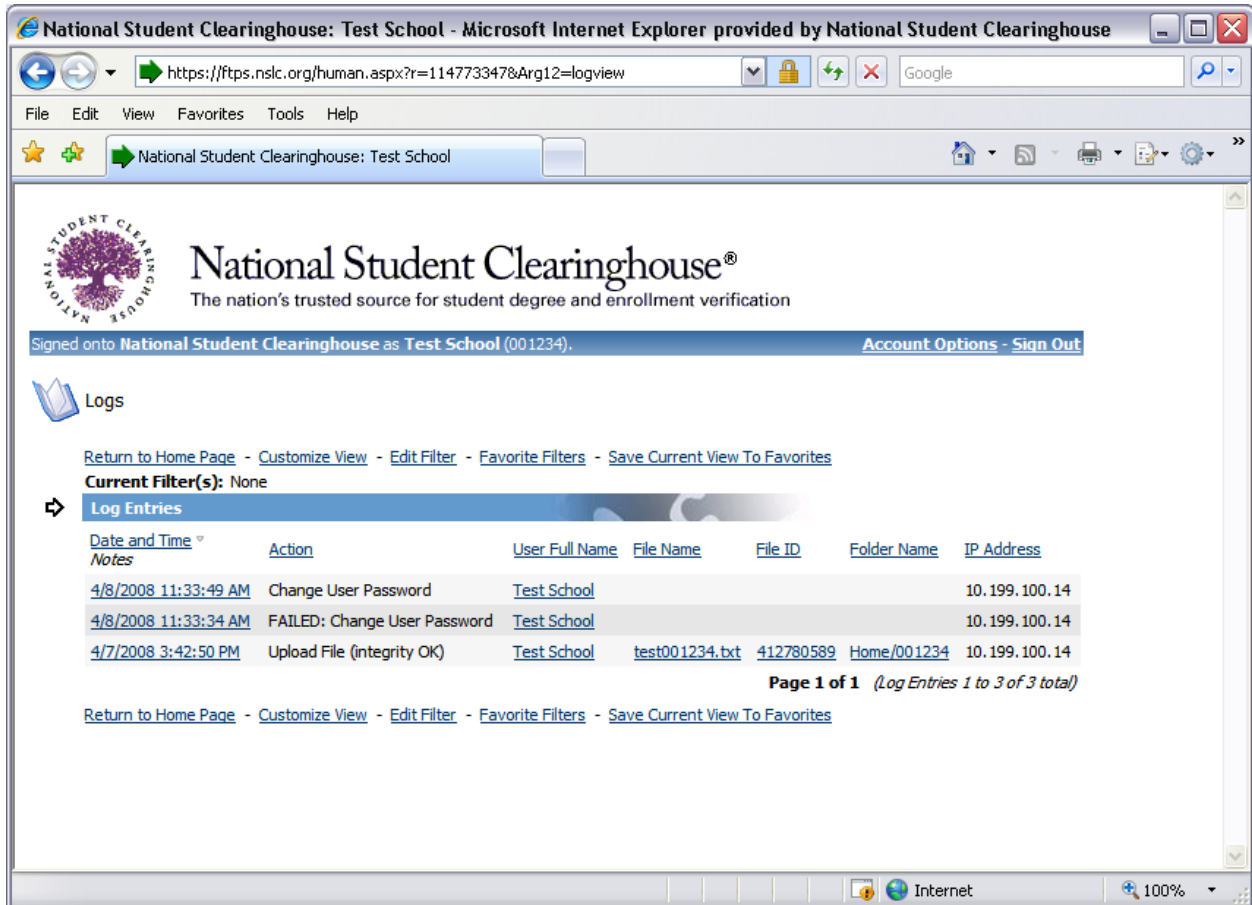
Clicking on either [Folders](#) in the left navigation area, or [Go To Your Home Folder](#) in the Download a File section allows you to navigate to your folders:



- When your Secure FTP account is initially established, a folder structure is created based on your user name. In this example for user 00123400, the folders are:
 - Home (Parent Folder)
 - The general Home folder, under which all user home folders are located.
 - You will only be able to see and access your own user home folder. For example, user 00123400 will only be able to access the folder Home/00123400.
 - Home/00123400
 - The home folder for user 00123400.
 - You can only upload files to your home folder.
 - You can delete files from your home folder.
 - You can upload the same file name (replace the current file).
 - The Clearinghouse system will automatically download your files from this folder on a regular basis. The Clearinghouse system deletes files once they are successfully downloaded, so the files may disappear quickly.
 - An email will be sent to your contact email addresses when the file is downloaded and deleted by the Clearinghouse system.
 - Home/00123400/receive
 - The /receive folder is where the Clearinghouse will place response files that are destined for your organization.
 - You can delete files from this folder.
 - Files that are older than 90 days will automatically be deleted from this folder.
 - An email will be sent to your contact email addresses whenever the Clearinghouse places a file in this folder.
 - Home/00123400/receive-archive
 - An archive folder that stores a copy of each file that was placed in the Home/00123400/receive folder.
 - You cannot delete files from this folder.
 - Files that are older than 180 days will automatically be deleted from this folder.
- Clicking on [Folders](#) in the left navigation area will take you to the general Home folder, which you will then need to navigate to your own user home folder (i.e., Home/00123400).
- Clicking on [Go To Your Home Folder](#) in the Download a File section will take you immediately to your own user home folder.

Logs


The logs page provides an easy way to look up file transfers, password changes and other audited activities. Click on [Logs](#) in the left navigation area to display this screen:




National Student Clearinghouse: Test School - Microsoft Internet Explorer provided by National Student Clearinghouse

https://ftps.nslc.org/human.aspx?r=114773347&Arg12=logview

National Student Clearinghouse: Test School


 National Student Clearinghouse®
The nation's trusted source for student degree and enrollment verification

Signed onto National Student Clearinghouse as Test School (001234). [Account Options](#) - [Sign Out](#)

 Logs

[Return to Home Page](#) - [Customize View](#) - [Edit Filter](#) - [Favorite Filters](#) - [Save Current View To Favorites](#)

Current Filter(s): None

 Log Entries

Date and Time <i>Notes</i>	Action	User Full Name	File Name	File ID	Folder Name	IP Address
4/8/2008 11:33:49 AM	Change User Password	Test School				10.199.100.14
4/8/2008 11:33:34 AM	FAILED: Change User Password	Test School				10.199.100.14
4/7/2008 3:42:50 PM	Upload File (integrity OK)	Test School	test001234.txt	412780589	Home/001234	10.199.100.14

Page 1 of 1 (Log Entries 1 to 3 of 3 total)

[Return to Home Page](#) - [Customize View](#) - [Edit Filter](#) - [Favorite Filters](#) - [Save Current View To Favorites](#)

- Log Entries
 - This section displays any recent file transfers such as uploads and downloads, and any recent administrative activities such as password and user setting changes.
 - The columns and content of this view are entirely customizable through the "Customize View" (columns) and "Edit Filter" (content) links.

Questions?

If you have any questions regarding the Secure FTP system, please contact Customer Service at **703-742-4200** or email secureftp@nslc.org.