



Washington Office of Superintendent of
PUBLIC INSTRUCTION

*Special Education
Secure File Transfer
Protocol User Guide*

2021

SPECIAL EDUCATION SECURE FILE TRANSFER PROTOCOL USER GUIDE

2021

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TABLE OF CONTENTS

Introduction	4
Accessing STFP.....	4
Download and install Core FTP LE client.....	4
Start and Configure Core FTP LE.....	7
User Interface	10
Uploading and Downloading Files	10
Legal Notice	13

INTRODUCTION

The Special Education Division at the Office of Superintendent of Public Instruction (OSPI) is using a secure file transfer protocol (SFTP) so that LEAs can securely transmit files to OSPI. LEAs must contact the Special Education Division to request an account **BEFORE** setting up this software. In order to configure the software, you will need account information from OSPI.

Accessing SFTP

Once you have requested and received a SFTP account, install a SFTP client application on your computer to connect to our SFTP server if you do not already have one. There are a couple of "free" SFTP programs available from the internet for your use to transfer files to and from the SFTP server.

The free SFTP client program the Special Education Division suggests LEAs use is Core FTP. [Download Core FTP here](#). The version you download may be a newer version than the one referenced in this handout. Most configuration settings should be the same.

Download and install Core FTP LE client

Click the link above to visit the download page of Core FTP; then pick up any one of the three download web sites listed in the page to the Core FTP LE free version.

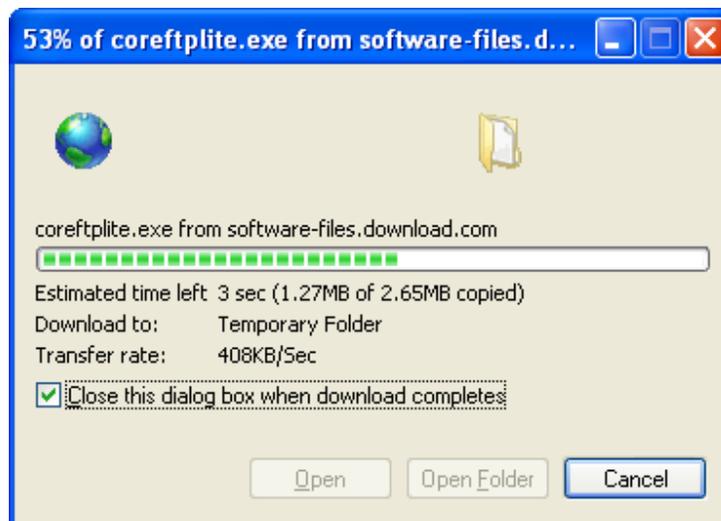


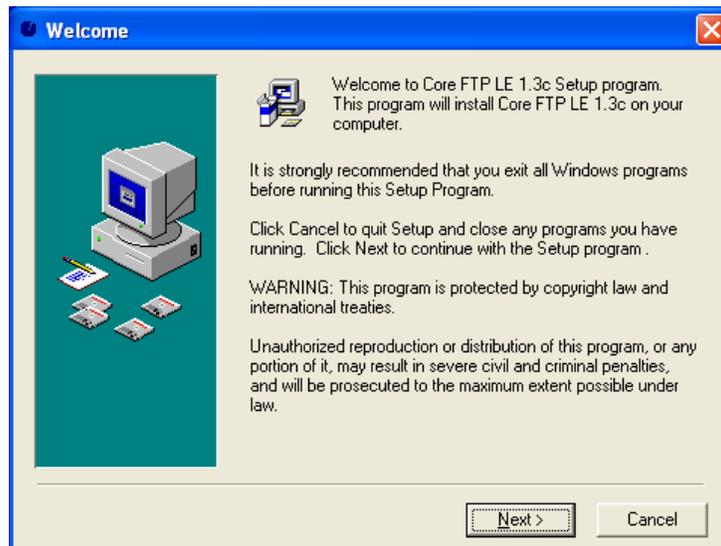
If you select "**www.coreftp.com**", the exe file will want to download and save somewhere on your computer or shared drive. Double-click the downloaded exe file. Depending on the security set up by your LEA an IT Administrator may need to complete the following installation process.

Click the **Run** button to install or **Save** button if you want to install it at a later time. If you do not have local administration rights on your computer to install software, please contact your Help Desk to assist you in installing Core FTP LE.



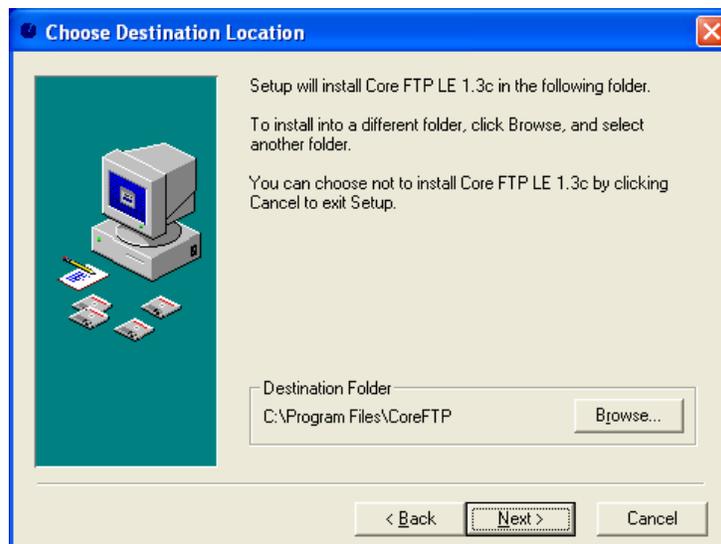
Once you click the **Run** button, you will get the following two windows; click the **Run** button again to follow the installation wizard to install Core FTP.



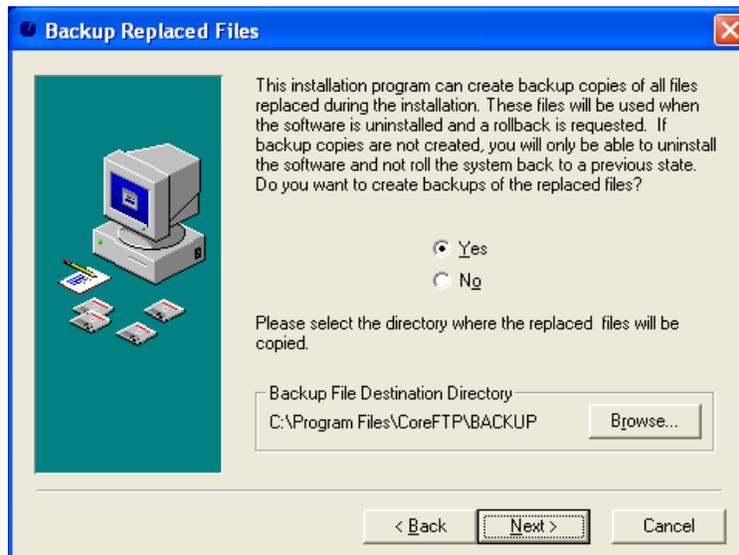


Click the **Next** button in the welcome window to continue with the install. Click the **Browse** button to change the location of the installation if you would like.

Click the **Next** button to continue.

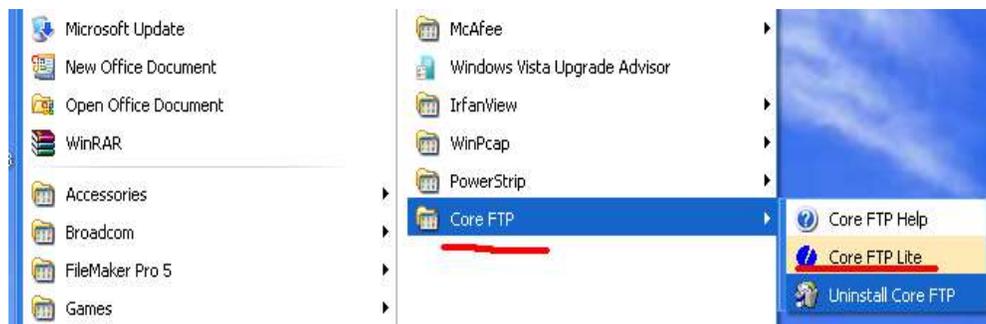


You have the option to select the **Yes** to the radio button to back up the files being replaced in case you need to uninstall Core FTP LE.



After clicking the final **Next** button the installation will be complete.

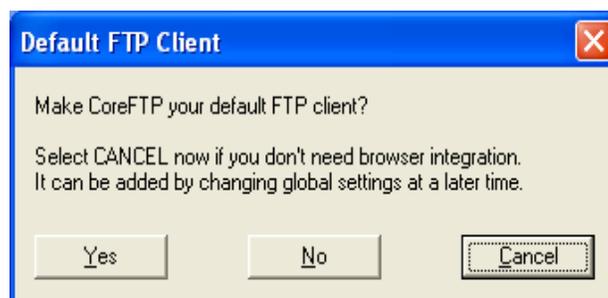
A Core FTP icon should now appear on your desktop and the program name at windows /Start/All Programs/Core FTP menu.



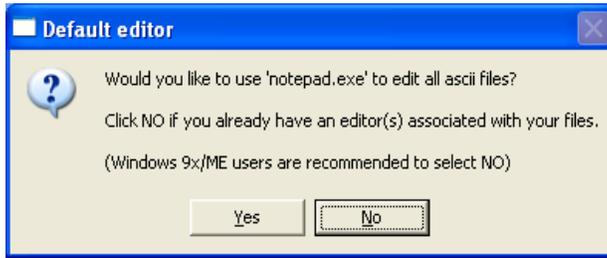
Start and Configure Core FTP LE

Double click Core FTP icon on the desktop or run Core FTP Lite from the program menu.

After 3 seconds the display of the welcome window will appear and you will have a chance to setup Core FTP as your default. Yes is selected because this is a free version and there is no other FTP client on this test machine.

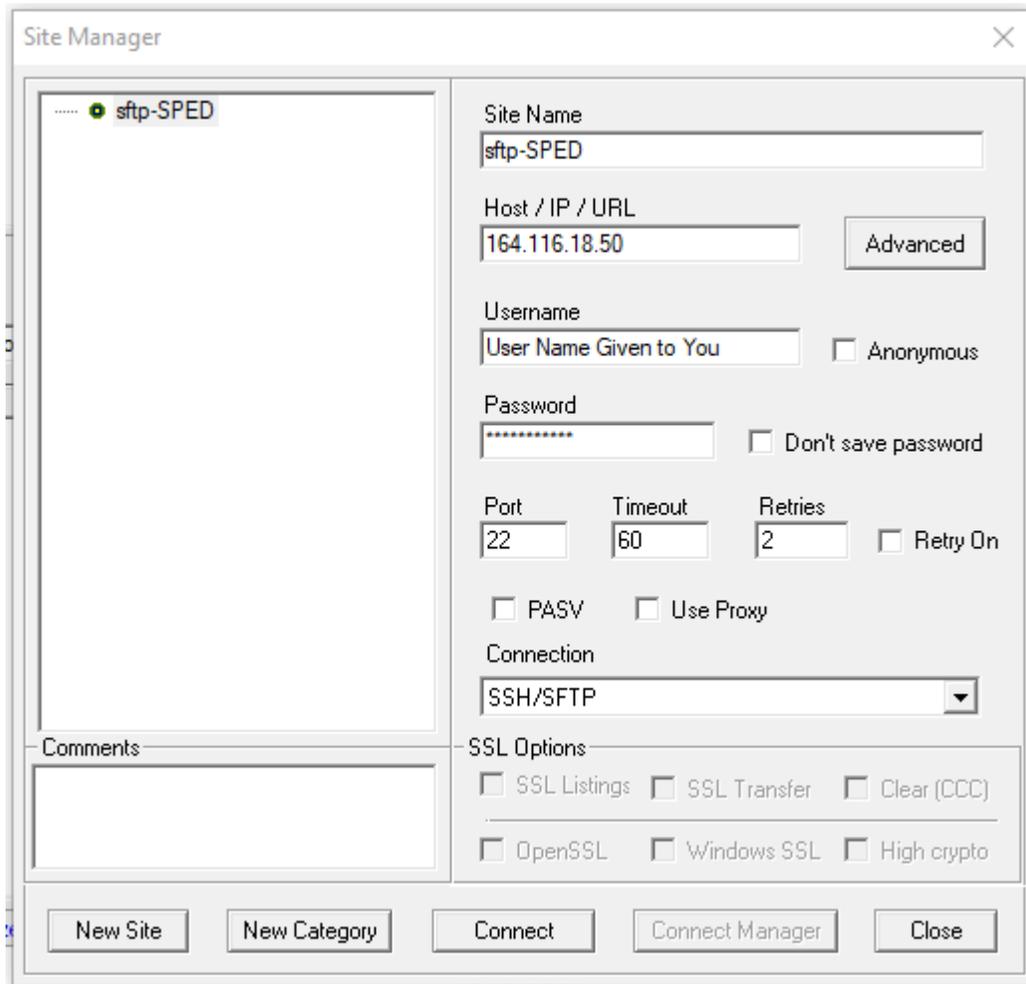


For the following option, **Yes** is also selected.



The Core FTP LE will start up and opens **Site Manager Window** automatically. The following panel or window with default information should pop up. Enter the configuration setting below and select Connect, or select the Close button to close this panel and configure a site later. **OSPI SPED FTP settings are listed below. Your user-name for the sftp-SPED site will be your first initial and your last name with no spaces in between, unless it conflicts with an existing user's name. Contact Jess Inocencio, Amber O'Donnell, or Sandy Grummick at 360-725-6075 for your password. Passwords cannot be sent via email.**

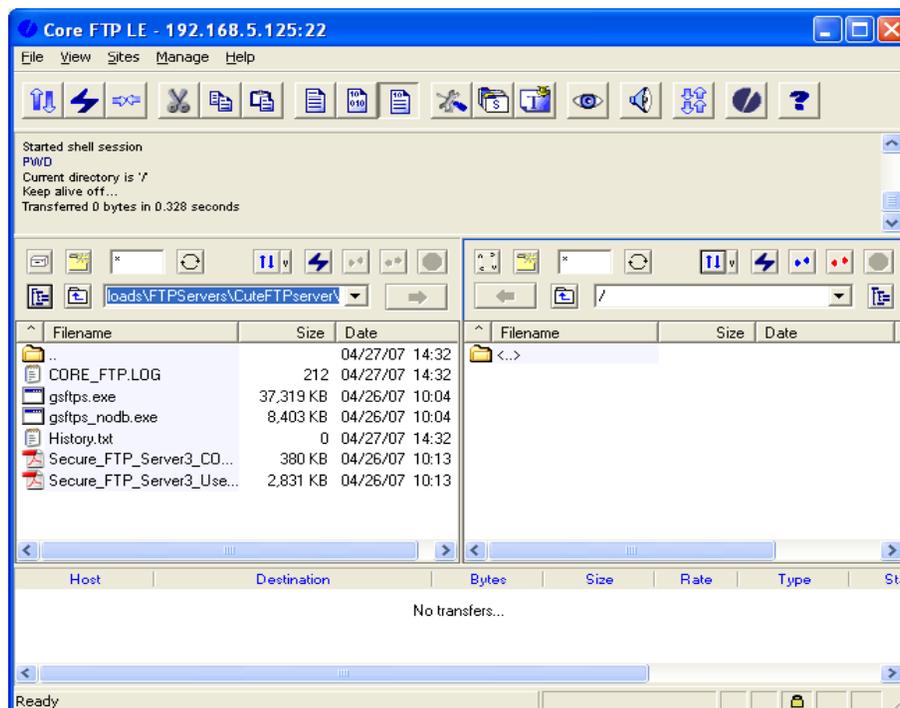
Field Name	Enter
Site Name:	sftp-SPED
Host/IP/URL:	164.116.18.50 (External)
Username:	First initial of firstname and last name (no spaces) John Doe=jdoe
Password:	Please contact Jess Inocencio, Amber O'Donnell, or Sandy Grummick at 360-725-6075 for password
PORT:	22
Timeout:	60
Retries:	2
Options:	Uncheck PASV
	Uncheck Use Proxy
	Connection: SSH/SFTP



After entering your configuration information, including your username and password (see e-mail) and selecting the Connect button, you will see the following window for your first connection.



Click **Yes** and you will login to the OSPI SFTP server and see following window:



User Interface

There are three parts within the above Core FTP client GUI (graphical user interface) window. The bottom panel is the file transfer progressing information area. The top panel is the log and connection progressing status information area.

The left-middle panel is your local directory view and the right-middle panel is the directory view of the SFTP server.

The number of the tool buttons on the local and remote directories of the middle panel depends on the Core FTP window size.

To upload a file:

- navigate in your local drive and highlight the file(s) you want to upload
- click the Arrow on the left-middle panel.

Uploading and Downloading Files

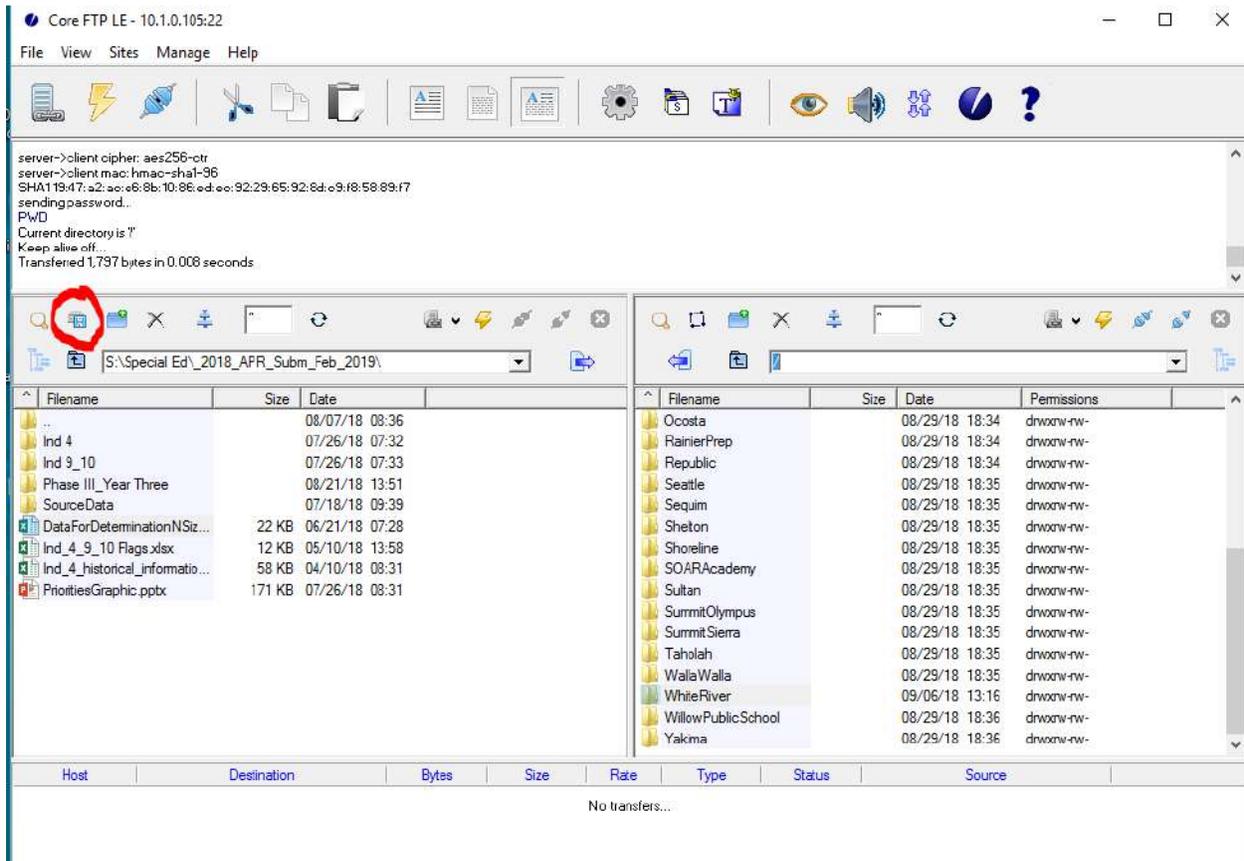
After files have been uploaded, [complete the application submission form](#). This form will notify the Safety Net team of your submission and help collect contact information. Once you submit this form, the Safety Net team will get an email and will send a confirmation as soon as possible but no longer than three business days after receipt. Your application will not be considered submitted until this form is completed. Please do not send a separate email to notify us of your submission.

This system does not have the ability to notify other Users after files are uploaded.

To download a file:

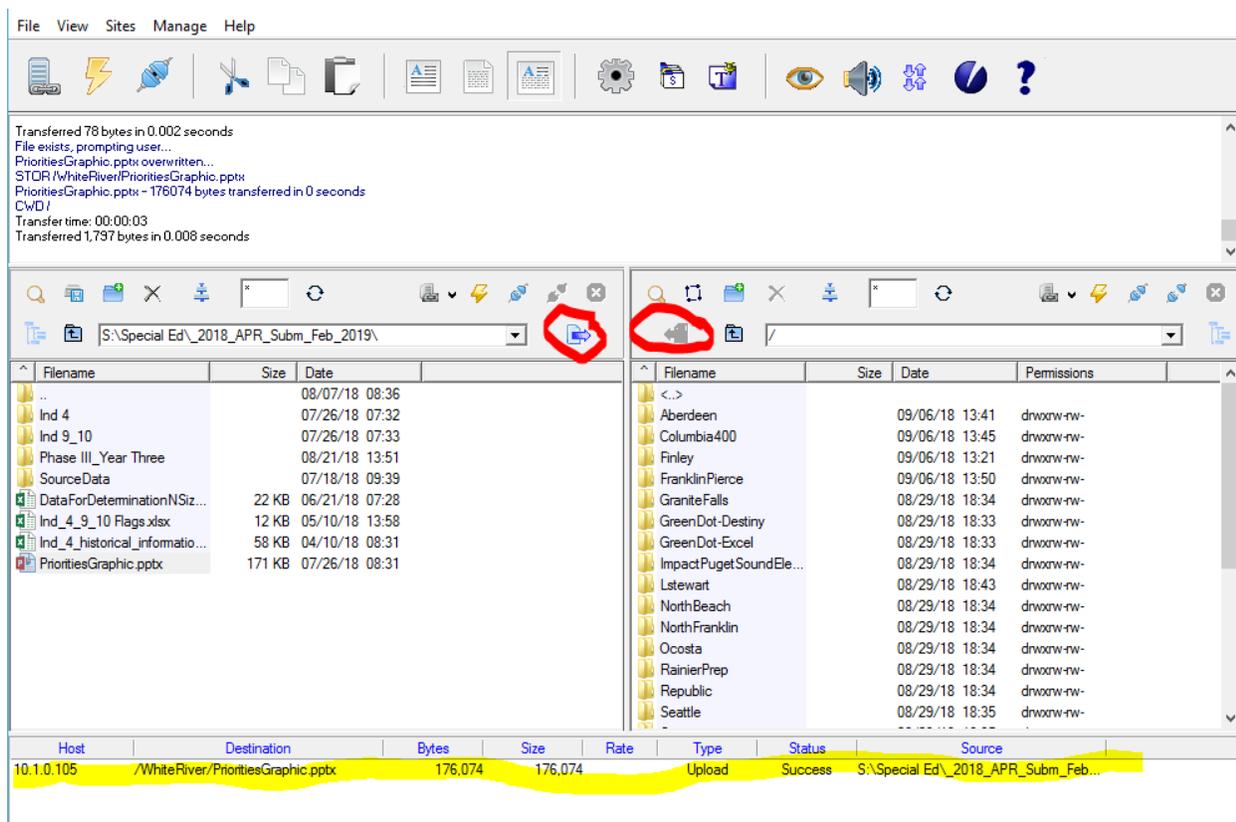
- navigate in your remote directory and highlight the file(s) you want to download
- click the Arrow on the right-middle panel.

The following two figures demonstrate the file uploading and file downloading. What you see will vary. The symbol outlined in red below will help you navigate to the file directory where you will either save files to or move files from.



The image below shows two items outlined in red. These arrows can be used to transfer files to and from your storage area and the SFTP server. Dragging and dropping the files is often easier and more straight forward than using the arrows outlined below.

The text highlighted in yellow is the message as to whether your transfer was successful or not. Reminder: the SFTP Server is not a storage facility. Documents will only be available for 60 days and then they will be automatically deleted. This is just a process for securely transferring files.



When setting up files to upload to OSPI, keep the file structure simple. Do not create too many embedded folders. If there are too many folder, OSPI will have difficulties downloading the transmitted files.

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