

Washington Office of Superintendent of **PUBLIC INSTRUCTION**

Special Education Secure File Transfer Protocol User Guide

SPECIAL EDUCATION SECURE FILE TRANSFER PROTOCOL USER GUIDE

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Washington Office of Superintendent of **PUBLIC INSTRUCTION**

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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 STFP

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. <u>Download Core FTP here</u>. 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.

File Download - Security Warning
Do you want to run or save this file?
Name: coreftplite.exe Type: Application, 2.65MB From: software-files.download.com <u>R</u> un <u>S</u> ave Cancel
While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. <u>What's the risk?</u>

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.

53% of coreftplite	.exe from software-files.d 🔳 🗖 🗙
٩	
coreftplite.exe from s	oftware-files.download.com
Estimated time left 3	sec (1.27MB of 2.65MB copied)
Download to: Te	mporary Folder
Transfer rate: 40	18KB/Sec
Close this dialog b	ox when download completes
	Open Folder Cancel





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.

Backup Replaced File	es 🔀
	This installation program can create backup copies of all files replaced during the installation. These files will be used when the software is uninstalled and a rollback is requested. If backup copies are not created, you will only be able to uninstall the software and not roll the system back to a previous state. Do you want to create backups of the replaced files? © Yes © No Please select the directory where the replaced files will be copied. Backup File Destination Directory C:\Program Files\CoreFTP\BACKUP Browse
	< <u>B</u> ack <u>Next></u> Cancel

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.

💀 Microsoft Update	mcAfee	
🔨 New Office Document	👔 🛛 Windows Vista Upgrade Advisor	and the second second
🔯 Open Office Document	irfanView	• 556 State
🗎 WinRAR	im WinPcap	•
m Accessories	m PowerStrip	F.
m Broadcom	Core FTP	🜔 🕐 Core FTP Help
FileMaker Pro 5		Core FTP Lite
🛅 Games	×	M Uninstall Core FTP

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

Site Manager	×							
• sftp-SPED	Site Name sftp-SPED							
	Host / IP / URL 164.116.18.50 Advanced							
2	Username User Name Given to You Anonymous							
Password Don't save passw								
	Port Timeout Retries 22 60 2 □ Retry On							
	PASV Use Proxy Connection							
- Comments	SSH/SFTP SSL Options							
	SSL Listings 🗖 SSL Transfer 🗖 Clear (CCC)							
New Site	OpenSSL Windows SSL High crypto Connect Manager Connect Manager							
	Connect Manager Close							

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.

2	The server's host key is not cached. There is no guarantee that the server is the computer you think it is.						
	The server's key fingerprint is:						
	ssh-dss 1024 84:94:c6:10:44:83:06:1c:b5:42:5c:d2:cb:04:9c:e2						
	If you trust this host, hit 'yes' to add the key to your SSH cache and carry on connecting.						
	If you want to carry on connecting just once, without adding the key to the cache, enter 'no'.						
	If you do not trust this host, hit cancel to abandon the connection.						
	Store key in SSH cache?						
	<u>Yes</u> <u>N</u> o Cancel						

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

🕖 Core FTP LE - 192.168	.5.125:22							
<u>File View Sites M</u> anage <u>H</u> e	*lp							
11 + 🚥 🐰 🖻	G		6	•		2		
Started shell session PWD Current directory is '7 Keep alive off Transferred 0 bytes in 0.328 seconds								
🖻 🎬 🔭 🖯	11 v 🗲 💌	••	<u> </u>	* 0	11 v	4 •• ••		
Ioads\FTPServers\0	CuteFTPserver\ 💌			1		•	<u>T</u> =	
^ Filename	Size Date	,	Filename		Size	Date		
🚞	04/2	7/07 14:32	🛅 <>					
CORE_FTP.LOG	212 04/2	7/07 14:32						
gsftps.exe	37,319 KB 04/2	6/07 10:04						
gsitps_nodb.exe	8,403 KB 04/2	6/07 10:04						
History.txt	0 04/2	//0/ 14:32						
Secure_FTP_Server3_LU	380 KB 04/2	6/U/ 10:13						
Secure_FTP_Server3_Use	2,831 KB - U472	6/07 10:13						
K		>	<				>	
Host	Destination		Bytes	Size	Rate	Туре	Sta	
No transfers								
<							>	
Ready						8		

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, <u>complete the application submission form</u>. 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.

Core FTP LE - 10.1.0.105:22	2					:		×
File View Sites Manage	Help							
L 🖻 🖉	<u>*</u> D: C			🔅 🛅 📑	💿 🦚 🗱 🕖	?		
server->client cipher: aes256-ctr server->client mac: hmac-sha1-96 SHA119:47:a2:ac:e6:8b:10:86:ed: sendingpassword PWD Durrent directory is 7	oo: 92:29:65:92:6d: o9:18:58:89:11							-
Transferred 1,797 bytes in 0.008 sev	conds							
								*
Q 🗃 🖻 🗙 🛓	• e	i 🖉 🗸	s" s" 🖸	🤍 🎞 📑 🗙	• •	۵ م 🤪	6 ⁴ 6 ⁴	۵
Is:\Special Ed_20	18_APR_Subm_Feb_2019\		•	- 🛋 🗈 🛛			•	T:
^ Filename	Size Date	1		Filename	Size Date	Permissions		/
III	08/07/18 08:36			Ocosta	08/29/18 18:34	drwxrw-rw-		
🗼 Ind 4	07/26/18 07:32			🚺 RainierPrep	08/29/18 18:34	drwxrw-rw-		
lnd 9_10	07/26/18 07:33			Republic	08/29/18 18:34	drwxrw-rw-		
Rhase III Year Three	08/21/18 13:51			Seattle	08/29/18 18:35	drwxrw-rw-		
SourceData	07/18/18 09:39			📕 Sequim	08/29/18 18:35	drwxrw-rw-		
DataForDeterminationNSiz	22 KB 06/21/18 07:28			Sheton	08/29/18 18:35	drwxrw-rw-		
Ind 4 9 10 Flags xlsx	12 KB 05/10/18 13:58			Shoreline	08/29/18 18:35	drwxrw-rw-		
Ind 4 historical informatio	58 KB 04/10/18 08:31			SOARAcademy	08/29/18 18:35	drwxrw-rw-		
PrioritiesGraphic.pptx	171 KB 07/26/18 08:31			📕 Sultan	08/29/18 18:35	drwxrw-rw-		
				SummitOlympus	08/29/18 18:35	drwxrw-rw-		
				SummitSierra	08/29/18 18:35	drwxrw-rw-		
				Tabolah	08/29/18 18:35	drwxrw-rw-		
				WalaWalla	08/29/18 18:35	drwxnw-rw-		
				WhiteRiver	09/06/18 13:16	drwxrw-rw-		
				WillowPublicSchool	08/29/18 18:36	drwxrw-rw-		
				Yakima	08/29/18 18:36	drwxrw-rw-		
Usa	Destination	Datas	Circle 1	Data Time	Status Causes			
nost	Desinduon	bytes	3126 1	nate Type	Status J Source			
			Not	transfers				

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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