Wyoming Transcript Center

Using FileZilla to Connect to Your SFTP Account

2016-17 Academic Year Changes

Previously, Wyoming Transcript Center users connected to the National Student Clearinghouse (Clearinghouse) servers using the client, FileZilla, via key authentication. To simplify FileZilla configuration, the Clearinghouse created a new secure file transfer protocol (SFTP) account for each district. Rather than connecting to the new SFTP account using key authentication, the new SFTP account is accessible via user name and password login credentials.

Consequently, all district users submitting transcript data to the Clearinghouse for Wyoming Transcript Center who decide to continue to use FileZilla as a client to connect to their new SFTP account should perform the following changes in FileZilla. The following instructions will guide users through the process of updating their FileZilla configuration and accessing the Clearinghouse servers using their new login credentials.

Preface for Mac Users

If you use a Mac computer, you should continue to use FileZilla, as a client, to submit files to your new secure file transfer protocol (SFTP) account. Mac users are not advised to submit files via the SFTP web interface at this time due to the complex file submission structure for Wyoming Transcript Center (WTC). The current file submission structure for WTC requires the use of an additional tool within the SFTP web interface that is only guaranteed to function properly in Internet Explorer. Therefore, Mac users should continue to submit using FileZilla.

Preface for PC Users

PC users have the option (1) to continue to use FileZilla as a client, or (2) to connect to their new SFTP account via the web interface. If you wish to access your SFTP account via the web interface, please refer to the document, "Uploading files via the SFTP web interface," located at https://studentclearinghouse.info/k-20transcripts/home/wy/.

Initial Login for All Users

The first time you access your new SFTP account you will be prompted to create a new password. This process should be accomplished via the SFTP web interface with any web browser.

1. Go to https://ftps.nslc.org using any web browser
2. Populate the user name and password fields with the user name and temporary password provided to you via email from secureftp@studentclearinghouse.org
3. Select the "Sign On" button

You will be directed to a screen requesting that you create a new password. Pay close attention to and adhere to the password requirements.

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Change Password...

Requirements:

- Must be at least 8 characters.
- Must not contain or resemble Username.
- Must contain at least one letter and one number.
- Must not contain dictionary words.
- Must contain both upper- and lower-case letters.
- Must contain at least one non-alphanumeric character.

Enter your **New Password:**

Enter your **New Password Again:**

Now press the "Change Password" button: **Change Password**

Select the "Change Password" button to proceed.

Once you successfully login, you will be directed to the SFTP account Home page.

Changed password OK.

Home

Browse Files and Folders

To **search for a particular file**, enter the file name or file ID in the Find File box on the left side of the page and press the "Find File" button.

Go To Your Home Folder - Browse Other Folders

Upload Files...

Upload to: /Home/ntcpsmaster/tn/testtntc
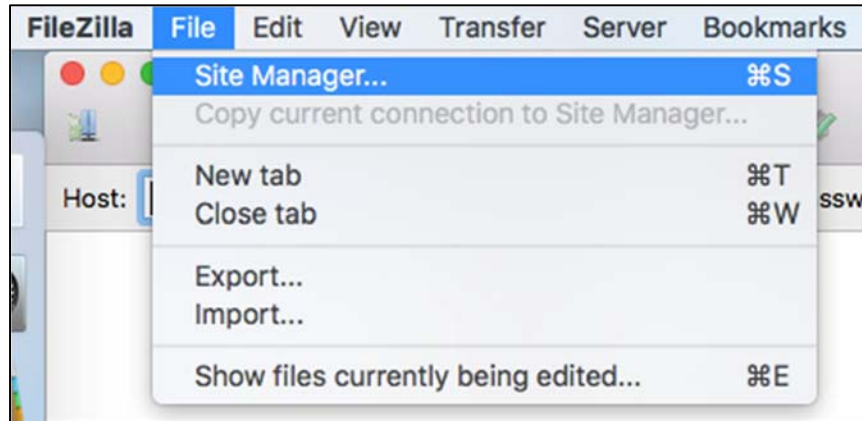
Launch the Upload Wizard...

Change Logon Type

Before you may connect successfully to the Clearinghouse servers via FileZilla using your new user name and password credentials, your connection method, or "Logon Type," must be changed.
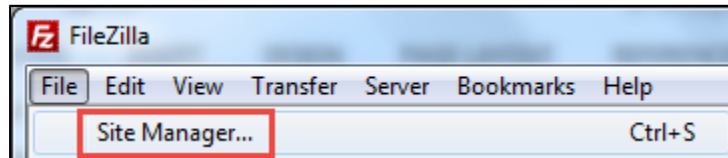
1. Open FileZilla

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2. Go to the Site Manager
    a. **For Mac Users**: File > Site Manager…


    b. **For PC Users**: File > Site Manager…

3. Locate the site you use to connect to and submit to Wyoming Transcript Center
    a. Under **Select Entry:** select each existing site one at a time
    b. Review the **Host** field. If the Host field indicates one of the following entries, the selected site is your site for connecting to Wyoming Transcript Center.
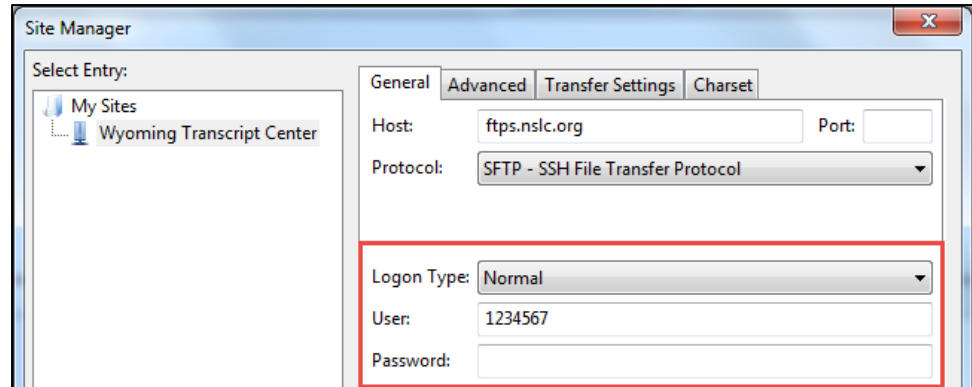   i. **ftps.nslc.org**
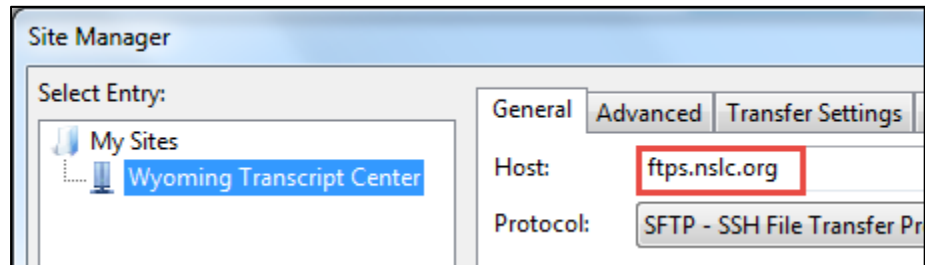
        ii. **sftp.transcriptcenter.com**
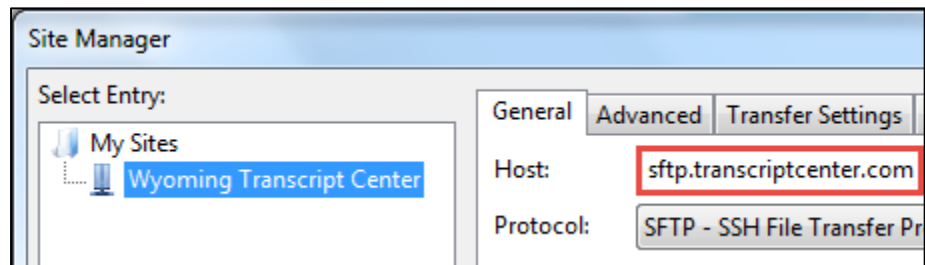

    c. Your <u>existing</u> configuration for this site, likely appears as follows:
        i. **Logon Type**: Normal
        ii. **User**: 7-digit NCES District ID (e.g. 1234567)
   iii. **Password**: blank

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4. Change the configuration for this site to the following:
   a. **Logon Type**: Ask for password
   b. **User**: Populate your new SFTP user name (e.g. 1234567wytc)
   c. **Password**: Inaccessible; you will be prompted to provide your password when you attempt to connect to the Clearinghouse servers
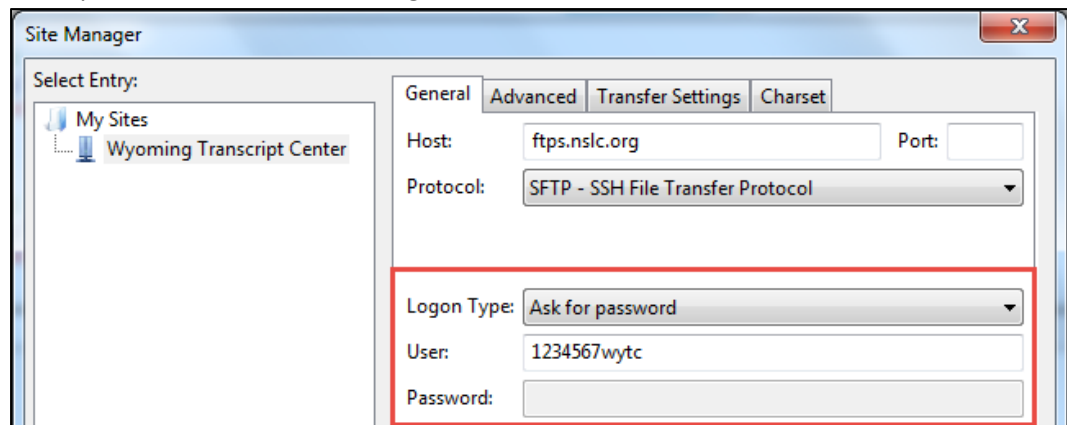
   d. Select the "OK" button to save the new configuration

Login via FileZilla

1. Select the dropdown arrow attached to the Site Manager icon
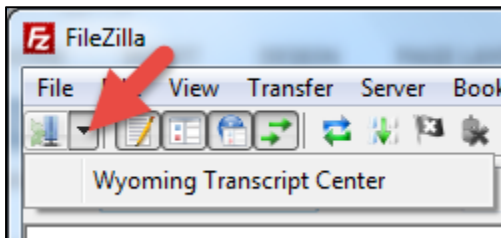
2. Select the site you use to connect to Wyoming Transcript Center
3. Enter your password in the "Password" field when the popup window presents itself
4. (Optional) Select the checkbox if you prefer to have FileZilla remember your password until you close the FileZilla application
5. Select the "OK" button

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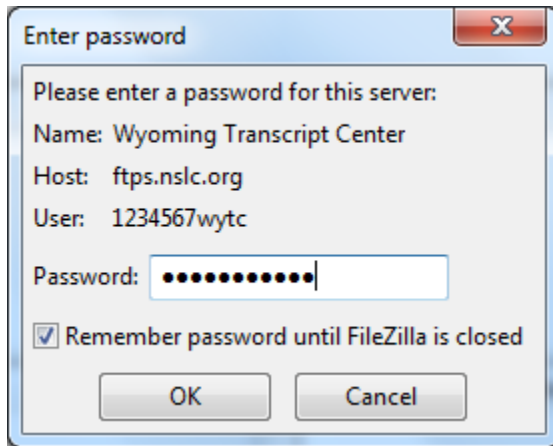
While attempting to connect, FileZilla may provide the following message.
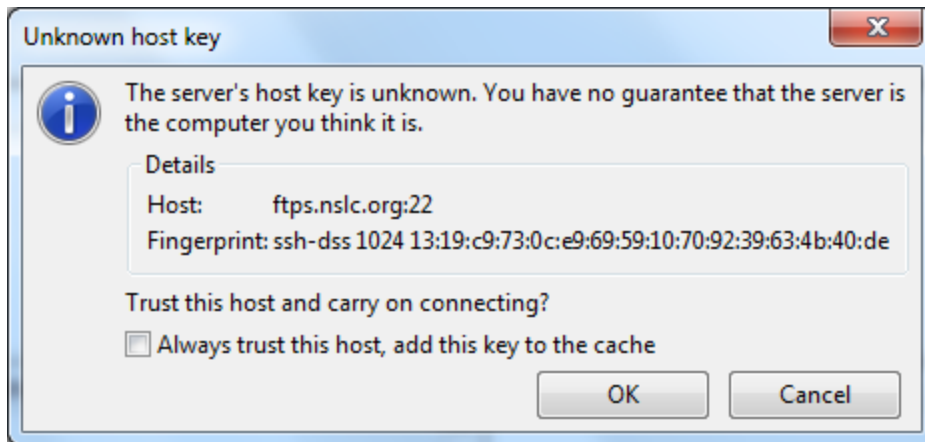
1. Confirm that the displayed **Host** matches one of the following:
   a. ftps.nslc.org:22
   b. sftp.transcriptcenter.com:22
2. You may select the checkbox to always trust the indicated host and to refrain from receiving this pop-up message in the future
3. Select "OK"

You successfully connected to your SFTP account using FileZilla when the status updates to "Directory listing of "/Home/[user name]" successful."
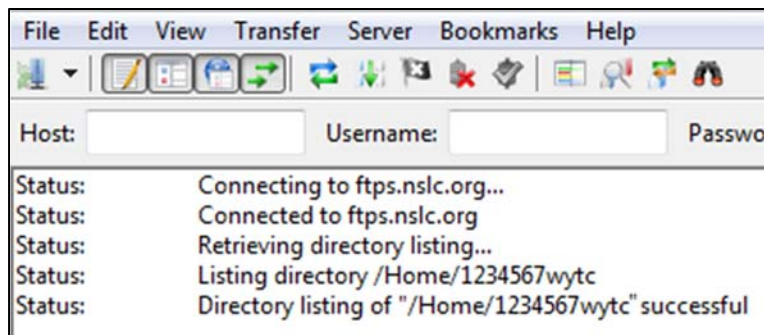
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FileZilla Support

Login Help

For login assistance with your SFTP account, via FileZilla or the SFTP web interface,

1. Email secureftp@studentclearinghouse.org
   a. **Do not call** Data Intake Operations to request a password reset. All password reset requests must be received via email.
2. Provide your SFTP user name and your high school or school district name
3. Indicate that you are a user of the Wyoming Transcript Center
4. Explain the issue you are encountering