

WNYRIC Secure File Transfer Service

Ad Hoc Transfer

For

Unregistered Users

WNYRIC provides a Secure File Transfer (SFT) service that includes an Ad Hoc transfer module. Ad Hoc transfer allows:

- Anyone (unregistered users) to send messages and/or files to a registered user of the service.
- Registered users of the service to send messages and/or files to anyone (unregistered users).

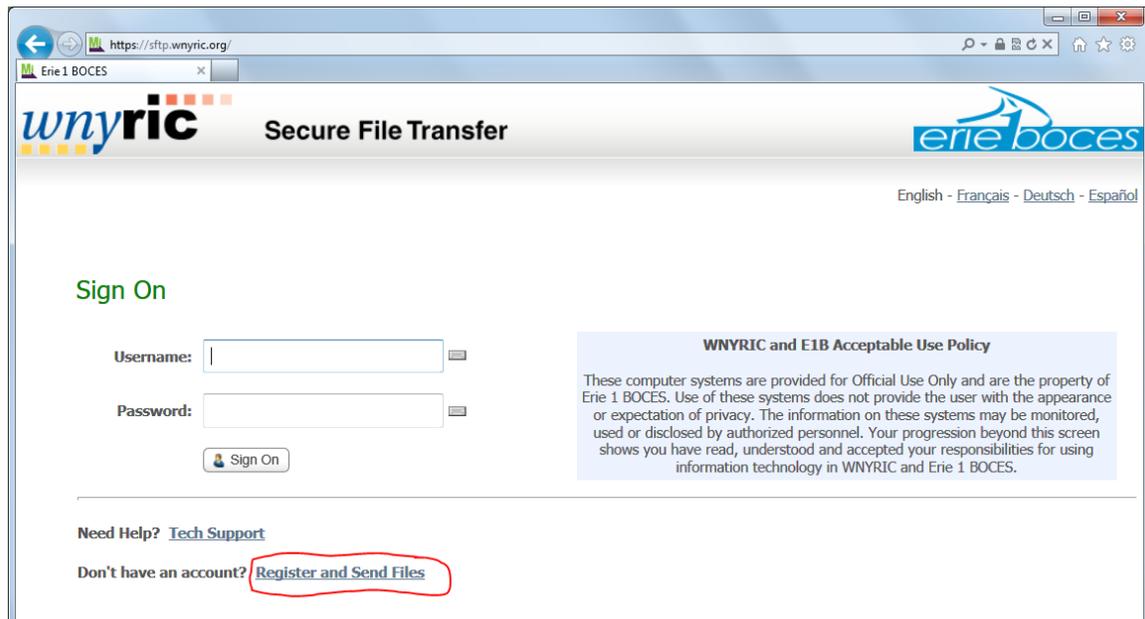
The messages and/or files are:

- Bundled into a package
- stored and transmitted securely
- limited to 2GB in size
- Automatically deleted after 30 days

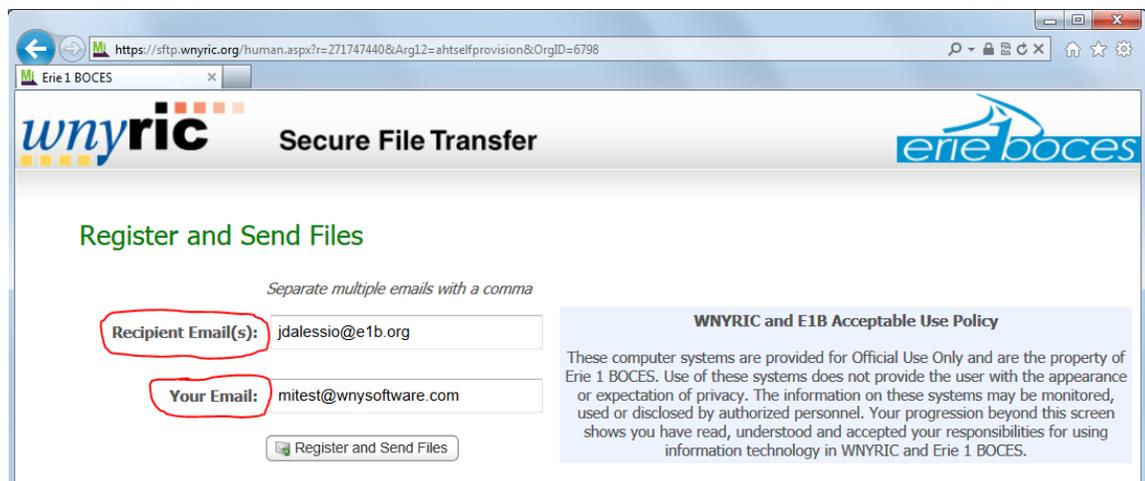
This document explains how anyone can send files or messages to registered users of the Secure File Transfer service. If you are an Erie 1 BOCES or WNYRIC, employee or customer and would like to become a registered user please email the WNYRIC service desk at servicedesk@e1b.org or call 716-821-7171.

Vendors who will be sending or receiving files on a regular basis are encouraged to register for an account.

Browse to the following URL <https://sftp.wnyric.org> and click “Register and Send Files” at the bottom of the page.



You will be presented with the following page.



Fill in “Recipient Email(s)” and “Your Email”

- Recipient Email(s) is one or more registered users of the Secure File Transfer Service.
- Your Email is an email address where a link and password will be sent which allows you to securely send files to the recipients.

After you fill in the fields click the “Register and Send Files” button at the bottom of the page.

The Secure File Transfer server will send you a message similar to the following:

Subject: Self-Registration Notification
From: "Erie 1 BOCES Notification Service" <ftpadmin@e1b.org>
Date: Fri, March 21, 2014 11:01 am
To: mitest@wnysoftware.com
Priority: Normal
Options: [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#)

Self-Registration Notification

Welcome to Erie 1 BOCES! Please use the following URL to access the system over a secure connection. Once authenticated, you will be able to send a package to the recipient(s) you identified during the self registration process.

<https://sftp.wnyric.org/human.aspx?OrqID=6798&language=en&Username=mitest%40wnysoftware.com&Arq07>

Use the following credentials when prompted:

Username: mitest@wnysoftware.com
Password: s6p85IGS

If you need assistance, please contact Erie 1 BOCES Service Desk at 716-821-7171 / servicedesk@e1b.org.

Regards,
Erie 1 BOCES Notification Service

Now either click the link or cut and paste it into a browser. You will get the "Sign On" page.

Erie 1 BOCES

wnyric Secure File Transfer **erie boces**

English - Français - Deutsch - Español

Sign On

Username:

Password:

WNYRIC and E1B Acceptable Use Policy

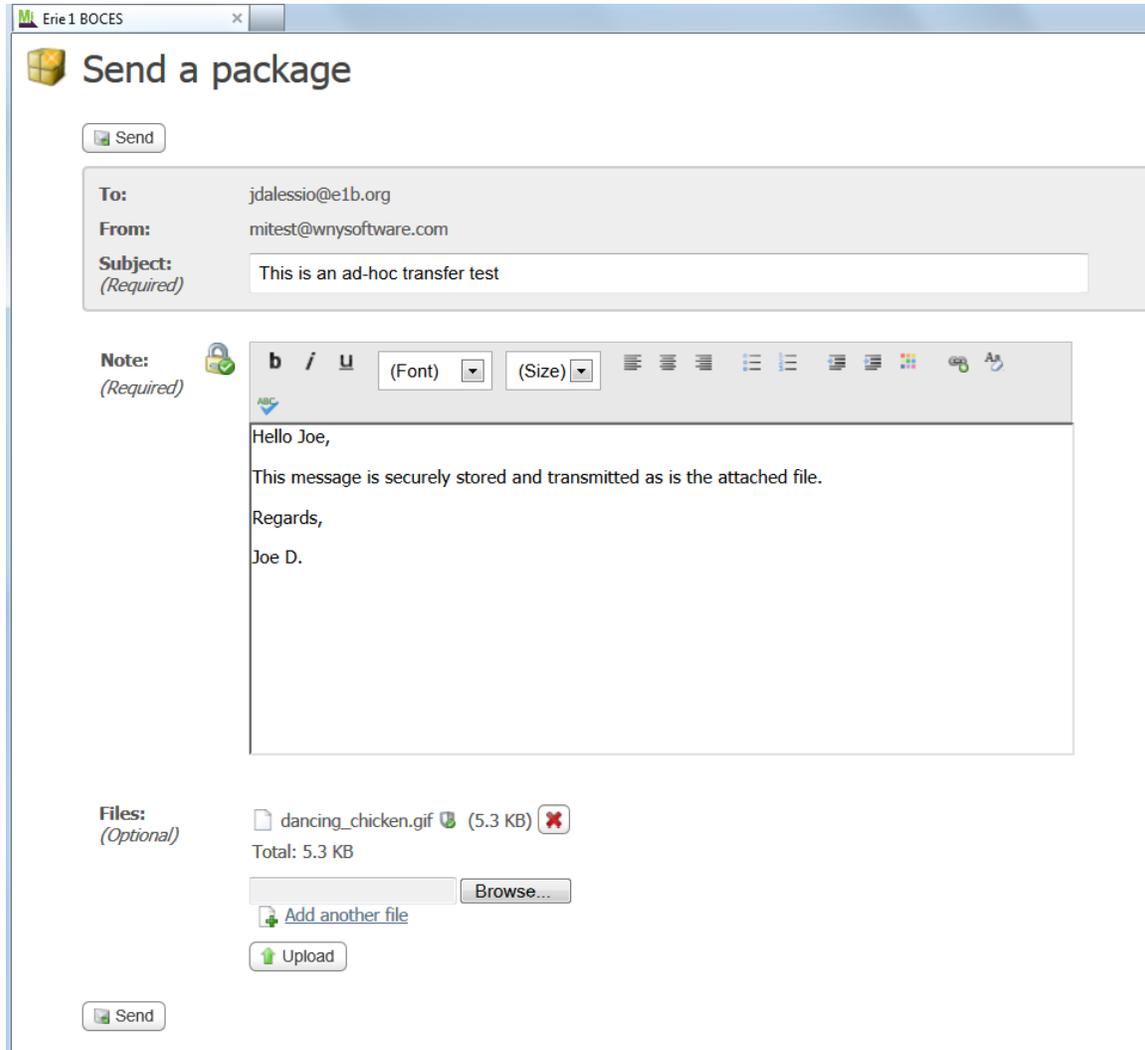
These computer systems are provided for Official Use Only and are the property of Erie 1 BOCES. Use of these systems does not provide the user with the appearance or expectation of privacy. The information on these systems may be monitored, used or disclosed by authorized personnel. Your progression beyond this screen shows you have read, understood and accepted your responsibilities for using information technology in WNYRIC and Erie 1 BOCES.

Need Help? [Tech Support](#)

Don't have an account? [Register and Send Files](#)

Enter the password from the email messages and click the "Sign On" button.

You are now logged in the file transfer system and will see a page similar to:



Fill in the Subject and Note. Optionally use the Browse button to select a file and click the Upload button. The green check mark in the shield next to the file name means it was uploaded and virus free. You can add up to 2GB of files.

Click the Send button when you are finished to send the package.

If you are sending large files or a large number of files there is an option to install an Upload/Download Wizard at the bottom of the page.

Upload/Download Wizard Status:

The ActiveX Upload/Download Wizard is Not Installed

➤ [Change Upload/Download Wizard Status \(ActiveX Version\)](#)

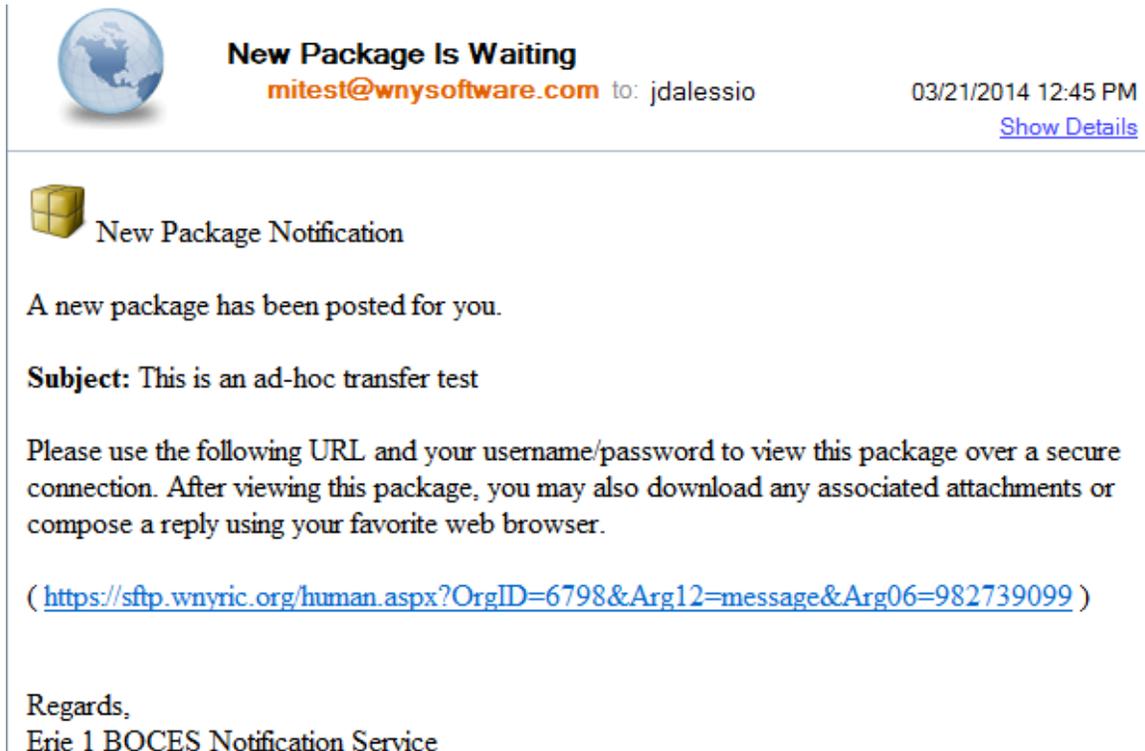
The Java Upload/Download Wizard is Disabled

➤ [Change Upload/Download Wizard Status \(Java Version\)](#)

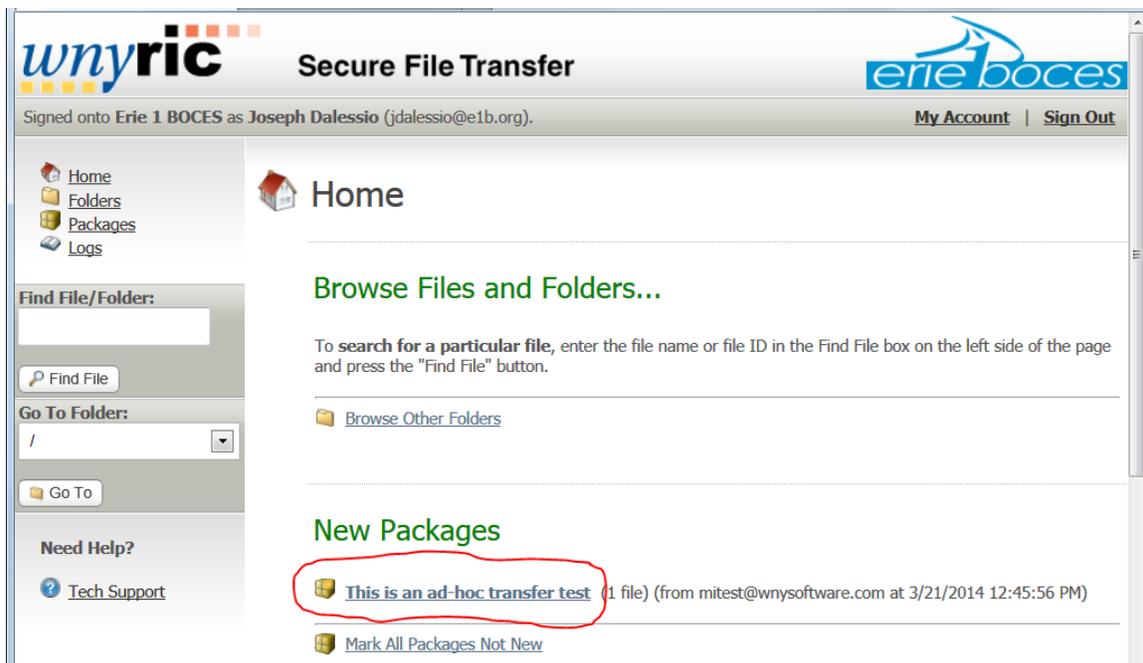
The Active X wizard only works with Microsoft Internet Explorer. The Java wizard should work with most browsers.

The remainder of this document is for the registered Secure File Transfer Service user and explains how to retrieve the package you sent.

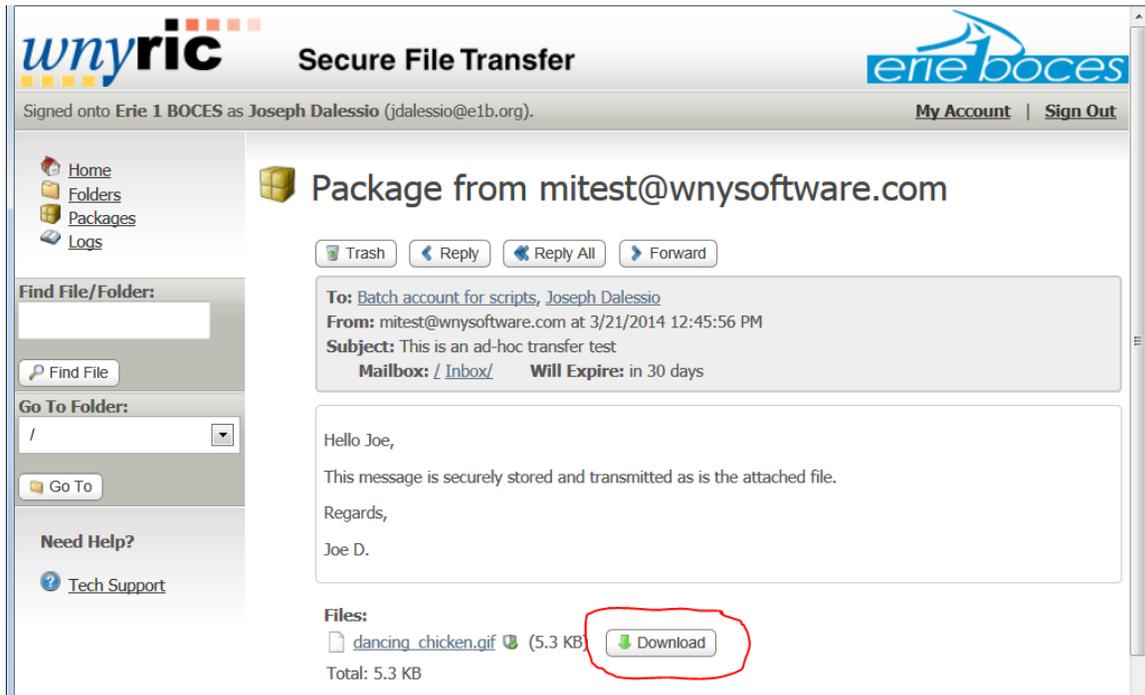
The registered Secure File Transfer Service user will receive an email notifying them of the ad-hoc Package.



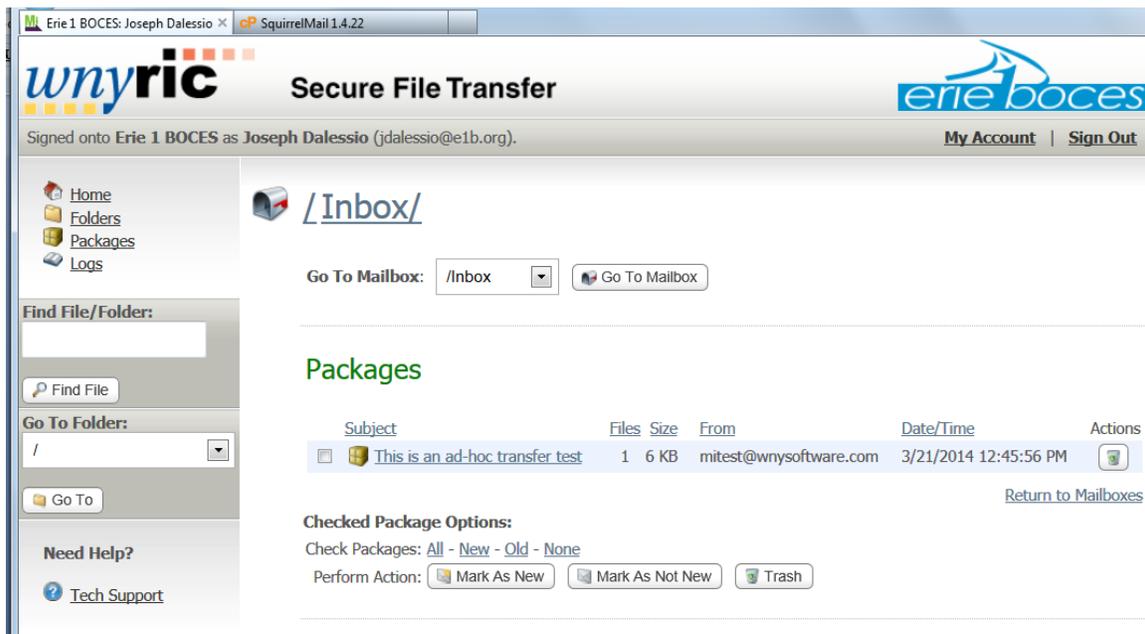
Click the link in the email, sign on with your Portal password, and you get a page similar to the following:



Click on the link for the package (circled in red) to read the message and download any files which are attached. If this is the only package you have, you may be taken directly to this page instead of the above page.



You could also click on the Packages link in the left hand navigation pane and then click Inbox and you will see all packages that have been sent to you in the past 30 days.



Don't forget to Sign Out when you are finished.