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 <u>servicedesk@e1b.org</u> 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 <u>https://sftp.wnyric.org</u> and click "Register and Send Files" at the bottom of the page.

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<i>Wny</i> ric Secure File Tran	isfer erie boces
	English - <u>Français</u> - <u>Deutsch</u> - <u>Español</u>
Sign On	
Username:	WNYRIC and E1B Acceptable Use Policy
Password:	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? <u>Tech Support</u> Don't have an account? <u>Register and Send Files</u>	

You will be presented with the following page.

+ ttps://sftp.wnyric.org/human.aspx?r=271747440&Arg12=ahtselfprovision&Org1	D=6798 🔎 🗕 🖻 🖒 🏠 🛞
Erie 1 BOCES ×	
<i>wny</i> ric Secure File Transfer	ene boces
Register and Send Files Separate multiple emails with a comma	
Recipient Email(s): idalessio@e1b.org	WNYRIC and E1B Acceptable Use Policy
Your Email: mitest@wnysoftware.com	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.

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:



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

Secure File Transfer English - Erançais - Deutsc Sign On Username: mitest@wnysoftware.com Password: Imitest@wnysoftware.com Password: Imitest@wnysoftware.com	Os sums Eills Transfor	A
Sign On Username: initest@wnysoftware.com Password: Image: Systems are provided for Official Use Only and are the properties 1 BOCES. Use of these systems does not provide the user with the apper or expectation of privacy. The information on these systems may be monitor used or expectation of privacy. The information on these systems may be monitor used or expectation of privacy. The information on these systems may be monitor used or expectation of privacy. The information on these systems may be monitor used or expectation of privacy. The information on these systems may be monitor used or expectation of privacy. The information on these systems may be monitor used or expectation of privacy. The information on these systems may be monitor used or expectation of privacy. The information on these systems may be monitor used or expectation of privacy. The information on these systems may be monitor used or disclosed the authorized personnel. Your progression beyond this set of the set of th	Secure File Transfer	erie boce
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Password:	est@wnysoftware.com WNYRIC and E1B Acceptable These computer systems are provided for Official Us First Poerce Us of the official Us	e Use Policy se Only and are the property of
Sign On information technology in WNYRIC and Erie 1 BOCES.	Sign On Sign O	e use user with the appearance se systems may be monitored, rogression beyond this screen your responsibilities for using nd Erie 1 BOCES.

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:

Krie 1	BOCES >	
9	Send a pa	ackage
	Send	
	To: From: Subject: (Required)	jdalessio@e1b.org mitest@wnysoftware.com This is an ad-hoc transfer test
	Note:	b / U (Font) (Size) E = E = E = A A Hello Joe, This message is securely stored and transmitted as is the attached file. Regards, Joe D.
	Files: (Optional)	 dancing_chicken.gif U (5.3 KB) X Total: 5.3 KB Browse Add another file ↓ Upload
	Send	

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 <u>Change Upload/Download Wizard Status (ActiveX Version)</u>

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 adhoc 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.

<i>wny</i> ric	Secure File Transfer	erie boces
Signed onto Erie 1 BOCES as	Joseph Dalessio (jdalessio@e1b.org).	My Account Sign Out
 Home Folders Packages Logs 	Package from mitest@wnysoftwa Trash 《 Reply (Reply All) Forward	are.com
Find File/Folder:	To: Batch account for scripts, Joseph Dalessio From: mitest@wnysoftware.com at 3/21/2014 12:45:56 PM Subject: This is an ad-hoc transfer test Mailbox: / Inbox/ Will Expire: in 30 days	E
Go To Folder: / Go To Go To Need Help?	Hello Joe, This message is securely stored and transmitted as is the attached file Regards, Joe D.	ž.
Tech Support	Files: dancing_chicken.gif (5.3 KB) Download Total: 5.3 KB	

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.

🖳 Erie 1 BOCES: Joseph Dalessio 🗙	CP SquirrelMail 1.4.22		
<i>wny</i> ric	Secure File Transfer	erie boce	<u>es</u>
Signed onto Erie 1 BOCES as	Joseph Dalessio (jdalessio@e1b.org).	My Account Sign	<u>Out</u>
Home Folders Packages Cogs	Go To Mailbox: //nbox 💽 🕼 Go To Mailbox		
Find File/Folder:	Packages		
Go To Folder:	Subject Files Size From	Date/Time Act	tions
/	This is an ad-hoc transfer test 1 6 KB mitest@wnysoftware.com	3/21/2014 12:45:56 PM	
Go To Need Help? 2 Tech Support	Checked Package Options: Check Packages: All - <u>New - Old</u> - <u>None</u> Perform Action: Mark As New Mark As Not New Trash	<u>Return to Mailb</u>	<u>oxes</u>

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