

Wyoming Transcript Center

Secure FTP Web Interface

IT Requirements

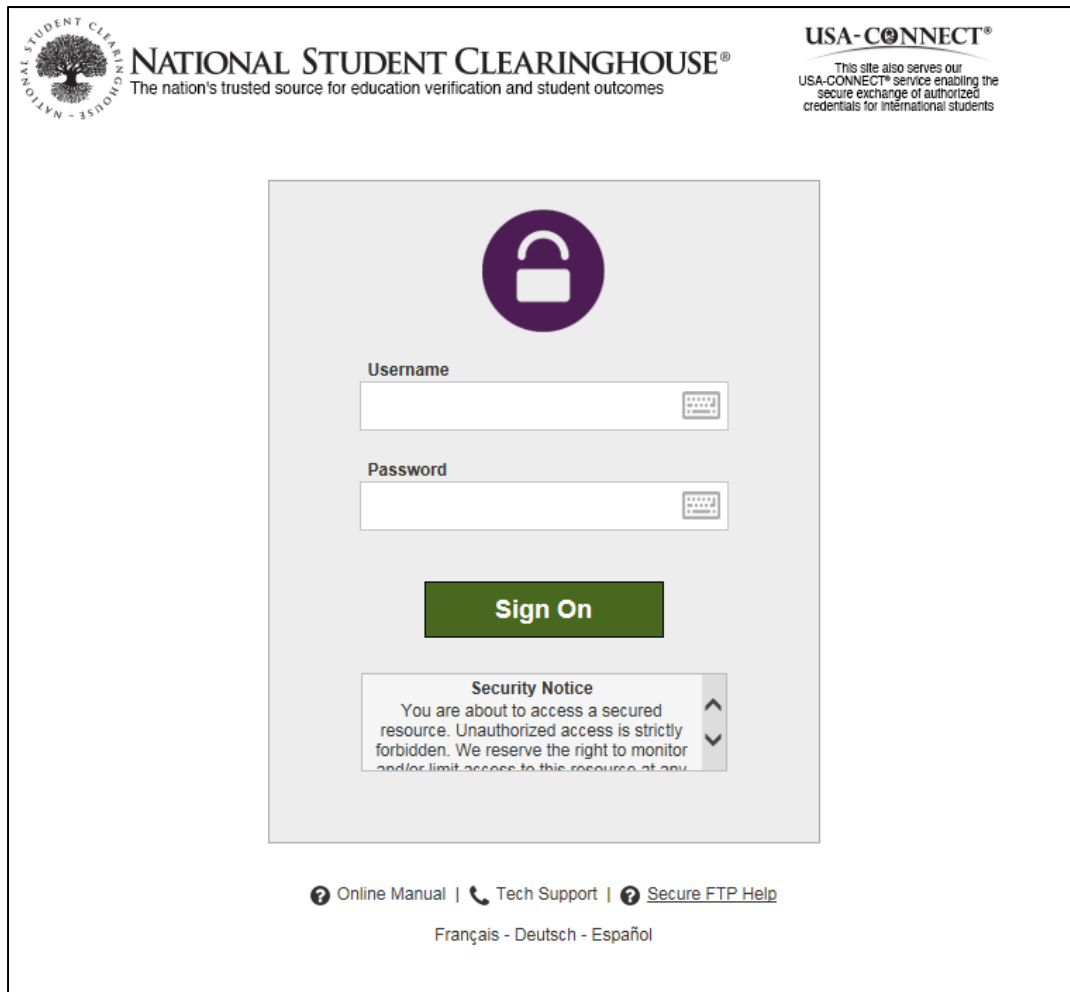
Internet Explorer (IE) version 10 or greater

Login

The secure FTP (SFTP) web interface can be used to securely upload transcript data to the Wyoming Transcript Center. To access the SFTP web interface,

1. Go to <https://ftps.nslc.org>
2. Enter your user name and password
 - a. If it's the first time you've logged in, you will be provided with a temporary password. You will be prompted to create a new password upon login.
3. Select the "Sign On" button

Refer to Login Help, if you encounter login difficulty and/or require assistance.



The screenshot shows the login page for the National Student Clearinghouse. At the top left is the logo for the National Student Clearinghouse, featuring a tree and the text "NATIONAL STUDENT CLEARINGHOUSE". To the right of the logo is the text "NATIONAL STUDENT CLEARINGHOUSE®" and "The nation's trusted source for education verification and student outcomes". At the top right is the "USA-CONNECT®" logo with the text "This site also serves our USA-CONNECT® service enabling the secure exchange of authorized credentials for international students". The main content area is a light gray box containing a purple padlock icon, a "Username" input field with a small icon on the right, a "Password" input field with a small icon on the right, a green "Sign On" button, and a "Security Notice" box with the text "You are about to access a secured resource. Unauthorized access is strictly forbidden. We reserve the right to monitor and/or limit access to this resource at any". At the bottom of the page are links for "Online Manual", "Tech Support", and "Secure FTP Help", along with the text "Français - Deutsch - Español".

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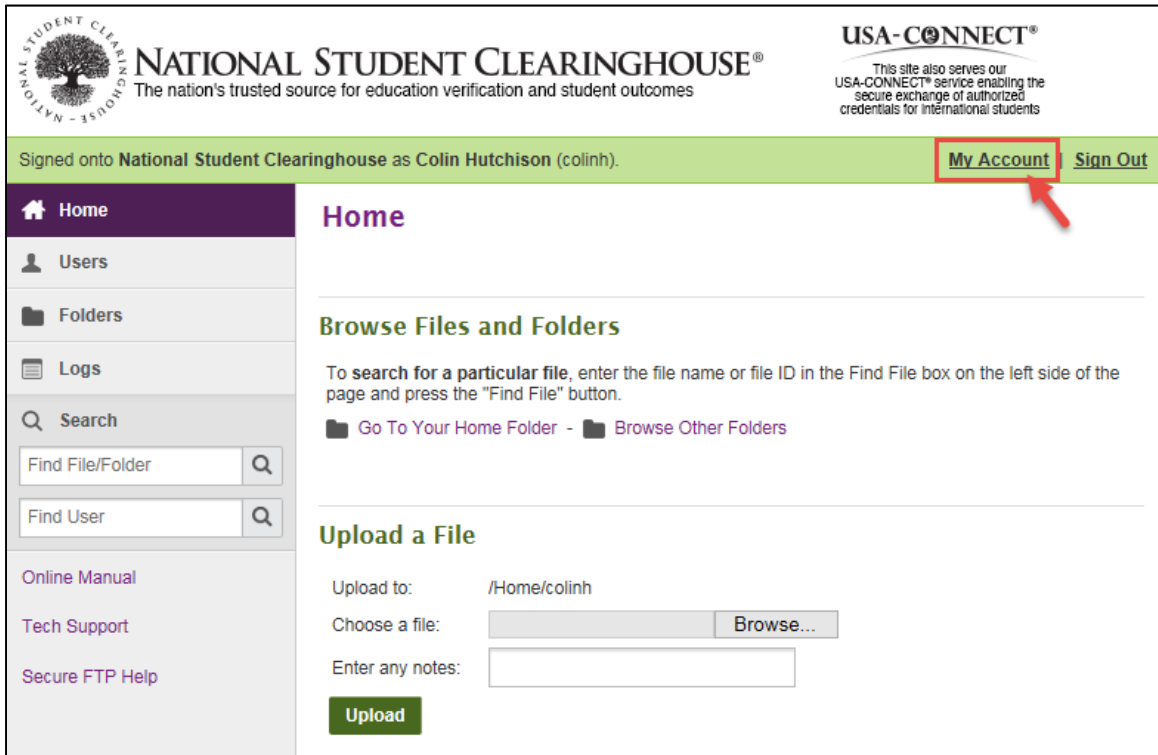
Install Upload/Download Wizard (ActiveX version)

In order to upload multiple files at once, as required by the Wyoming Transcript Center submission process, you should install the Upload/Download Wizard (ActiveX version) when prompted.

Again, use Internet Explorer (IE) version 10 or greater. The Upload/Download Wizard (ActiveX version) only functions properly when downloaded to and used with IE. No alternative web browsers can successfully run the Upload/Download Wizard, including Chrome, Firefox, Opera, or Safari.

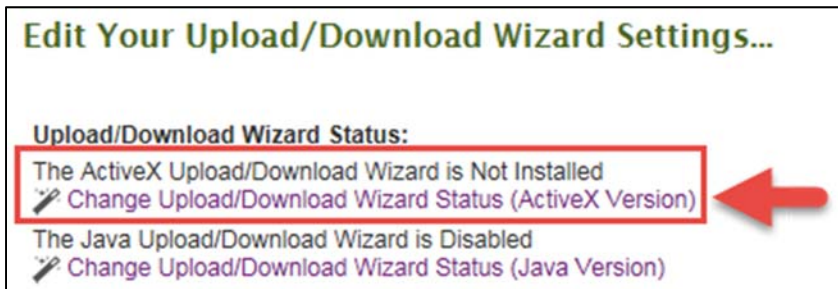
If you do not initially install the Upload/Download Wizard (ActiveX version), this setting can be changed at a later date by performing the following steps.

1. Login to your SFTP account via the web interface at <https://ftps.nslc.org>
2. Select the My Account link located in the upper right corner of the page



The screenshot shows the National Student Clearinghouse web interface. At the top, there are logos for the National Student Clearinghouse and USA-CONNECT. Below the logos, a green bar indicates the user is signed on as Colin Hutchison (colinh). In the upper right corner of this bar, the 'My Account' link is highlighted with a red box and a red arrow pointing to it. The main content area is divided into a left sidebar with navigation links (Home, Users, Folders, Logs, Search, Online Manual, Tech Support, Secure FTP Help) and a main content area with sections for 'Browse Files and Folders' and 'Upload a File'.

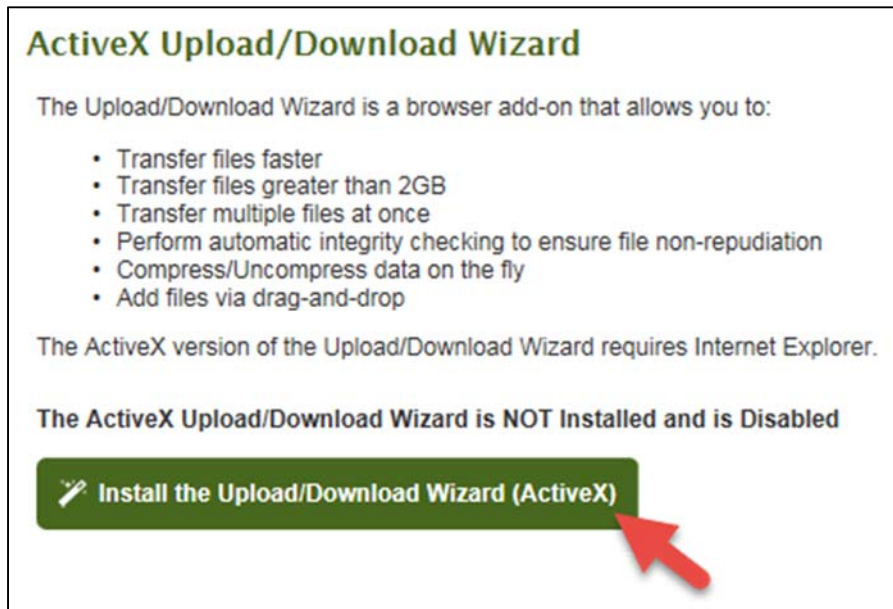
3. Under the heading "Edit Your Upload/Download Wizard Settings...", select "Change Upload/Download Wizard Status (ActiveX version)"



The screenshot shows the 'Edit Your Upload/Download Wizard Settings...' page. Under the heading 'Upload/Download Wizard Status:', there are two status messages. The first message, 'The ActiveX Upload/Download Wizard is Not Installed', is highlighted with a red box and a red arrow pointing to it. Below this message is a link that says 'Change Upload/Download Wizard Status (ActiveX Version)'. The second message is 'The Java Upload/Download Wizard is Disabled', with a link below it that says 'Change Upload/Download Wizard Status (Java Version)'.

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4. On the “ActiveX Upload/Download Wizard” page, select “Install the Upload/Download Wizard (ActiveX)”



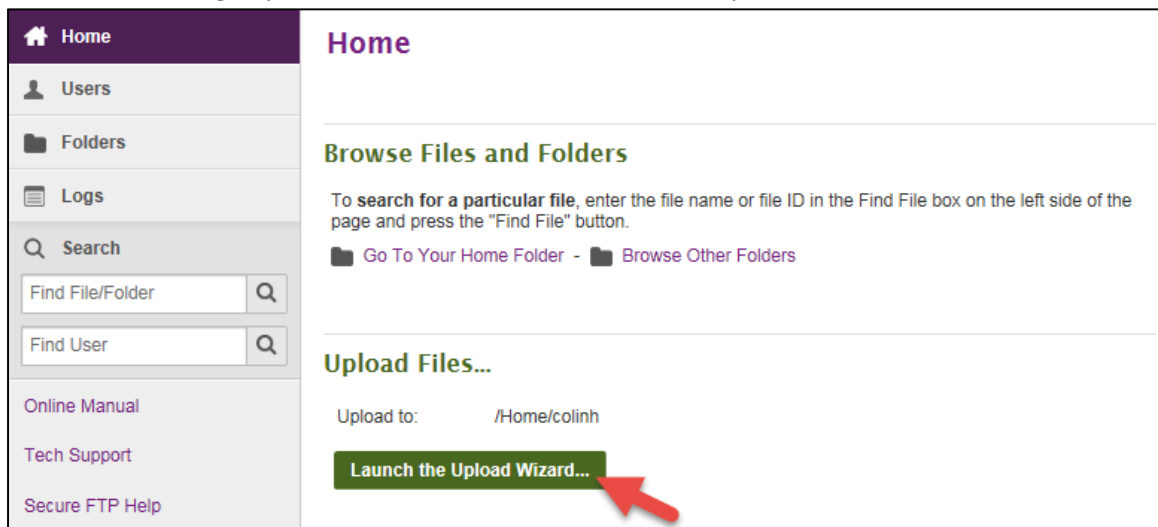
5. Follow the prompts on the page to complete the installation.

Refer to ActiveX Wizard Help, if you encounter any issues and/or require assistance.

Upload Transcript Data Files

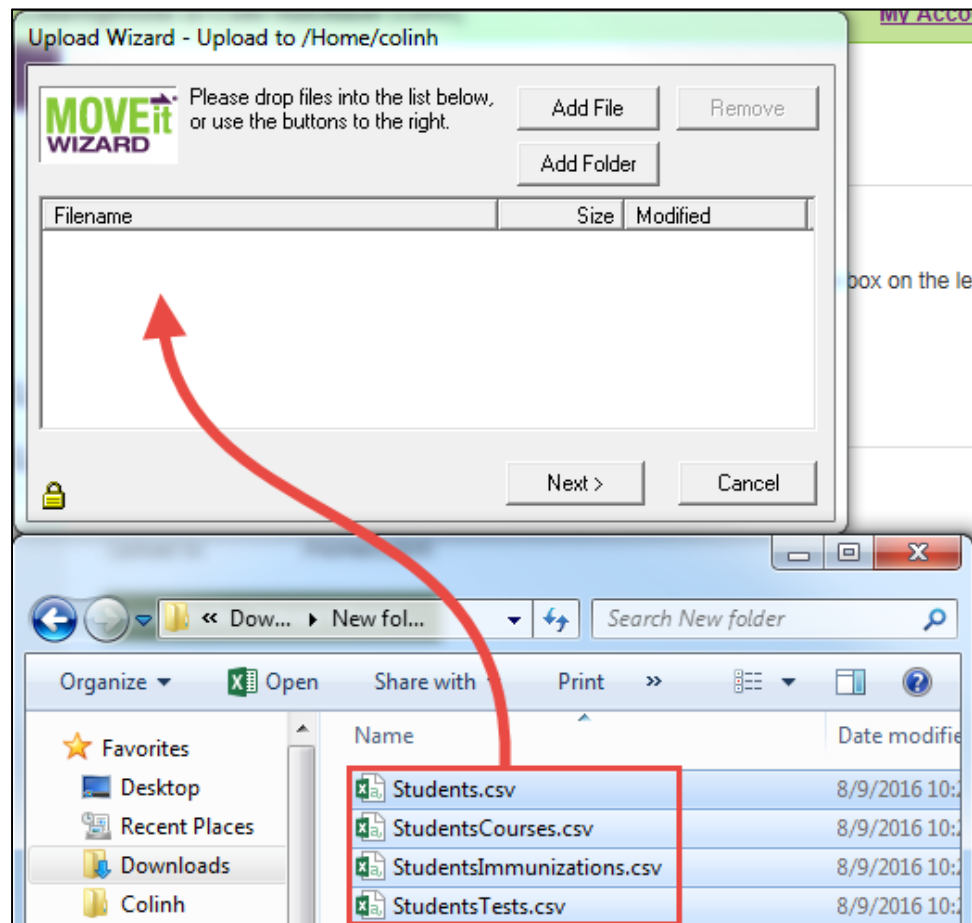
To upload transcript data files via the SFTP web interface using the Upload/Download Wizard (ActiveX version),

1. Login to your SFTP account via the web interface at <https://ftps.nslc.org>
2. Under the heading “Upload Files...,” select the “Launch the Upload Wizard...” button



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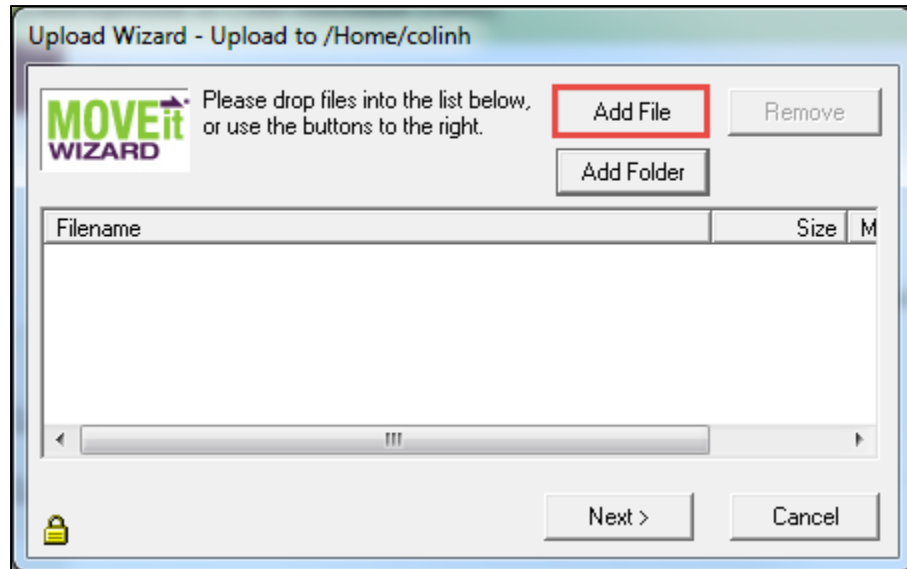
3. Add files to the Wizard via one of the following methods, “drag and drop” or “add file”
 - a. Drag and drop method
 - i. Open Windows Explorer (file directory)
 - ii. Locate the files to be uploaded as a single transcript submission
 1. Students.csv
 2. StudentsCourses.csv
 3. StudentsTests.csv (optional)
 4. StudentsImmunizations.csv (optional)
 - iii. Select and drag the files into the Upload Wizard window



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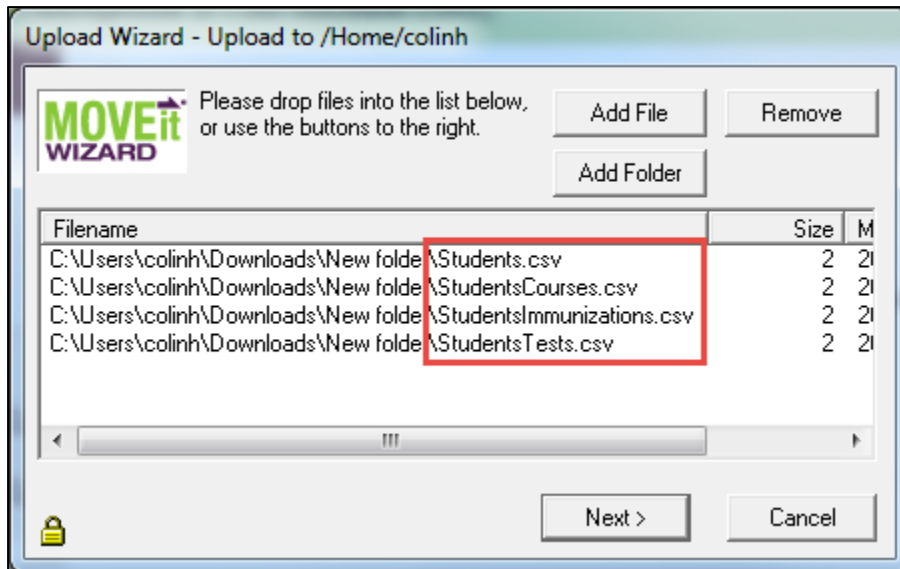
b. Add File

- i. Select the “Add File” button to open a window where you can search for the files you want to upload



- ii. Select all files to be uploaded as a single submission
- iii. Select the “Open” button.

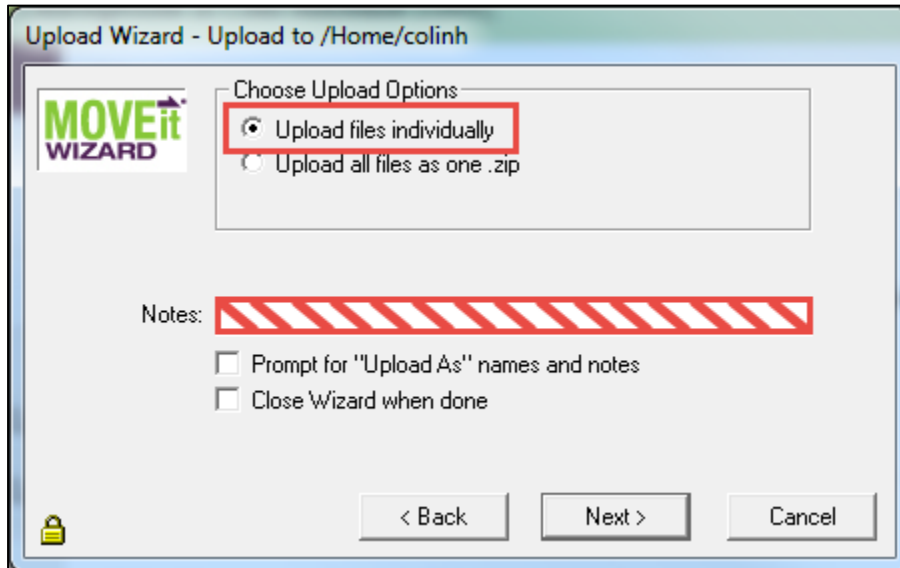
4. The selected files should display in the Upload Wizard



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5. Select the “Next >” button.
6. In “Choose Upload Options,” select the radio button next to “Upload files individually”

Do not include Notes. Notes will not be delivered to staff at the National Student Clearinghouse. Contact the National Student Clearinghouse at K-20transcripts@studentclearinghouse.org, if you wish to provide information pertaining to a recent transcript data submission for the Wyoming Transcript Center via the SFTP web interface.



7. Select the “Next >” button
8. The Upload Wizard will upload the files. When complete, the Upload Wizard will display the message “Transfer complete.”
9. Select the “OK” button

SFTP Support

Login Help

For login assistance with your SFTP account,

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 user name and 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

ActiveX Wizard Help

For assistance installing, configuring, or using the ActiveX Wizard,

1. Call the Data Intake Operations team at 703-742-4200 (select option 7, then 3) or
2. Email the Data Intake Operations team at secureftp@studentclearinghouse.org