

Secure File Transfer Service User Guide

UCAS

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Version 1

Introduction

This user guide has been created to help you navigate our secure file transfer service. Before you can use the service, you will need to be set up with a personal login and password.

UCAS will set up logins for all primary correspondents. If you require other users within your college or university to have access, the request for this should come from the current primary correspondent.

We expect you to keep your login confidential and ask you to request additional logins if you need other users to access the service rather than sharing a login.

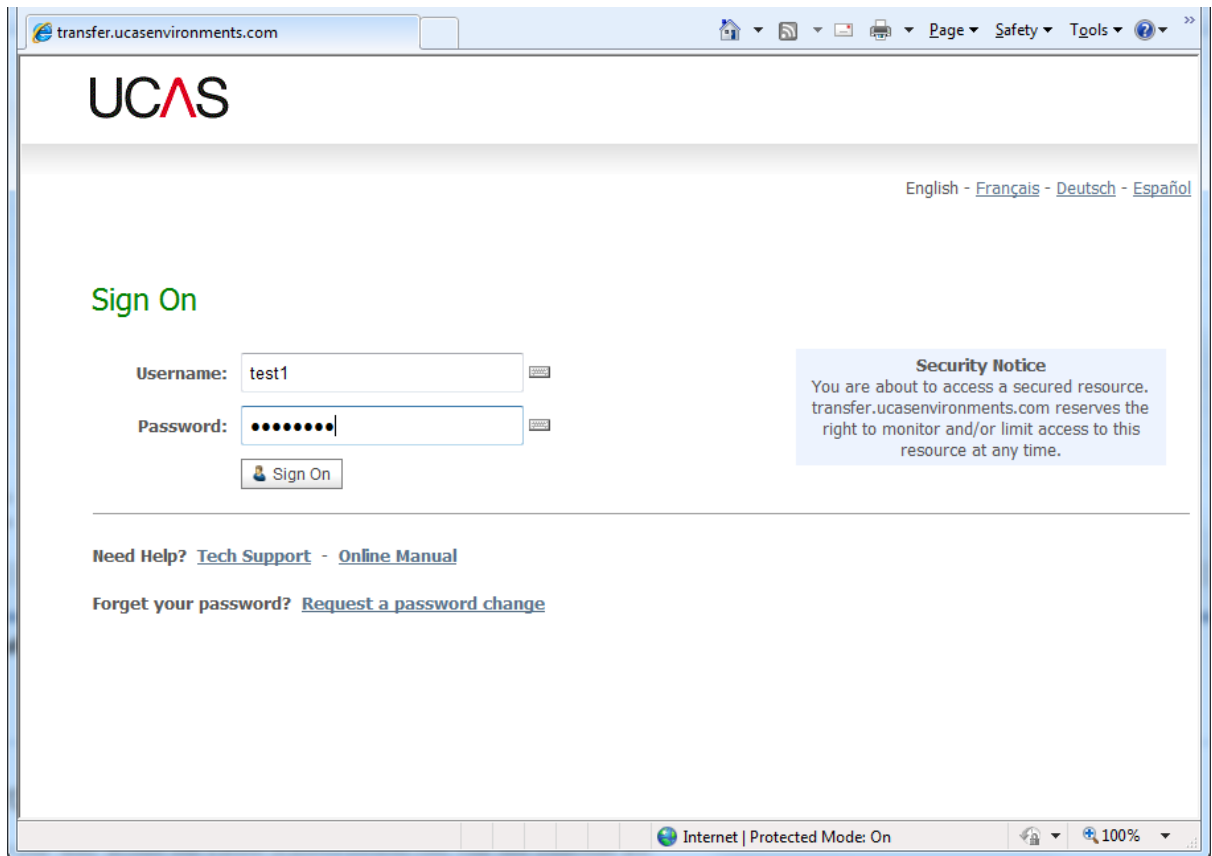
First Notification

The Primary Correspondent for each provider will be set up with an account on the file transfer service. A notification email will be sent out requesting that the primary correspondent logs into the service and changes their password.

The service can be accessed from the link in the email, from the member's area of ucas.com or directly from this link: <https://transfer.ucas.com/>

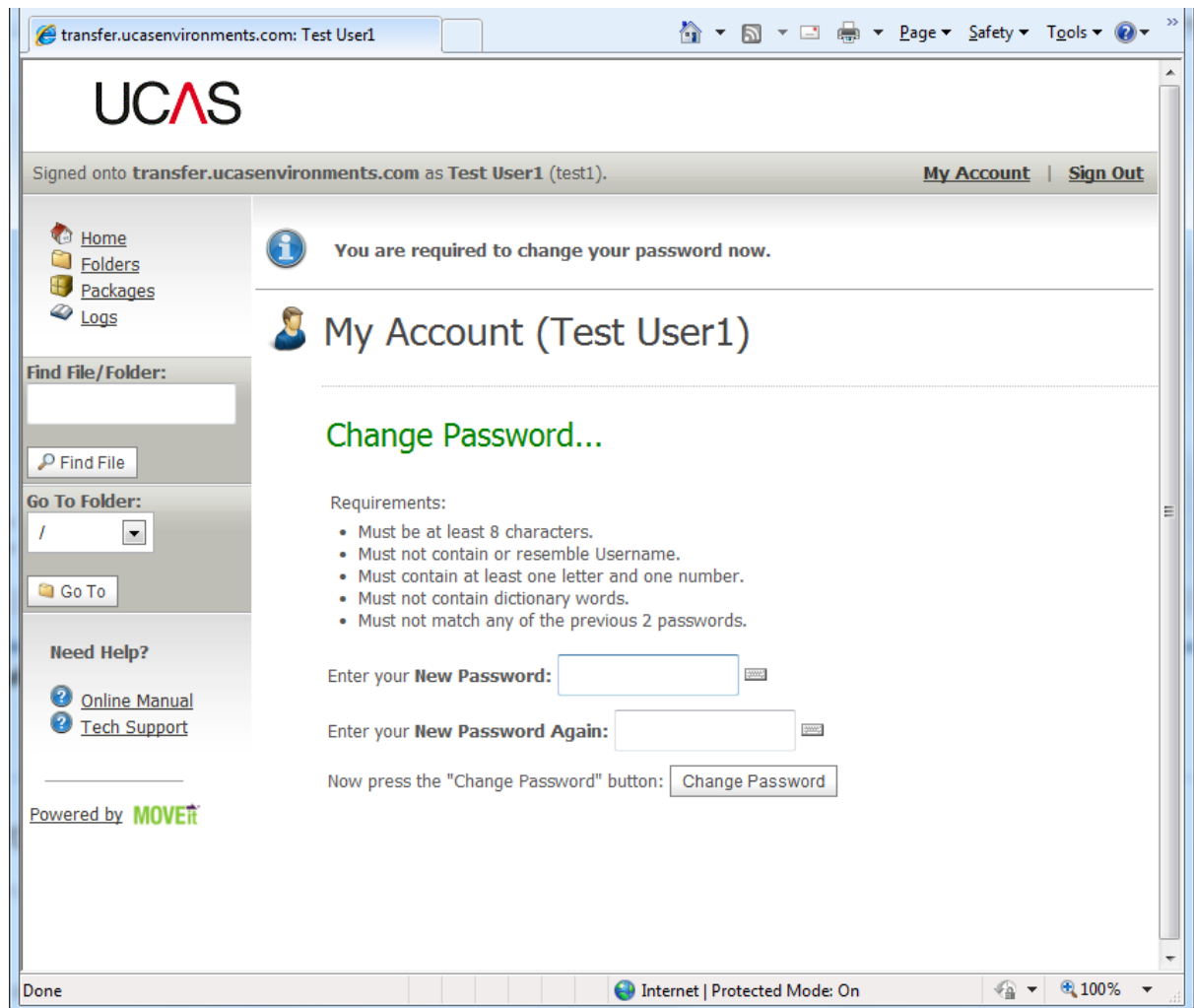
You will see a sign-on screen like this:

Please note that different internet browsers may look slightly different.



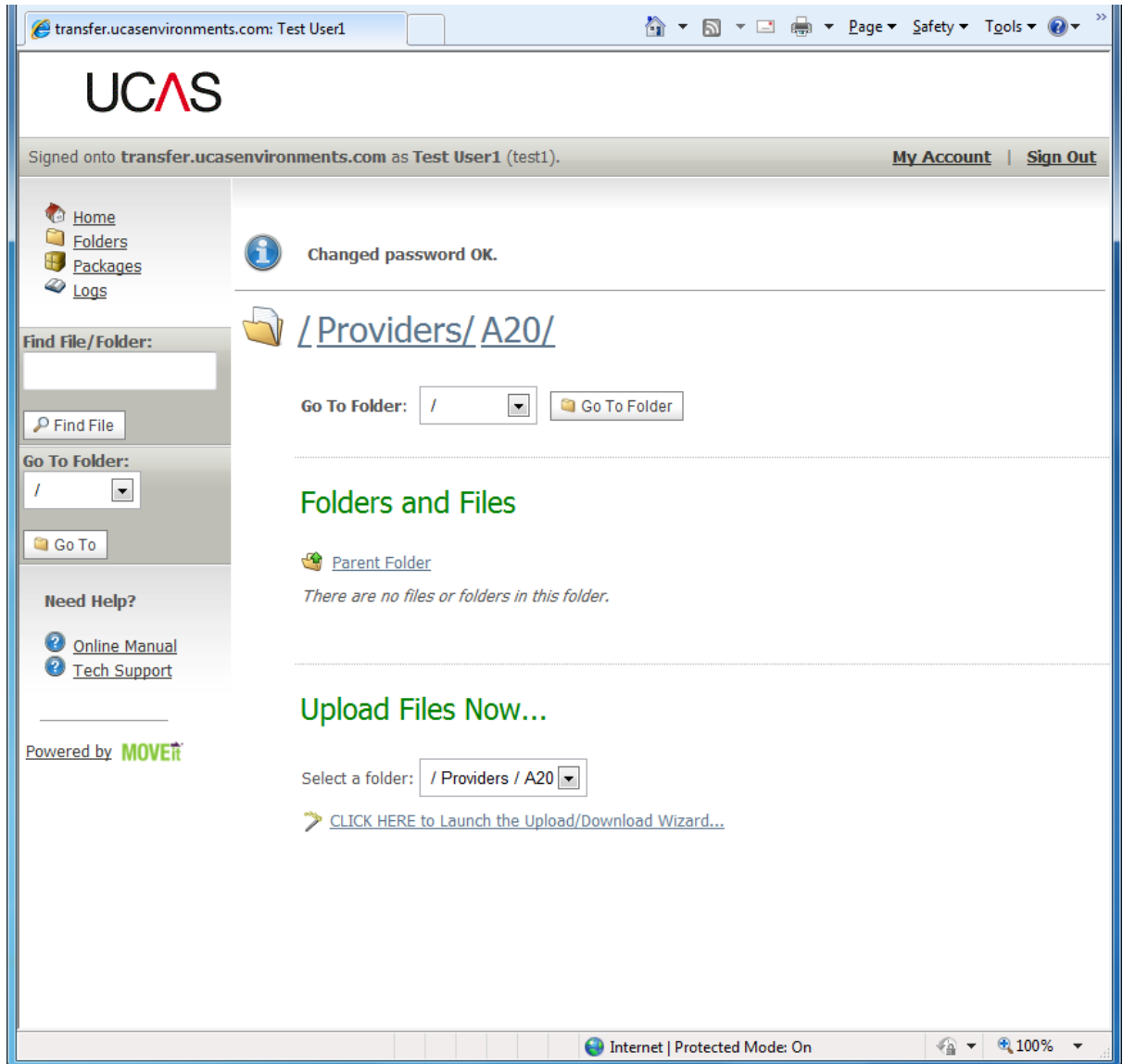
Your Username will be your email address.

The first time you log in, you will be asked to change your password. You will see a screen like this:

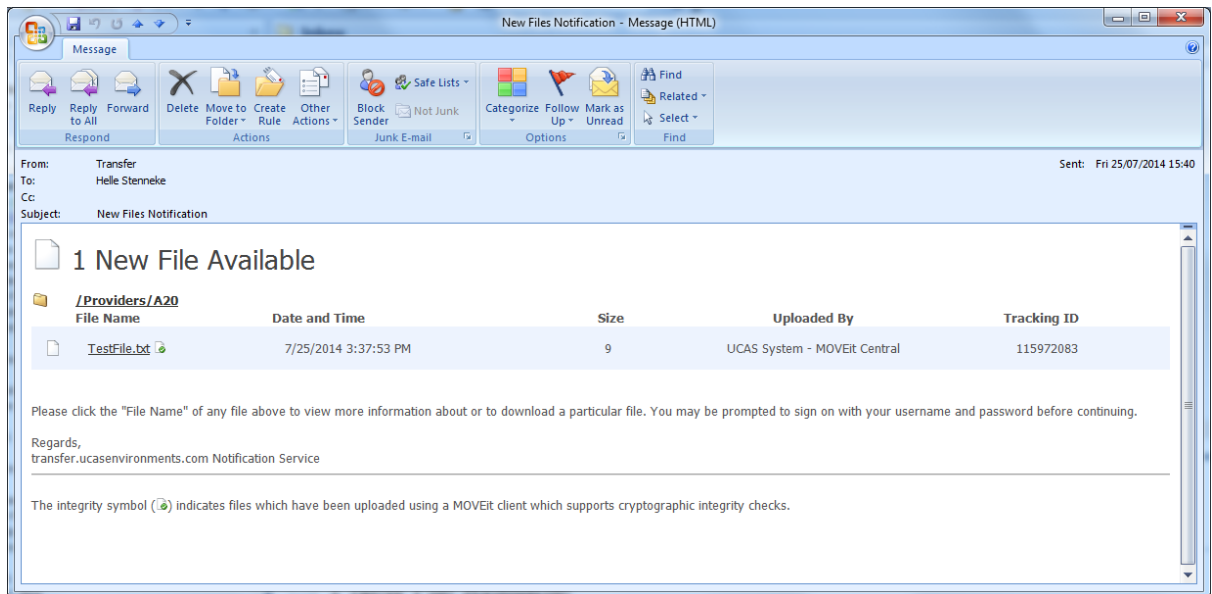


Your folder

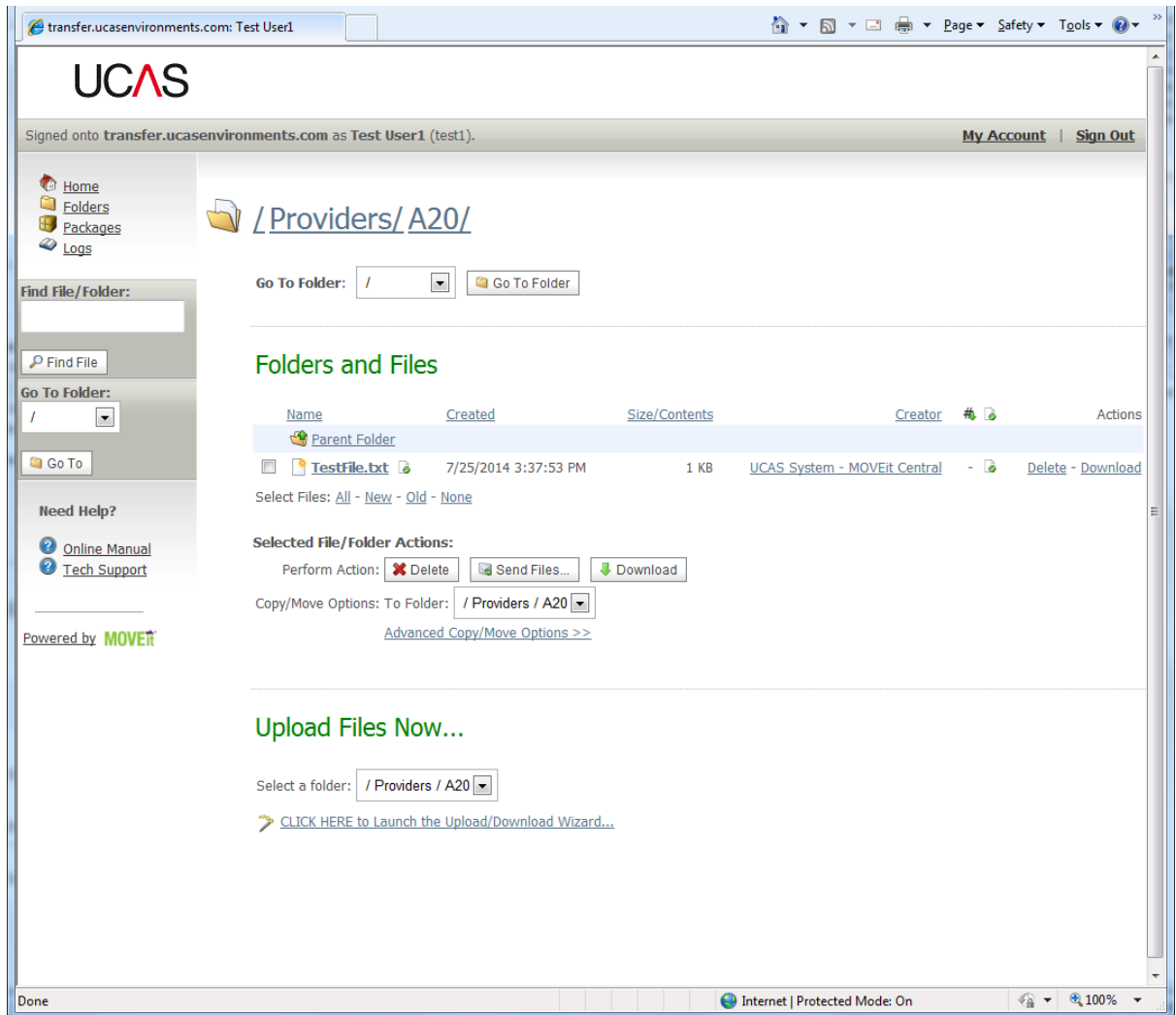
Once you have successfully logged in, you will see the home folder for your provider. This is shared by any members of staff your UCAS Primary Correspondent has requested.



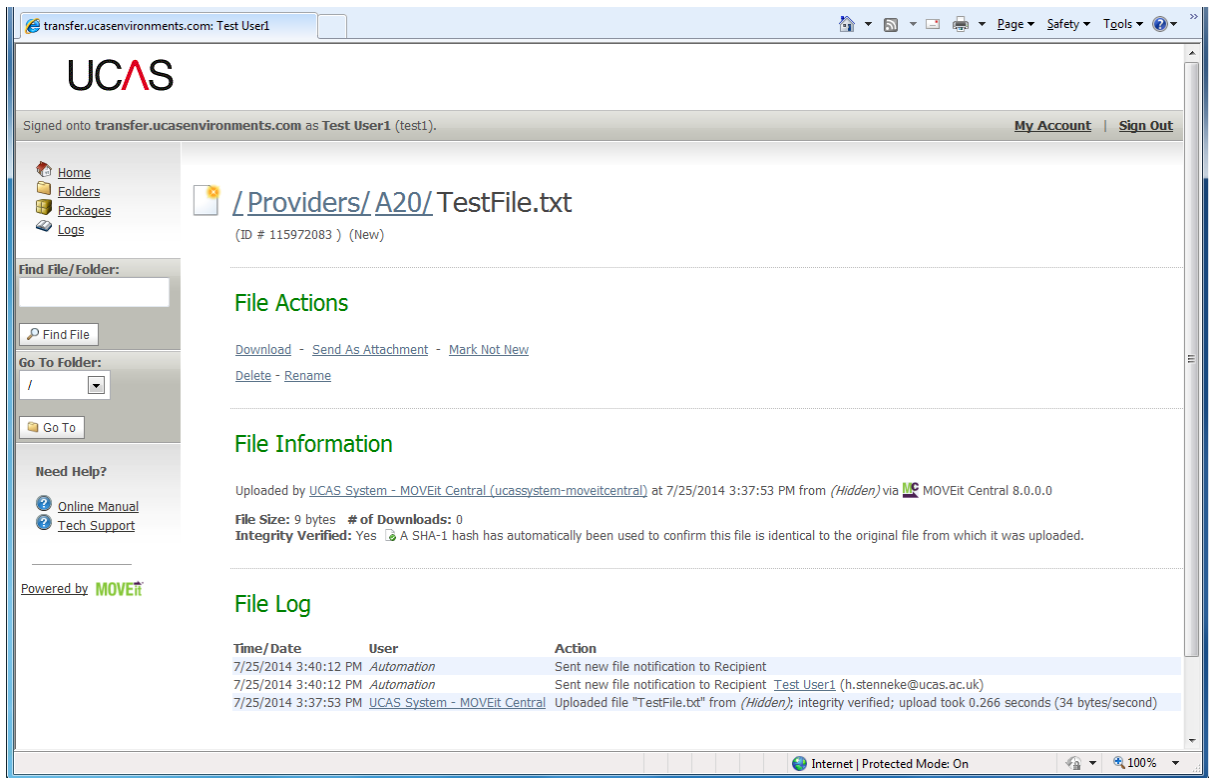
You will be sent an email when there is a new file to download.



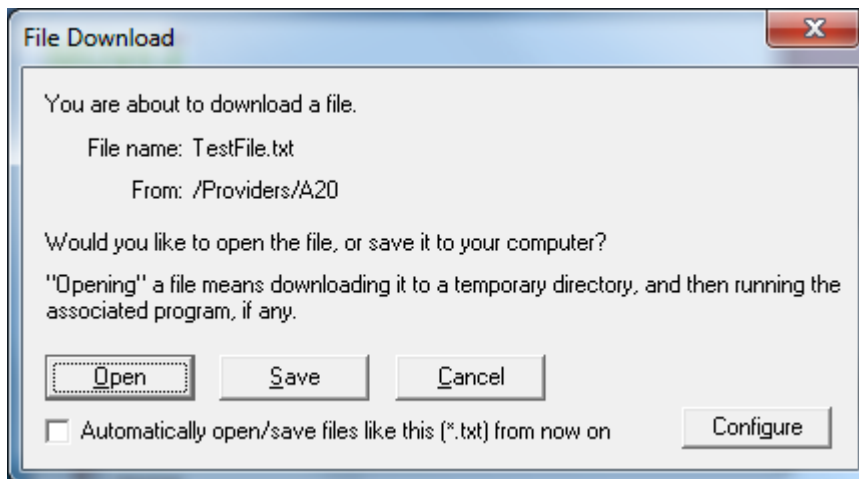
To access these files, log into the service and your home screen will list the files available to download.



Select the file(s) to be downloaded and press **Download**.



Your browser will present you with a dialog on what to do with the file. Note that this differs for each browser:



Notes on file retention

The purpose of this service is file transfer; it is not a system of record. When we make files available using this service they will remain available for download until we remove them.

While there are File Actions allowing you to delete files from system, any files that are removed by you will be re-transferred automatically after a short time and will result in you receiving an additional email notification of transfer. We suggest you do not use this function.

We are not currently allowing the uploading of files. Anything you upload into the folders will be automatically deleted.