

NJ Commission on Higher Education - Student Unit Record (SURE) system Instructions for using Secure File Transfer

Contact Gary Nigh and indicate that you would like to use Secure File Transfer to submit your SURE data files to the Commission. Gary will coordinate with NJ Office of Information Technology in setting up a username and password and will provide it to you. You will be able to change your password. (See step #4)

1. Create the plain text, or in the case of GRS data **ONLY**, an Excel, file you wish to submit, formatted in accordance with the appropriate SURE data dictionary, and save it on your system.

The filename **MUST** be **EXACTLY** the one specified for the file you wish to submit, **MUST INCLUDE THE %UID% WHERE INDICATED**, and **MUST BE ALL UPPERCASE**. **Do NOT replace the %UID% portion with your actual user id**. This will be done automatically by the system when the file is delivered to CHE's folder on the secure server. (This is an additional security feature, preventing another user from uploading a file which appears to be from you.)

- a. **DFE1109-%UID%.TXT** for Fall 2011 enrollment file
- b. **DSE1201-%UID%.TXT** for Spring 2012 enrollment file
- c. **DDC1110-%UID%.TXT** for FY 11 completions file
- d. **DDC11A-%UID%.TXT** for Summer 2011 completions (degrees conferred)
- e. **DYE1110-%UID%.TXT** for Fiscal year 11 Twelve month enrollment
- f. **DNE1110-%UID%.TXT** for Fiscal Year 11 non-credit enrollment
- g. **SSN118-%UID%.TXT** for Fall 2011 social security number updates
- h. **SSN122-%UID%.TXT** for Spring 2012 social security number updates
- i. **DTE1109-%UID%.TXT** for Fall 2011 New Transfers (Senior Publics)
- j. **GRS1109-%UID%.XLS** for 2011 IPEDS Graduation Rate Survey (selected institutions only)
NOTE: You can also use **GRS1109-%UID%.XLSX** if you're using Excel 2007, but make sure that the extension is in CAPS.
- k. **XPC-%UID%.TXT** (optional) filename to use to securely forward passwords or password hints to CHE for safekeeping on the secure server in case you forget.

NOTE : If you do not name the file in accordance with these instructions, the upload will still occur, but the file will **not** be delivered to CHE's folder for pickup. If you refresh the screen or logout and then log back in, the file you uploaded should have disappeared from your folder on sftcomm. If it hasn't, the filename was not recognized for automated handling. You can delete it from the server by clicking on the file options icon to the right of the filename. Check the filename carefully, rename it to the appropriate name from the list above, and upload again.

2. Using Internet Explorer or Mozilla Firefox, navigate to: **<https://sftcomm.state.nj.us>**
 - a. A popup may appear asking you to choose a security certificate. If it does, just press OK.
 - b. The first time you use the system on a particular computer you may be prompted to OK the installation of an ActiveX control from Tumbleweed Software. While not necessary, it will provide you with popups showing the status and progress of your uploads, and is highly recommended.

3. Logon using the userid and password provided.
NOTE: If you are submitting separate reports for additional campuses, you will need to **logoff** using the link in the upper right corner under the Tumbleweed logo and **logon again** using the userid that corresponds to the campus for which you want to upload a file. When you logoff, you will get a page which provides a logon link to facilitate this.
4. **OPTIONAL:** use the button in the upper right corner to change your password. **PLEASE REMEMBER IT!** (see 1.k. above) Resetting it has to be done by Office of Information Technology personnel, and will cause delays. In the future, access to Secure Transport may be migrated to the State Portal, which will allow for automated self maintenance of passwords and a facility to have a forgotten password emailed to the address you provide on registration and authentication.
5. Using the Browse button, select the file you have prepared and named according to the above instructions.
6. Press the Upload File button.
7. When the upload completes, you may be taken to a blank screen. If this occurs, hit the Back arrow in your browser. The file you uploaded should **NOT** appear. If you named it correctly, it will already have been moved to CHE's folder. (If it's still there, give it a minute or two and refresh the screen to check again before reporting a problem.) Some users have reported that the file appears in their folder after uploading with an additional ".txt" (or xls or xlsx) added after the correct extension (".TXT", XLS, or XLSX). The file will **not** be delivered to CHE in this case. Please see the note at the end of these instructions for a solution.
8. Logout and close the browser window once you have received the Transfer Complete message.
9. CHE will receive email messages on successful uploads and on successful transfers to our folder.

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NOTE: If your file was not delivered to CHE because of the problem described in #7 (an extra, lowercase ".txt", "xls", or "xlsx" at the end of the filename)

Please go to **My Computer...Tools...Folder Options...View...Files and Folders...Hide extensions for known file types** and make sure that the checkbox next to that option is **UNCHECKED**.

Then look in the folder where you saved the file on your computer and see what the filename shows up as. If the additional lowercase extension has appeared, right-click, select **rename**, and remove the extra extension. Then try uploading it again.