Foster Youth FAFSA Challenge Automated Process

How to configure WinSCP to upload files and download reports

1. Search for and open WinSCP. If WinSCP is not found, your IT department will need to download this program. Please follow your department's guidelines for submitting a software access request to IT.



2. When WinSCP is open, then click on "New Site" to start the configuration.

Minto?		1.0000000000000000000000000000000000000				55	н ×
Local Mark Files Corr	nmands Session	Options Remote Help					
田田市byechronia	- B	🛞 🎲 Queue -	Transfer Settings	Selauk 🔹 🌾 •			
🕼 New Session							
My documents	🗃 • 🗹 • 🐚	12 G A	2 -	100	The law and limited	2 In Find Fire	Pe
T (Delant - Thin	· X mills	Sa Login			- ×	New - 100 - 10	
		E Now Site		Senson			
Name	Size			The protocol:		Rights	Owner
🖌 -renne i transe				SFTP v			
12				Heatmanu:	Port number:		
ii.					22 (\$		
				User name:	Passivordi		
				12			
				Ease 🔻	Advanced 🖛		
	2.KB						
4	12 KB						
		Toris 💌	Warner -	Citizen et	Char Help		
		Lif the ultrafe data as at	and a section best free bus	a cause is deed			
		M show cogin clarge on se	a co ano viner ene es	A SEAS OF B DESCU			
0 B of 13.4 KB in 0 of 12				4 fiddan			
Not connected.							

			Select fille		
🌆 Login					– 🗆 X
New Site		Session File protocol: SFTP SCP FTP WebDAV Amazon S3 User name: Save		Password:	Port number: 22 💌 Advanced
Tools 🔻	Manage 🔻		🔁 Login 👌	Close	Help
Show Login dialog on start	up and when the last :	session is closed			

3. Under "File protocol:" click the drop down arrow and select "**Amazon S3**"

4. If it does not automatically populate, enter "s3.amazonaws.com" in the "Host name:" field.

Session	
File protocol:	
Amazon S3 🗸	
Host name: Po	ort number:
s3.amazonaws.com	443 🚔
Access key ID: Secret access key	:
Save 😽 Ad	vanced 🖛
Login 🔽 Close	Help
session is closed	

5. Enter the WinSCP Access Key ID from the access credentials provided to you. The Access Key ID is your Username. The Secret Access Key is your password. It is strongly recommended that you <u>do not enter</u> the WinSCP Secret Access Key as part of the configuration.

🌆 Login		- 🗆 X
🚅 New Site	Session File protocol: Amazon S3 ~	
	Host name: s3.amazonaws.com Access key ID:	Port number: 443 •
		Autorance I.
Tools Manage Show Login dialog on startup and when the	▼ Login ▼	Close Help

6. Next click the down arrow next to "Advanced..." and then click "Advanced..." from the drop-down list.

File protocol:	
Amazon S3 V	
Host name:	Port number:
s3.amazonaws.com	443 🚖
Access key ID:	Secret access key:
Enter Access Key Here	
and the second	
Save 🛛 Cancel	Advanced
Save Cancel	Advanced Session
Save Cancel	Advanced Session Advanced
Save Cancel	Advanced Session Advanced Edit Raw Settings
Save Cancel	Advanced Session Advanced Edit Raw Settings Transfer Settings Rule
Save Cancel	Advanced Session Advanced Edit Raw Settings Transfer Settings Rule Global Preferences
Save	Advanced Session Advanced Edit Raw Settings Transfer Settings Rule Global Preferences Logging

7. Click on Directories. Then, copy and paste into the "Remote directory" field the File Upload directory provided to you. Then click OK.

Advanced Site Settings		? ×	
Environment Directories Recycle bin S3 Connection Proxy TLS/SSL Note	Directories Synchronize browsing Remember last used directory Remote directory: /coe-foster-youth/UPLOAD_COE_FOSTER_YOUTH_D. Local directory: Local directory is not used with Explorer interface.	ATA/	Copy and paste the director provided to you into the Remote directory field. Click Ok.
	Directory reading options Directory reading options Cache visited remote directories Cache directory changes Resolve symbolic links Follow symbolic links to directories	² ermanent cache	
Color 🔻	ОК Са	ncel Help	

/coe-foster-youth/UPLOAD_COE_FOSTER_YOUTH_DATA/County Name

8. Click Save to save the configuration. The "Save session as site" window will pop up and you can change the Site Name. Example: Foster Youth File Upload. Then click Ok.

Save session as site	?	\times
Site name:		
Foster Youth File Upload		
<u>F</u> older:		
<none></none>		~
Save password (not recommended)		
Create desktop shortcut		
OK Cancel	He	lp

9. Then click Login. The "Secret access key" window will pop up. Enter your **Secret Access Key** provided to you to login. Click Ok.

🎦 Login		- 🗆 🗙
New Site	Session File protocol: Amazon S3 ✓ Host name: s3.amazonaws.com Access key ID: Secr AKIA Save ▼	Port number: 443 丈 et access key: Advanced 💌
Tools Manage Manage Show Login dialog on startup and wh	e Login	Close Help

Secret access key - Foster Youth File Upload

Connecting to host...

M





- 10. Repeat Steps 2-8 to configure the Report Download directory. In step 7, copy and paste into the "Remote directory" field the Report Download directory provided to you. See summary of steps without all the screenshots below:
 - a. Click on the New Session tab on the tool bar ribbon to start the process again.

🎦 Documents - Foster Youth File Upload - WinSCP
Local Mark Files Commands Session Options Remote Help
🕀 🔀 🔁 Synchronize 📗 🧟 🔯 🎒 Queue 👻 🛛 Transfer Settings Default
📮 Foster Youth File Upload 🗙 🚅 New Session
🗎 My documents 🔹 🚰 🔹 🔽 🔹 🖘 🔹 💼 🔂 🏠 🔁 🔁
🕼 Upload 👻 📝 Edit 👻 🚮 🕼 Properties 📑 New 🗸 💽 💌
C:\Users\

- b. Click on New Site. Then, select Amazon S3. Enter the same Access key ID.
- c. Click Advanced. In Remote directory copy and paste the Report Download directory provided to you. Click Ok.

/coe-foster-youth/REPORT_COE_FYSCP_FAFSA_CAADA_DATA/County Name

- d. Click Save, rename Site name. Example: Foster Youth Report Download. Click Ok.
- e. Click Login. Enter the same Secret Access Key.
- **11.** Accept any certificate warnings.
- 12. After completing the configuration for the File Upload directory and the Report Download directory, you will now be logged in and can use WinSCP as required to upload your files and download your reports. You have completed the one time set up and will now only need to enter the Secret Access Key each time you are ready to upload a file or download a report.

13. Once logged in, the left window is the local folder with files from your computer. The right window is the remote S3 bucket folder.

Local Mark fil	les Commands Session Options Remote Help nchronize - P R (@ @ Queue -) Transfer Sattings File Upload X - Experts Youth Report Download X R New Set	Default + 💋		
My documer	nts • 🚰 • 🔽 • 1 + - + - 1 🖻 🕄 🏠 🦉 🥵 🔐 Elle - X 🛃 Dy Propinter 🖆 New + 1 🕂 🖂 🕅	Coe-foster-youth	🥌 - 👿 - 100 - 100 - 100 20 110 2011 - X 2012 Dimensione 😰 N UPLOAD_COE_FOSTER_YOUTH (_DATA/San-D	🐮 🙆 Find Files 🤹 low + 👍 🖃 🗑 liego/
Name	Size Type Changed	Name R	Size Duringed	Rights Owner
0 9 of 13.4 KB in 0) of 12	4 hidden 0 B of 127 KB in 0 of	17	

14. You have successfully configured WinSCP! Now you will only have to enter your Secret Access Key each time you want to Upload a file or Download a Report. Please see the "How to Upload a File – Foster Youth FAFSA Challenge" instructions to learn how to upload a file and download a report.