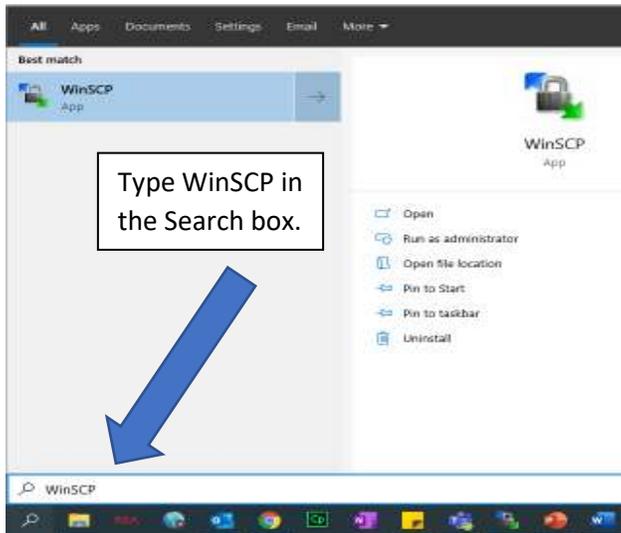


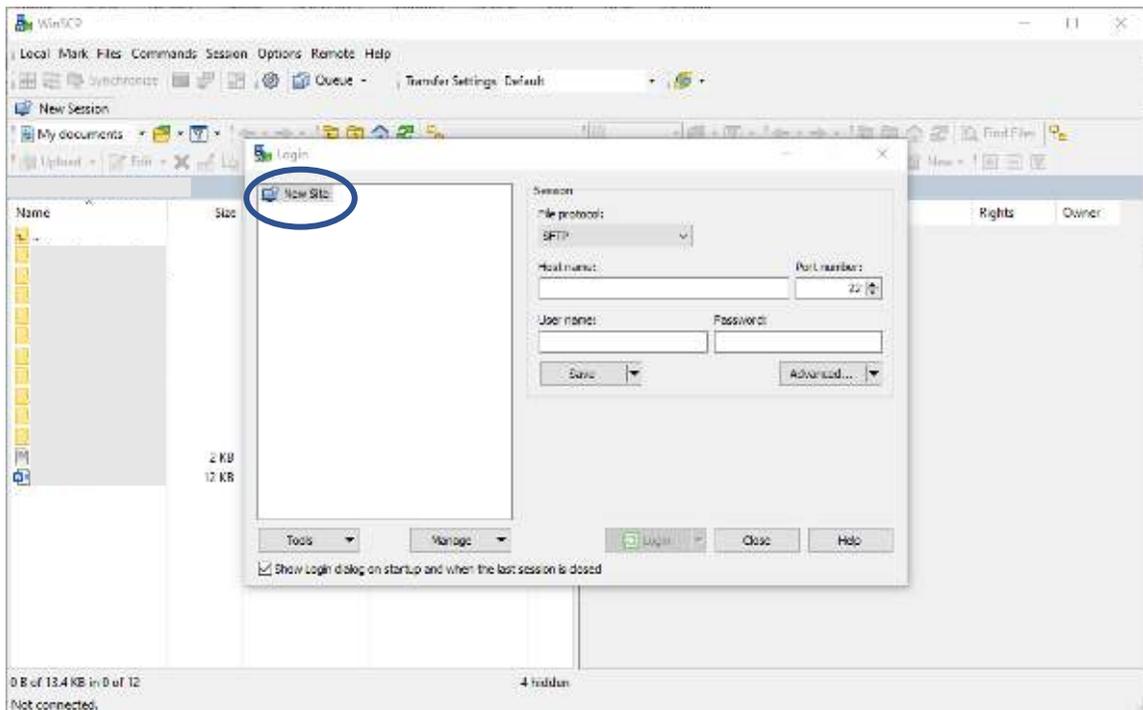
Foster Youth FAFSA Challenge Automated Process

How to configure WinSCP to upload files and download reports

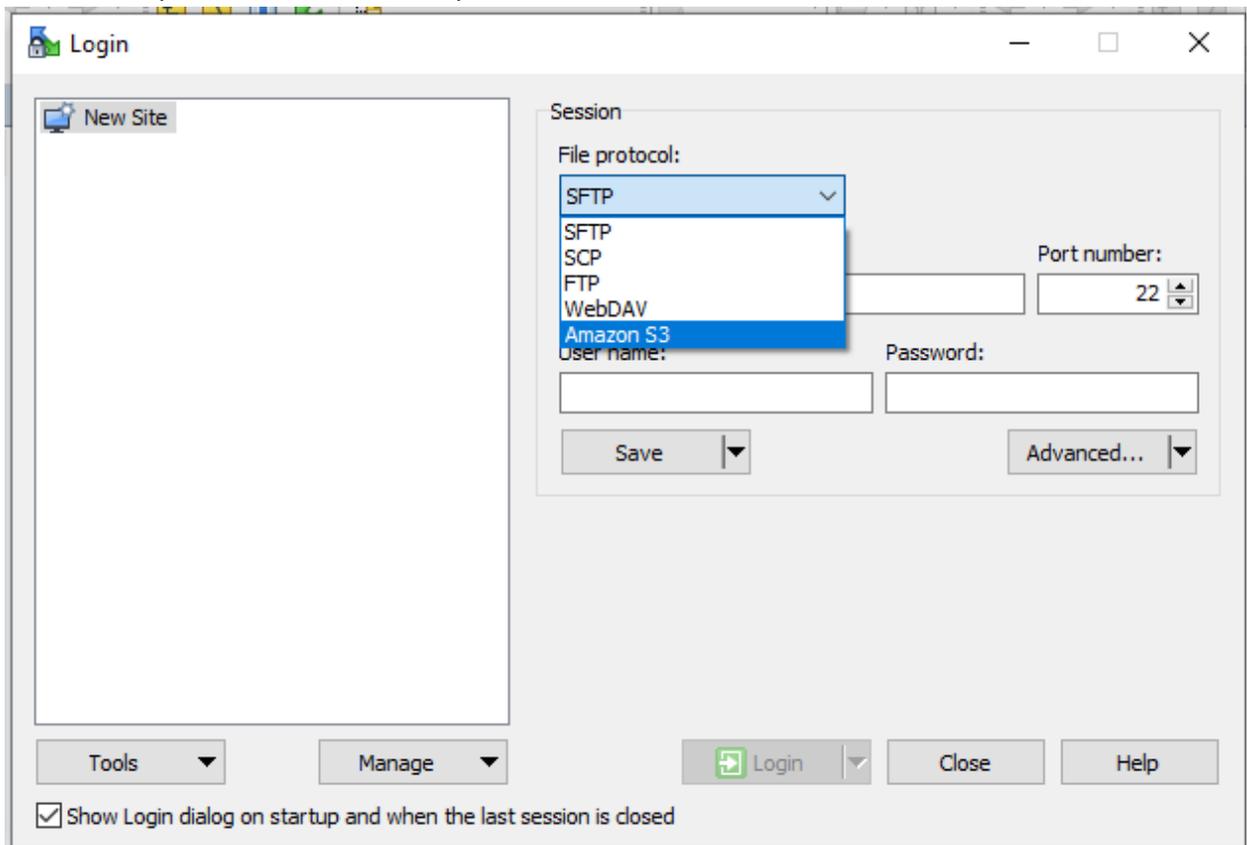
1. Search for and open WinSCP. If WinSCP is not found, your IT department will need to download this program. Please follow your department's guidelines for submitting a software access request to IT.



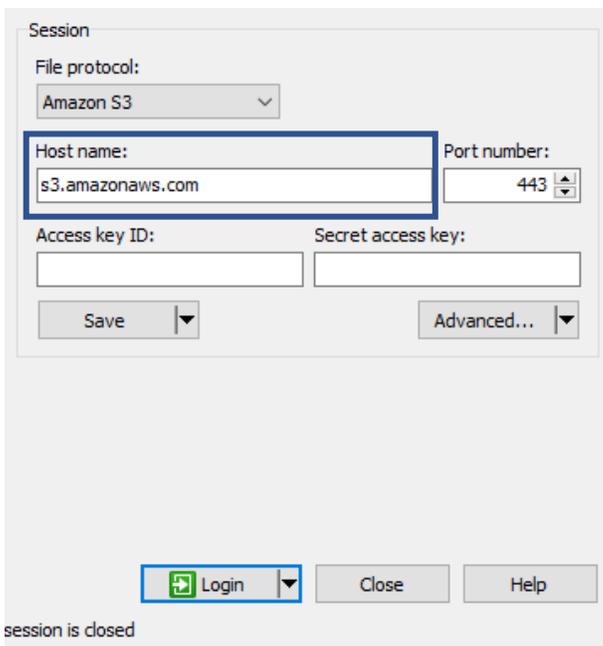
2. When WinSCP is open, then click on "New Site" to start the configuration.



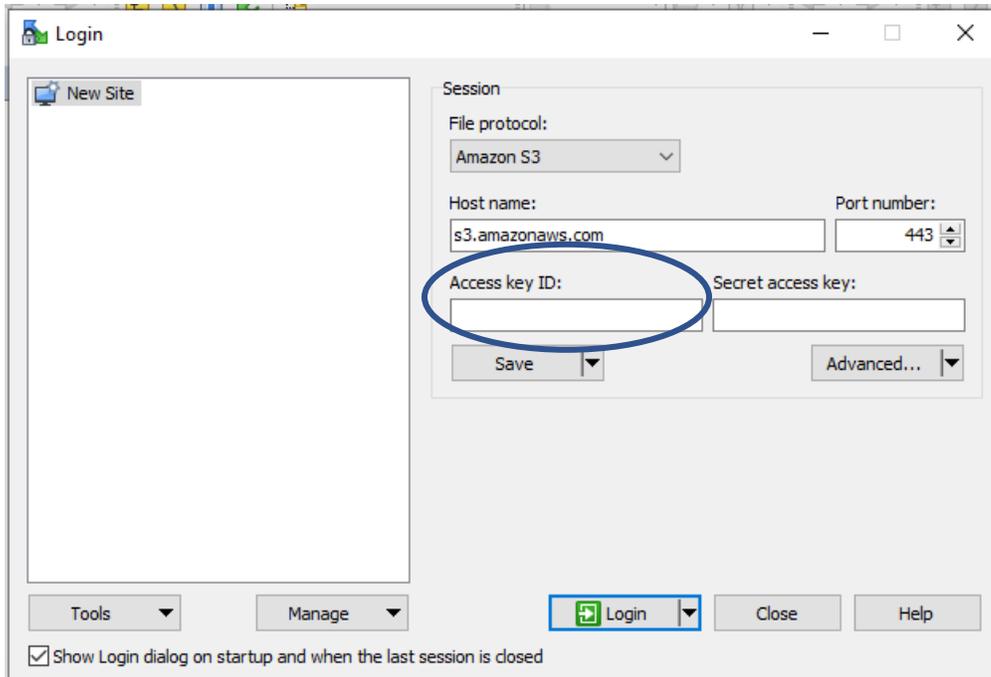
- Under "File protocol:" click the drop down arrow and select "Amazon S3"



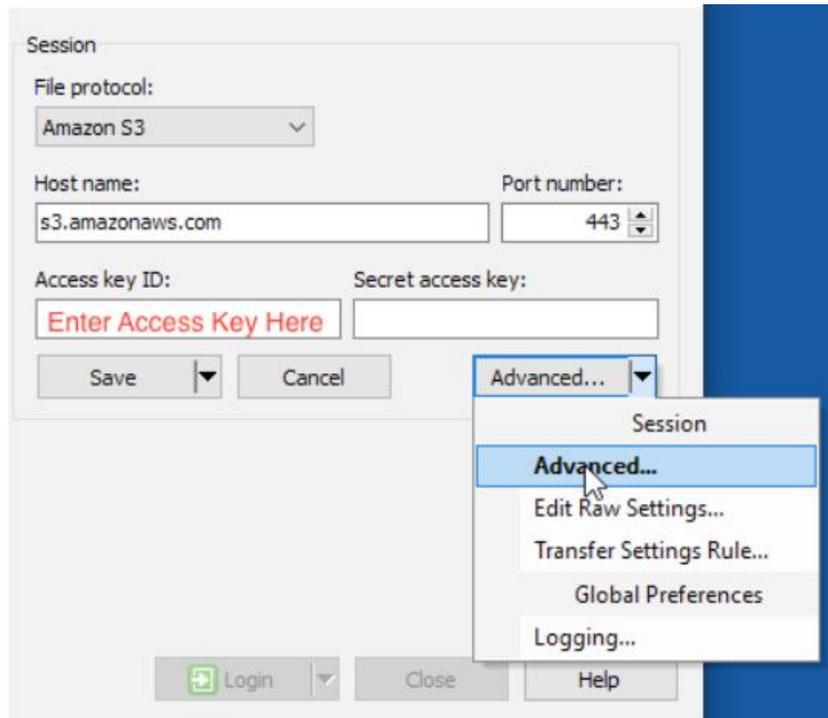
- If it does not automatically populate, enter "s3.amazonaws.com" in the "Host name:" field.



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 do not enter the WinSCP Secret Access Key as part of the configuration.

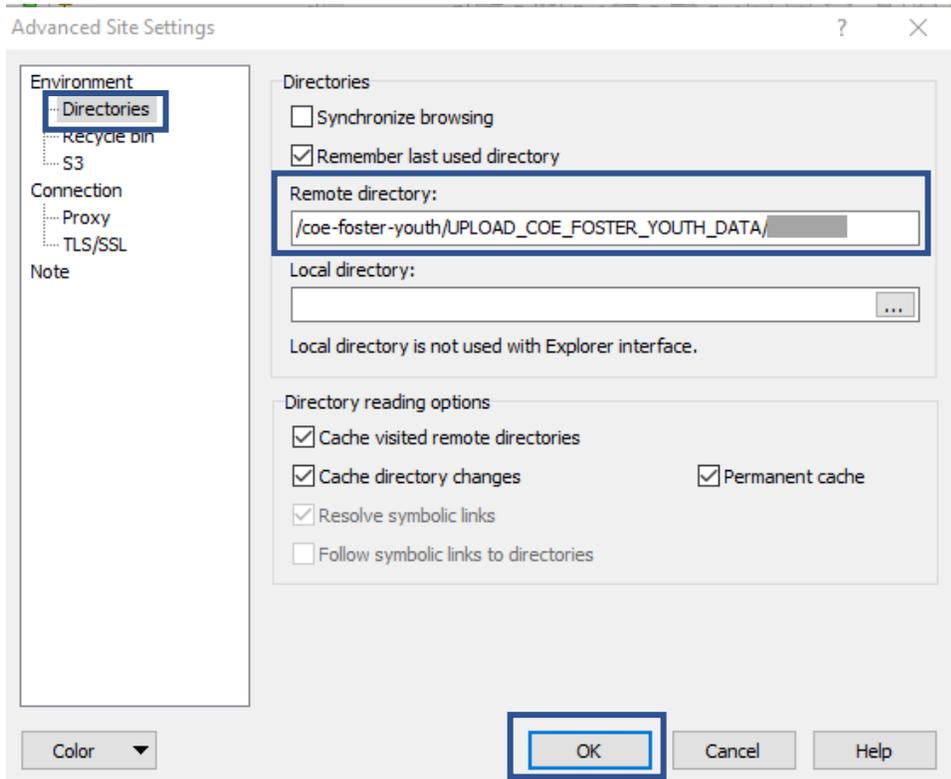


6. Next click the down arrow next to “Advanced...” and then click “Advanced...” from the drop-down list.



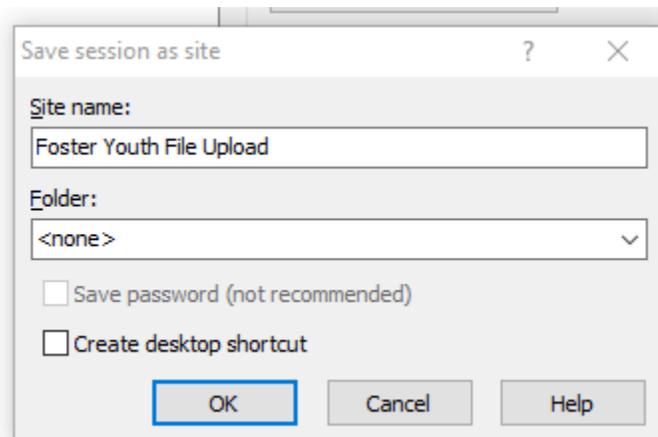
7. Click on Directories. Then, copy and paste into the “Remote directory” field the **File Upload directory** provided to you. Then click OK.

/coe-foster-youth/UPLOAD_COE_FOSTER_YOUTH_DATA/**County Name**

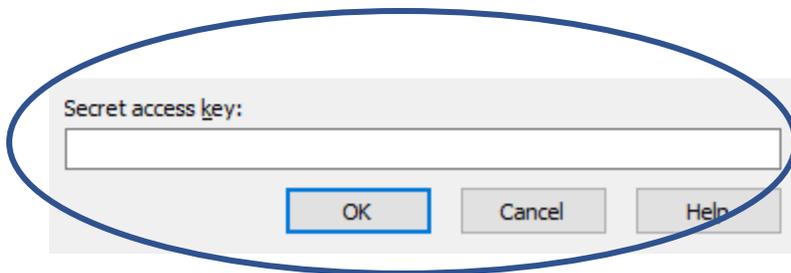
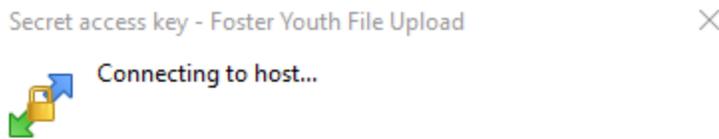
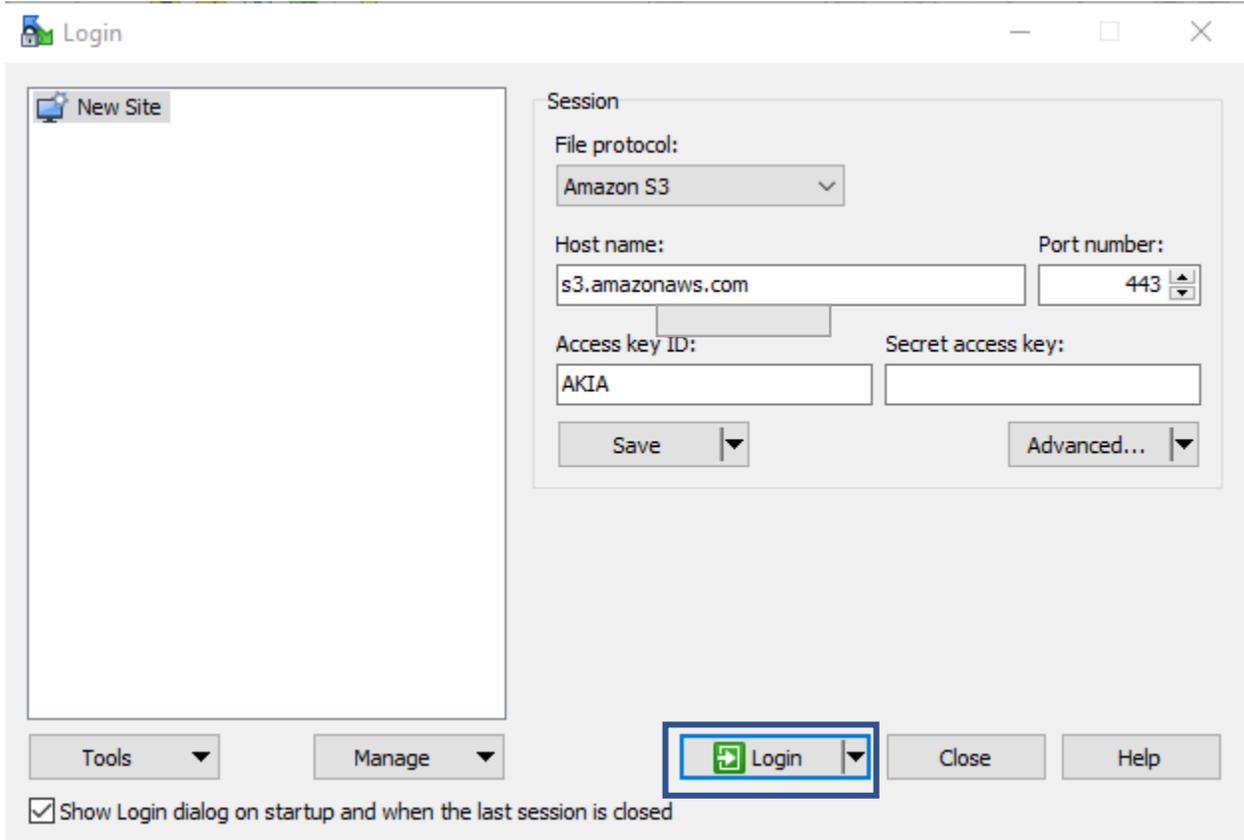


Copy and paste the directory provided to you into the Remote directory field.
Click Ok.

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.



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



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.



- 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.

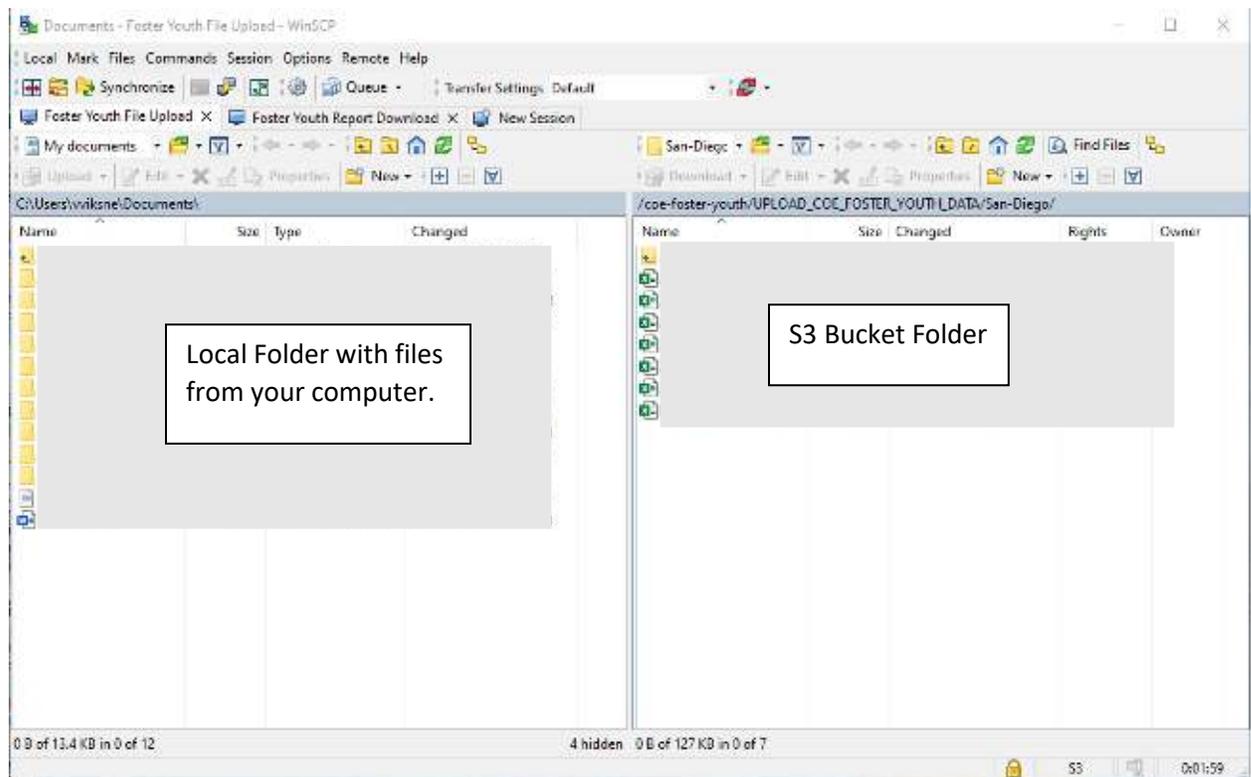
/coe-foster-youth/REPORT_COE_FYSCP_FAFSA_CAADA_DATA/**County Name**

- 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.



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.