

Guidance for data transfer

Thank you for your participation in the **back on course** scheme. This document provides step by step instructions on the process of passing student data to **back on course**. You will be uploading this data to a secure server at UCAS over an encrypted connection. Technical details about the security of the transfer are included in Appendix 1.

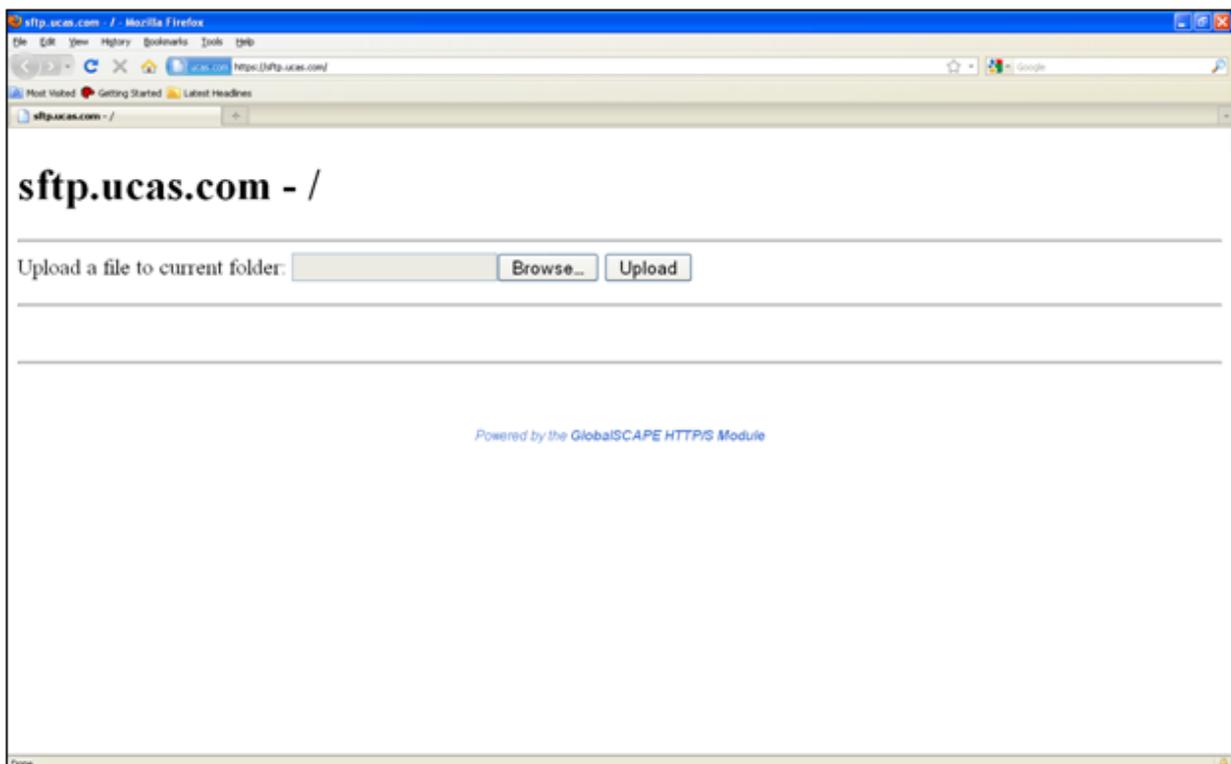
If you have any difficulty completing this process then please contact the **back on course** co-ordinator on 0161 902 3611.

Before Data Transfer

1. Please check that the file has been saved and formatted in accordance with the Data Requirements document (available from the **back on course** co-ordinator).
2. Make sure that you have closed the file, and that you remember where it is saved.

Data Transfer

1. Open your internet browser and navigate to <http://www.backoncourse.ac.uk/data-portal>
2. Follow the link which says, 'To upload data, please click here'. This is a line of blue text located in the middle of the screen.
3. A dialogue box will open, it will ask you for a user name and password. Your user name is bochei.sftp (please note this is case sensitive) and **you do not need a password**.
4. The dialogue box will ask if it should remember your details. Please make sure this option is **not** ticked. If the dialogue box displays saved details from a previous transfer, please overtype them with the username bochei.sftp and make sure the password field is blank. Click OK.
5. You will be taken to the following upload page:



6. Click the browse button. This will open a 'choose file' dialogue box, which allows you to select the file you wish to upload.
7. Locate the file you wish to upload, click on the file name once to select it, and click the 'Open' button.
8. The file path and name will appear in the 'upload a file to current folder' field on the upload page.
9. Click 'Upload'.
10. The file path and name will disappear from the 'upload a file to current folder' field. This means that your document has successfully been uploaded. Please note that you do not receive a confirmation message. The upload page will appear as it had at the start of the process.
11. The file will be uploaded to the Secure FTP Server at UCAS for retrieval by Application Support. Only the SFTP administrators are able to retrieve files once they have been uploaded.

Thank you for uploading your data.

If you have experienced any difficulty completing this process then please contact the **back on course** co-ordinator on 0161 902 3611.

Appendix 1 Technical Details

The address of the data portal used to upload your data to the secure server is <https://sftp.ucas.com/>

You may like to keep the following for reference although it is not necessary to understand this to successfully complete a data transfer.

HTTPS (Hypertext Transfer Protocol Secure)

HTTPS is used to access secure Web servers when authentication and encrypted communication is desired. Using HTTPS instead of HTTP directs the message to a secure port number rather than the default Web port number of 80. The session is then managed by a security protocol. HTTPS encrypts the session data using the SSL (Secure Socket Layer) protocol, which ensures protection from eavesdroppers and man-in-the-middle attacks.

SFTP (Secure File Transfer Protocol)

SFTP is a program that uses SSH (Secure Shell protocol) to transfer files. Unlike standard FTP, it encrypts both commands and data, preventing passwords and sensitive information from being transmitted in the clear over the network. It is functionally similar to FTP, but because it uses a different protocol, you can't use a standard FTP client to talk to an SFTP server, nor can you connect to an FTP server with a client that supports only SFTP.