

Special Education Child Count December 1, 2015

Secure File Transfer Instructions

DUE

**12/1/2015 Child Count Collection
Due No Later Than December 15, 2015**

**6/30/2016 Exiting Collection
Due No Later Than July 15, 2016**

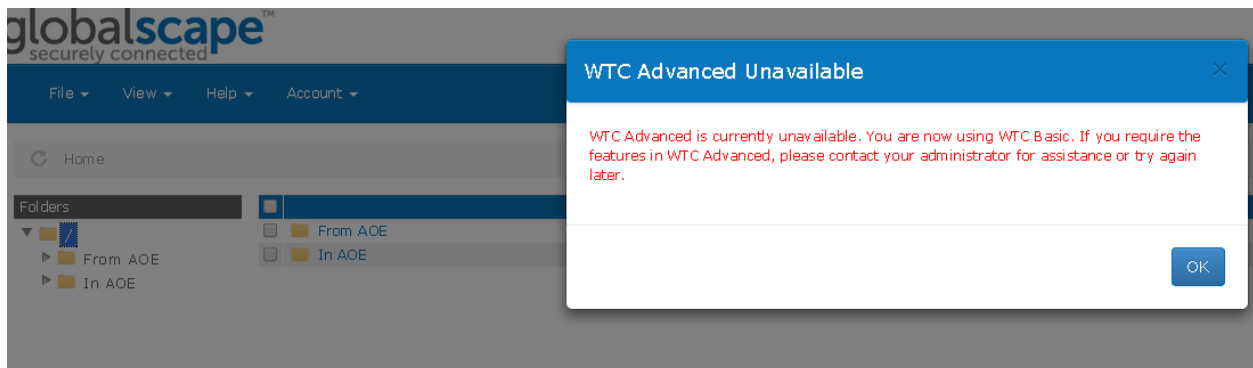
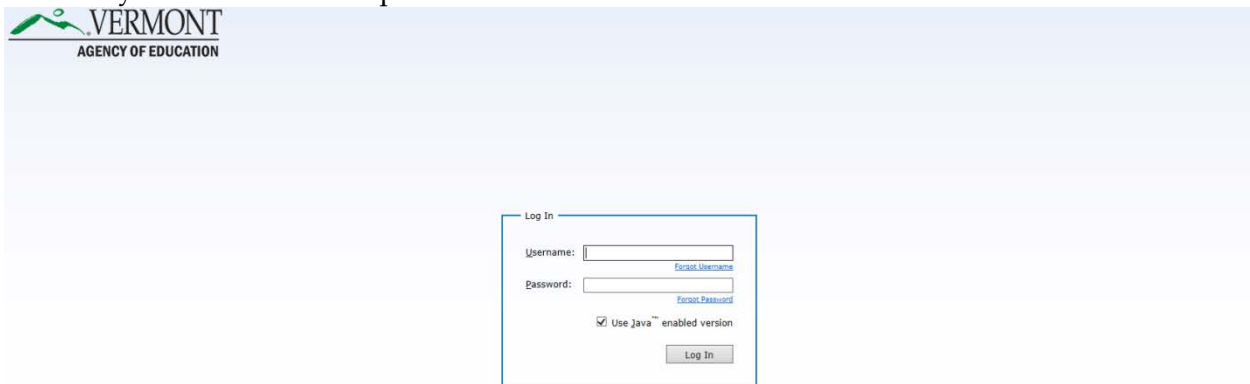
IT Team: Data Management & Analysis

(802) 479-1044

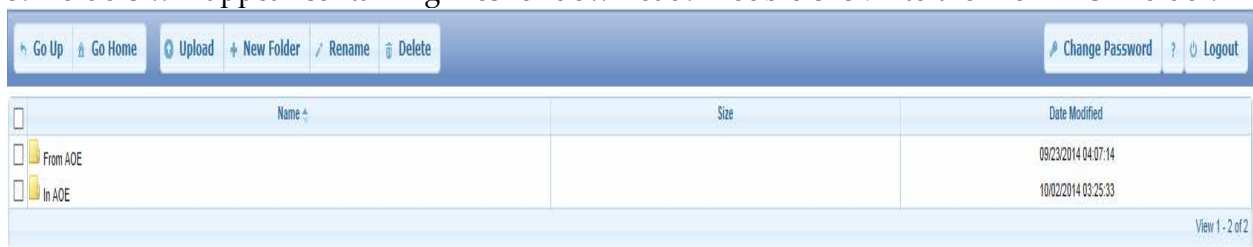


To Download

1. Go to the [Globalscape Secure EFT](#) website.
2. Enter your username and password.



3. Folders will appear containing files for download. Double click into the From AOE folder.



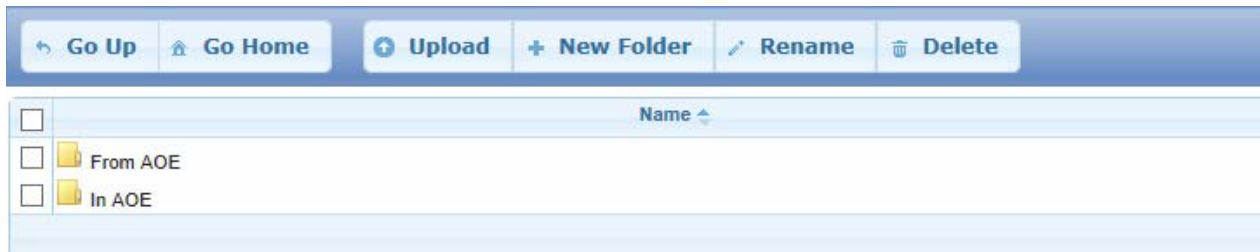
4. Select your file for download and double click to download your file. At the bottom of the screen, it may prompt you to “Run” or “Save” the program either option is fine but “Run” is preferable.



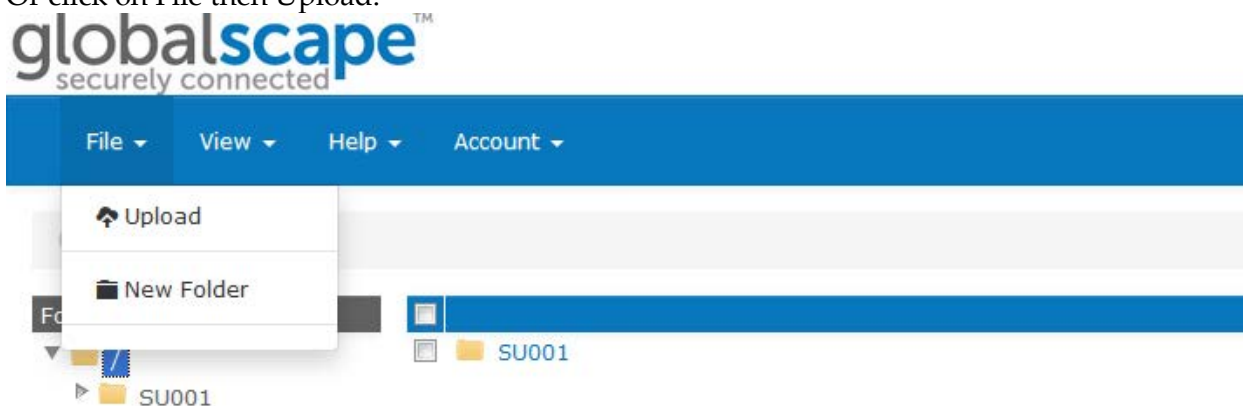
5. You will be prompted to unzip your database.

To Upload

1. Go to the [Globalscape Secure EFT](#) website.
2. Enter your username and password.
3. Select the upload button.

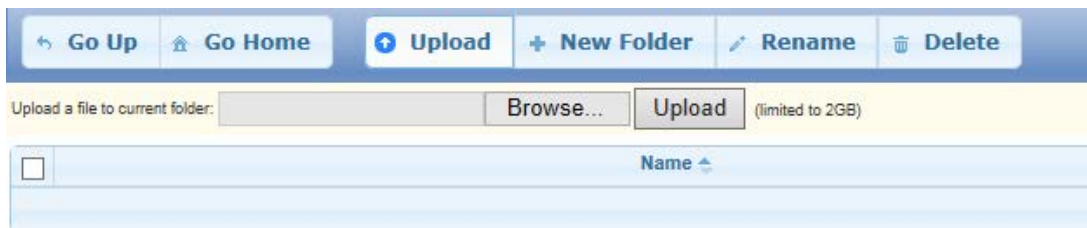


Or click on File then Upload.

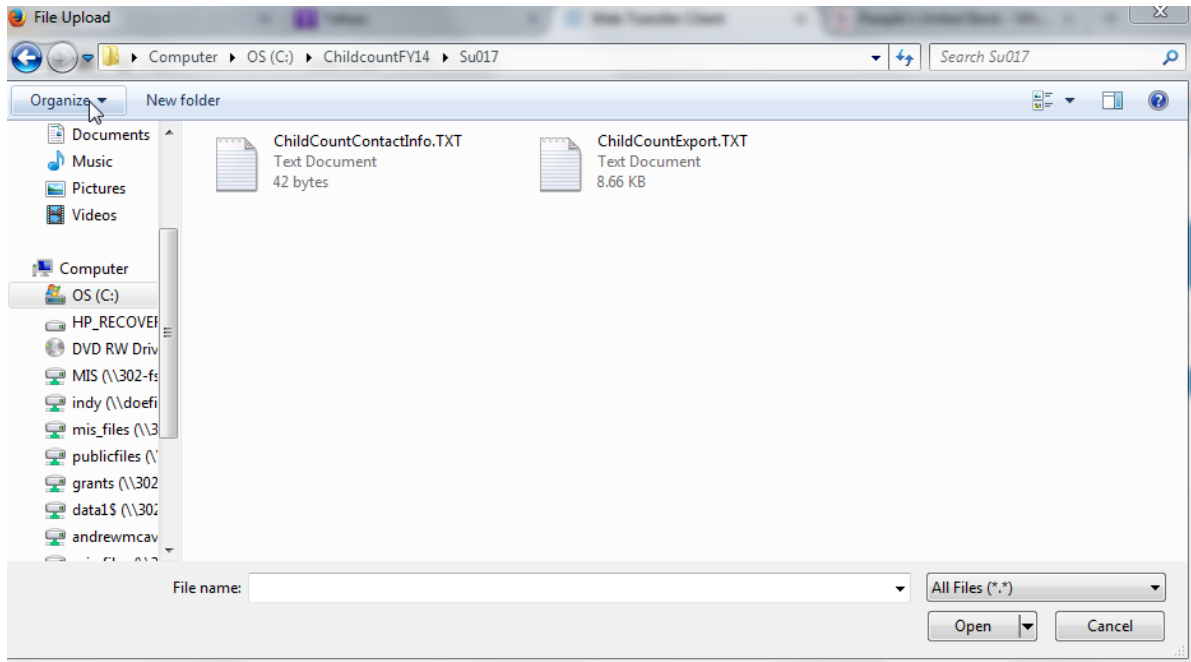


4. Double click into the To AOE folder.

5. Click browse



6. Select your file. Please note you will have to upload each file individually.



7. Select your file and click “Open”. Click “Upload” and repeat for the remaining files.

