SFTP File Transfer and Submission Instructions
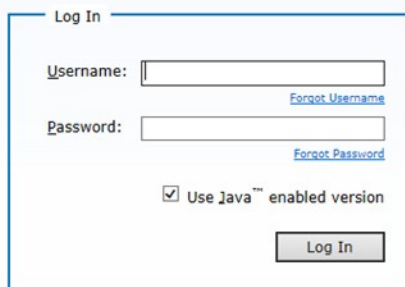
Agency of Education (AOE) Secure Folder

The Globalscape Secure File Transfer Site (SFTP) is where the Early College (EC) Enrollment and Snapshot Data spreadsheet needs to be uploaded. All usernames and passwords will be provided by the AOE to the designated college contact.

To Upload

1. Go to the Globalscape Secure File Transfer Site
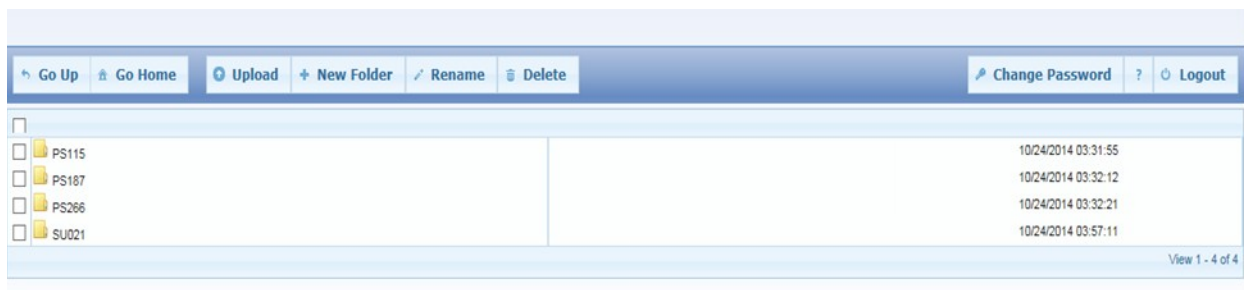2. Enter your username and password.

3. Double click on the folder you would like to upload to. In this case, select the Early College folder.
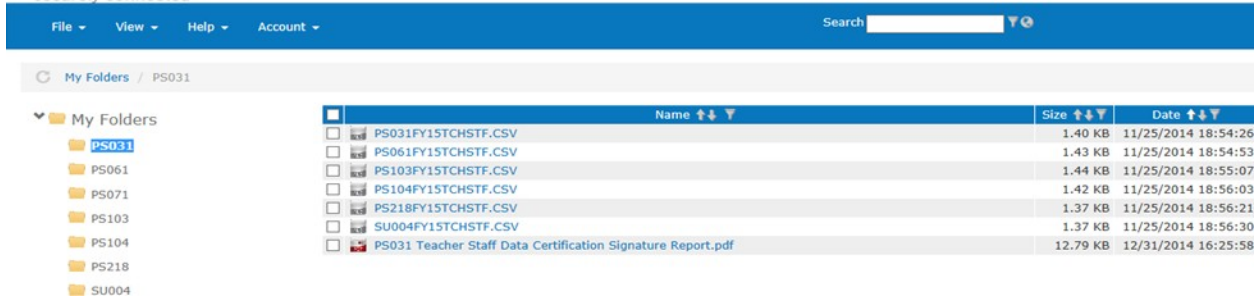

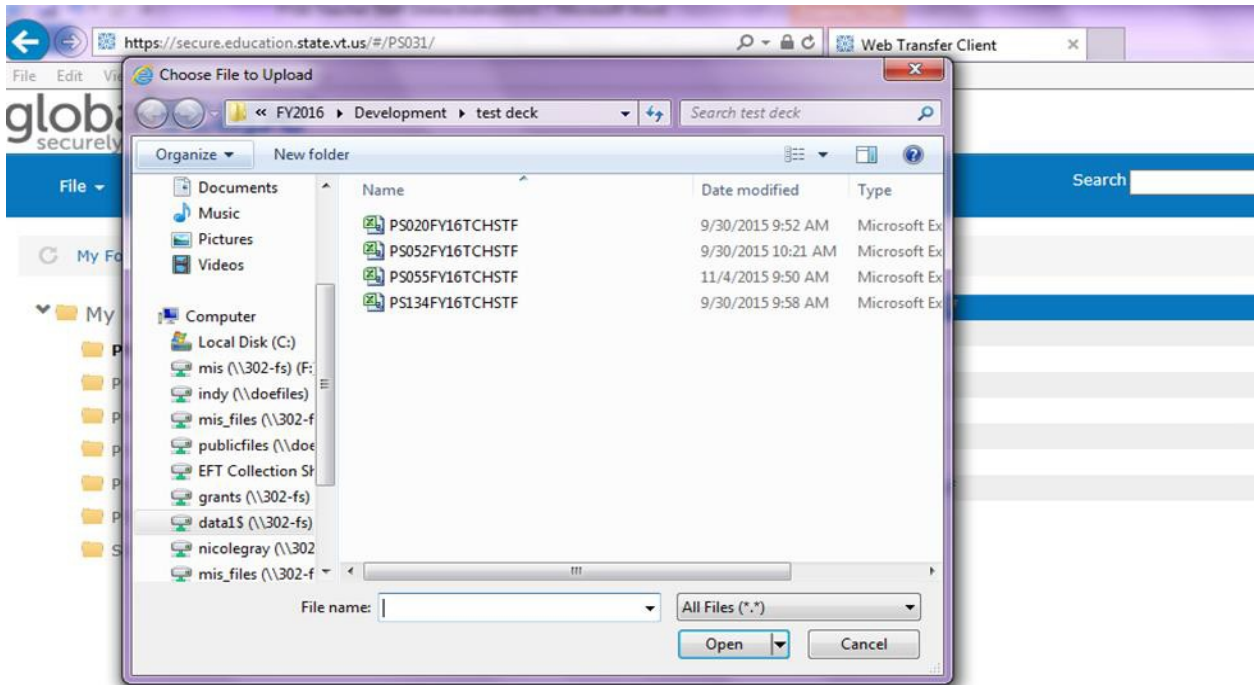4. Select the File button. Select File Upload.

Contact Information:

If you have questions about this document or would like additional information please contact:

Student Pathways Division at AOE.EarlyCollege@vermont.gov

5. Double click the file you want to upload.

6. Your file will appear in the file list on the right. Please note you will have to upload each file individually.

7. Please follow the appropriate naming conventions for each file you upload. In the "SchoolName" section of the file name please use your designated college.

   ECEnrollment_Upload_SchoolName_11_15_2021.xlsx.
   Example: ECEnrollment_Upload_Norwich_11_15_2021.xlsx.

Questions?

All questions related to eligibility, processes and participation in the program should be directed to, AOE.EarlyCollege@vermont.gov, Agency of Education.

Technical questions related to the EC Enrollment Snapshot Data spreadsheet upload should be emailed to AOE - SLDS Support Group at AOE.SLDSSupportGroup@vermont.gov.

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