

Submitting the Student Attendance Report Securely

- Grantees/Subgrantees need to submit the Student Attendance Report via a secure method to protect student information to follow FERPA.
- ADE has set up a Secure File Transfer Protocol server for 21st CCLC sites to upload their Student Attendance Reports.
- First, each site will need to have special software on their computer in order to upload the file into the server in a secure way. If you do not have a File Transfer Protocol (FTP) Client already installed on your computer, the below guidance will give directions on how to download one client, although there are many others. The client shown is free and easy to use.
 - If you have already have a FTP client, please upload the Student Attendance Report using the following information:
 - **Host name: sftp.azed.gov**
 - **Username: ADE_R&E**
 - **Password: TYegw2A6**

WinSCP

- One option is WinSCP. It can be found at: <http://winscp.net/>.
- From this page, select “Go to Download Page.”

WinSCP
Free SFTP, SCP and FTP client for Windows

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WinSCP News

WinSCP 5.5.3 released

The most important changes/additions are: Published: 2014-04

- Fix for CVE-2014-0160 OpenSSL vulnerability
- Improvements for running under Windows

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- On this page, you can start the downloading process by opening the “Installation package.”

WinSCP Downloads

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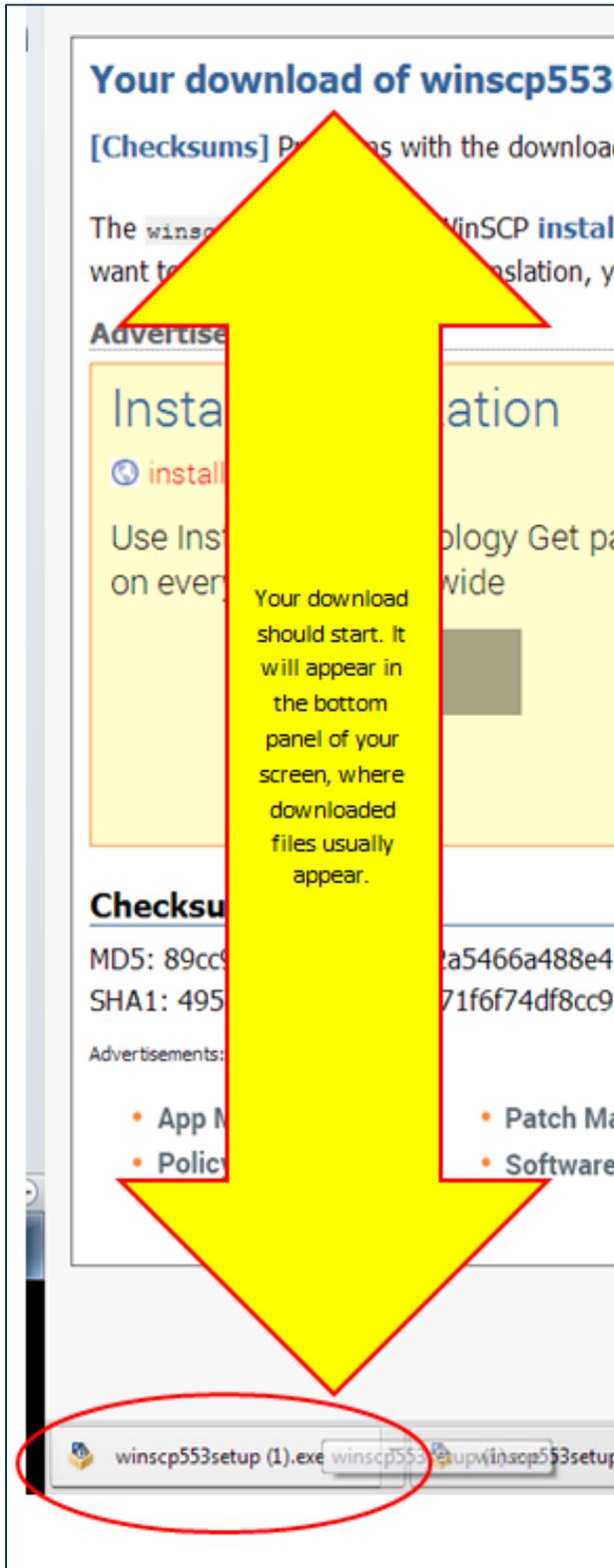
WinSCP 5.5.3 Released:

- [Installation package \(5.5.3\)](#)
- [Portable executables \(4.2 MB; 725 downloads to date\)](#)
- [.NET assembly / COM library \(0.1 MB; 497 downloads to date\)](#)
- [Source code \(9.6 MB; 371 downloads to date\)](#)

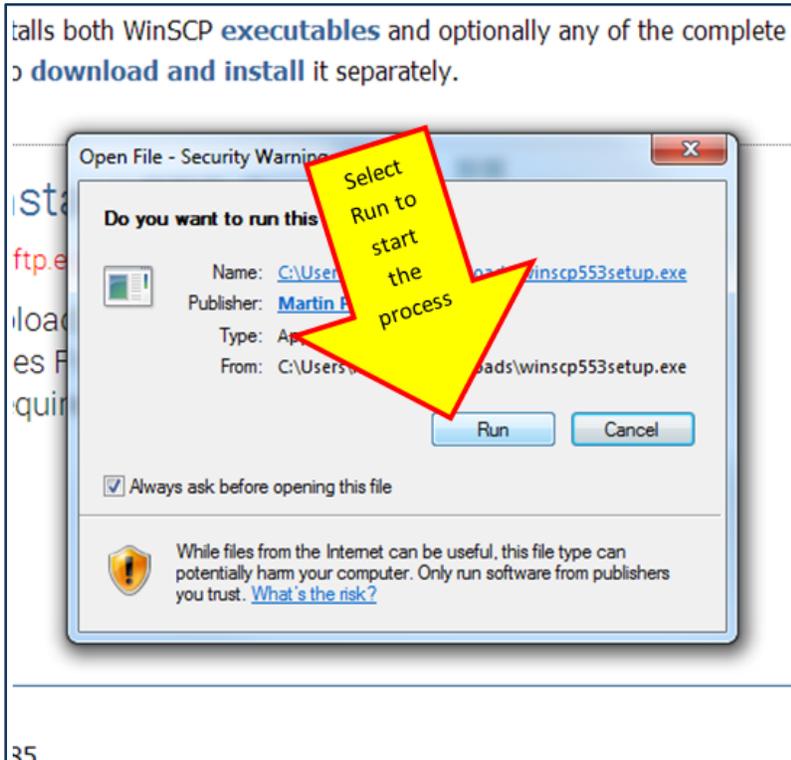
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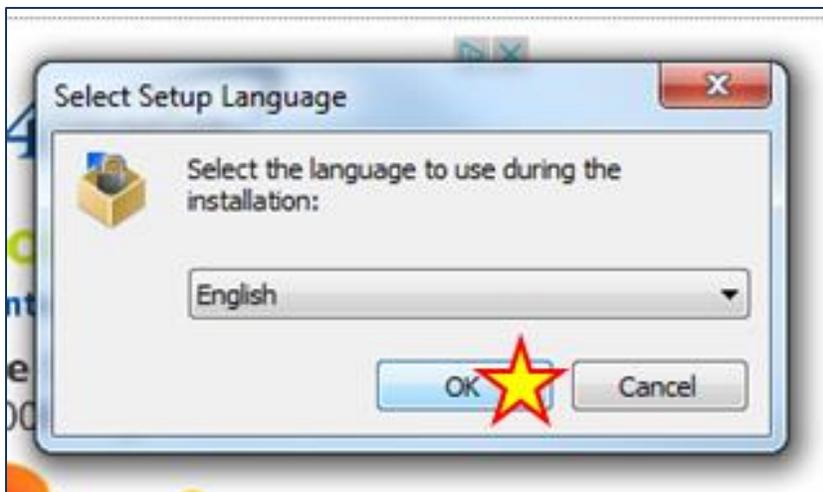
- You will be taken to a page that says your download is in progress. The file should appear in the bottom pane of your screen.



- A screen will open, asking you if you want to run this program. This is standard, select “Run.”

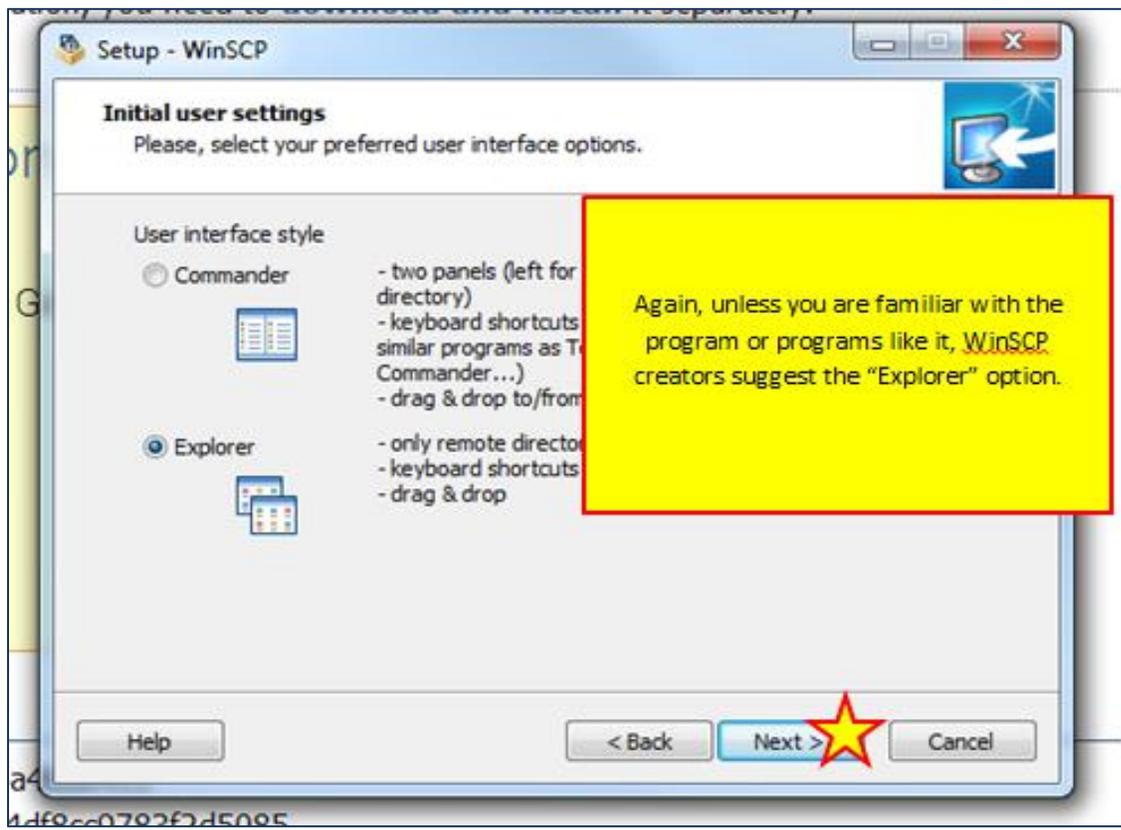
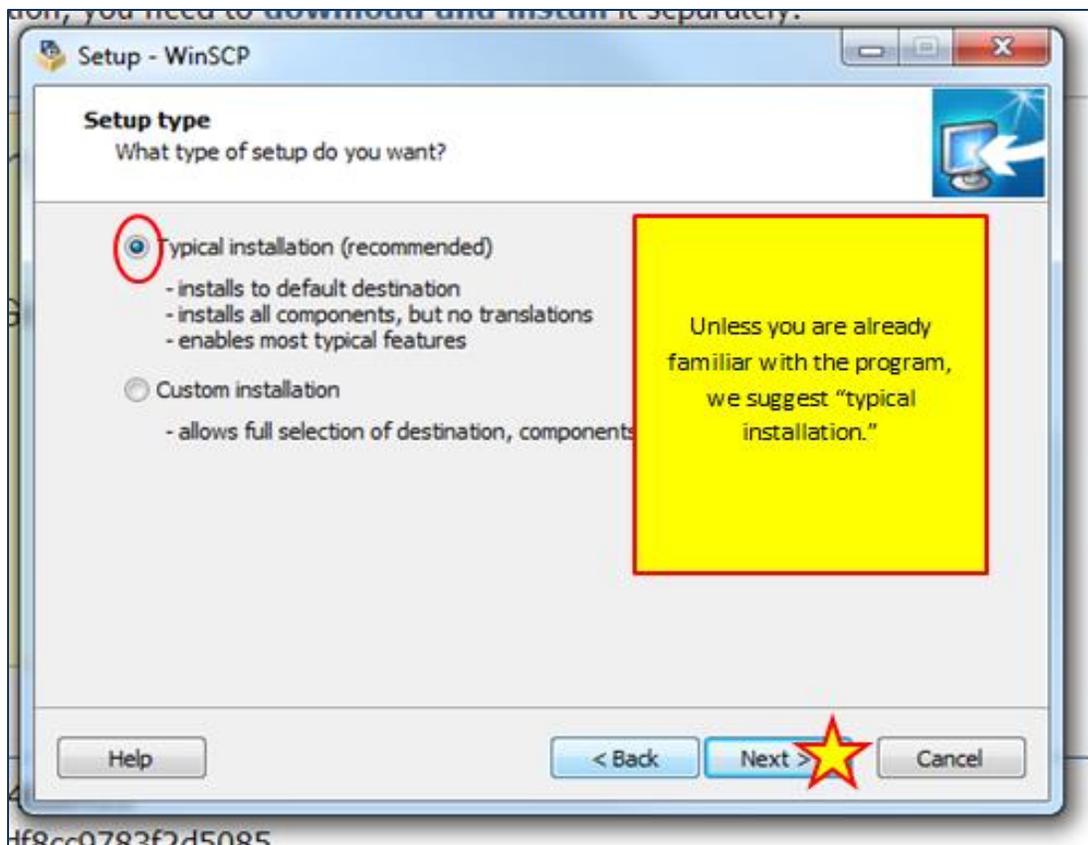


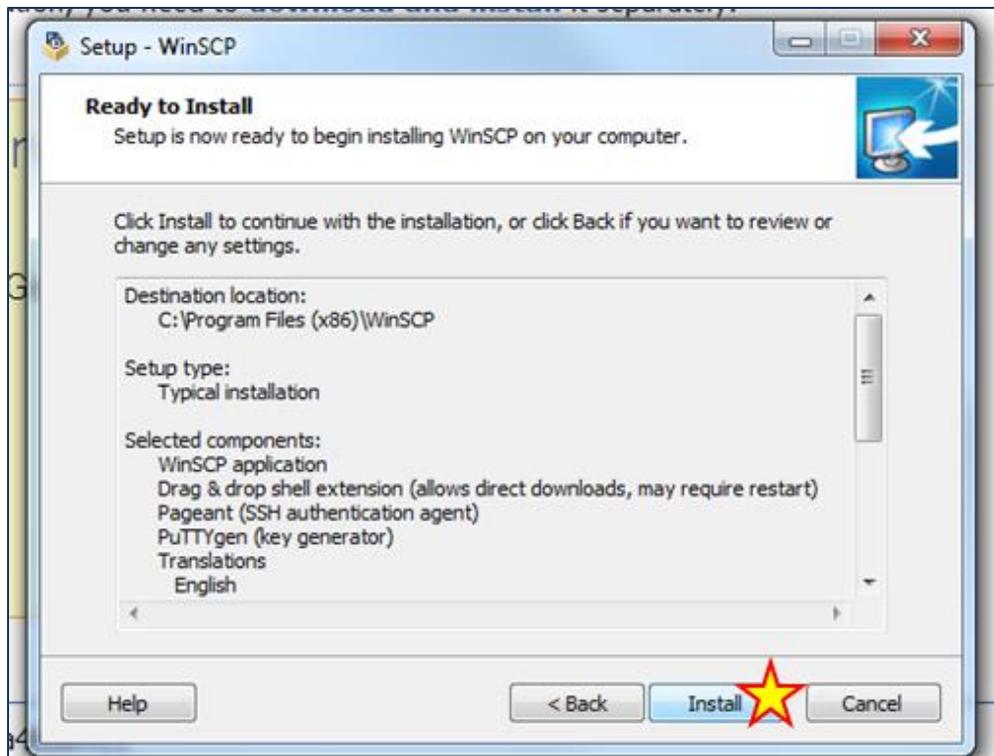
- Follow the set up screens, as shown.





ff8cc9783f2d5085

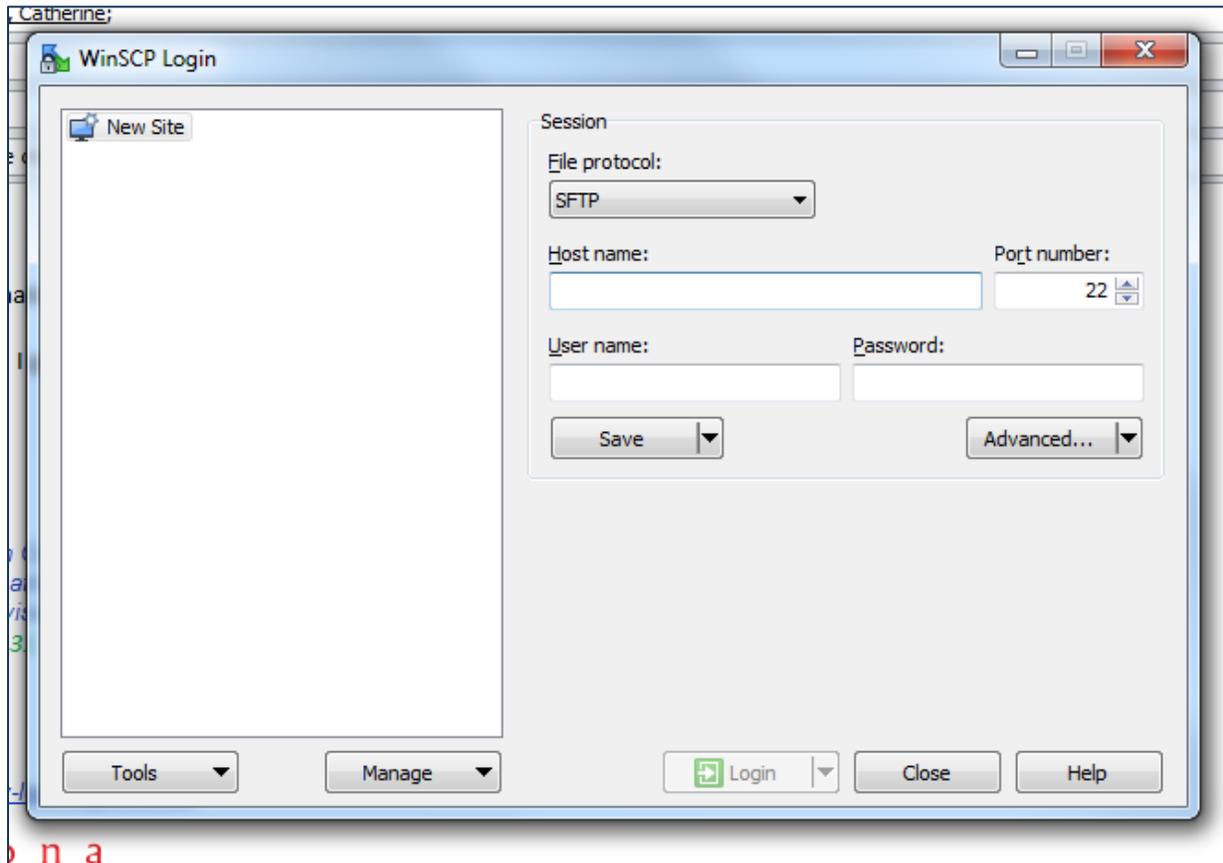




- Once the client installs, a screen like the one below will open. If you wish to start the client right away, keep the box select, as shown.



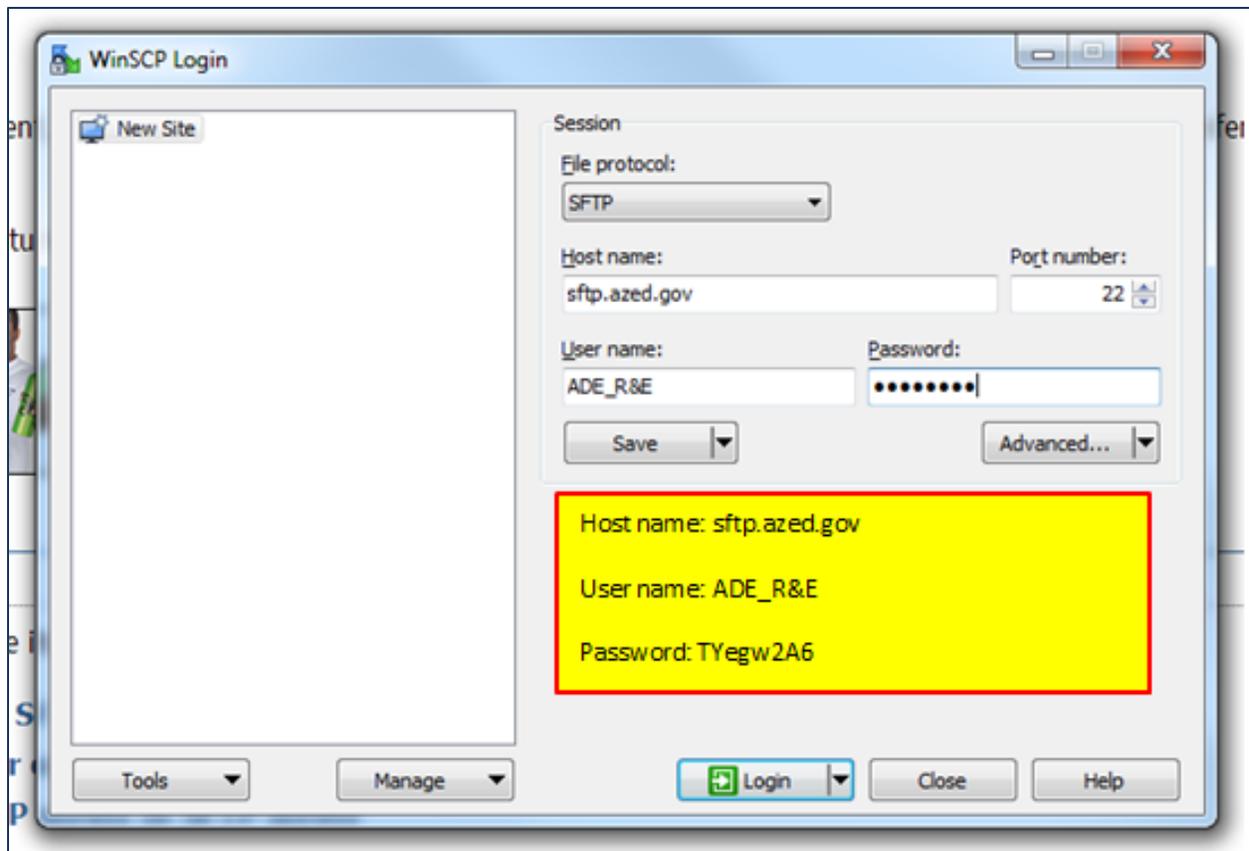
- WinSCP will open on your computer. The screen should look like below:



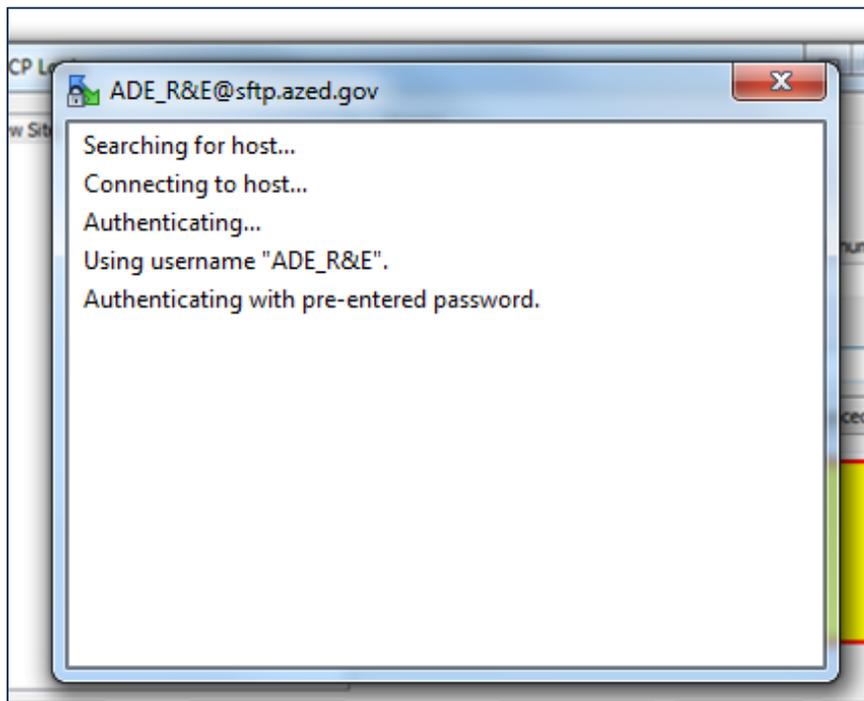
- From here, you can upload your Student Attendance Report.

Username and Password

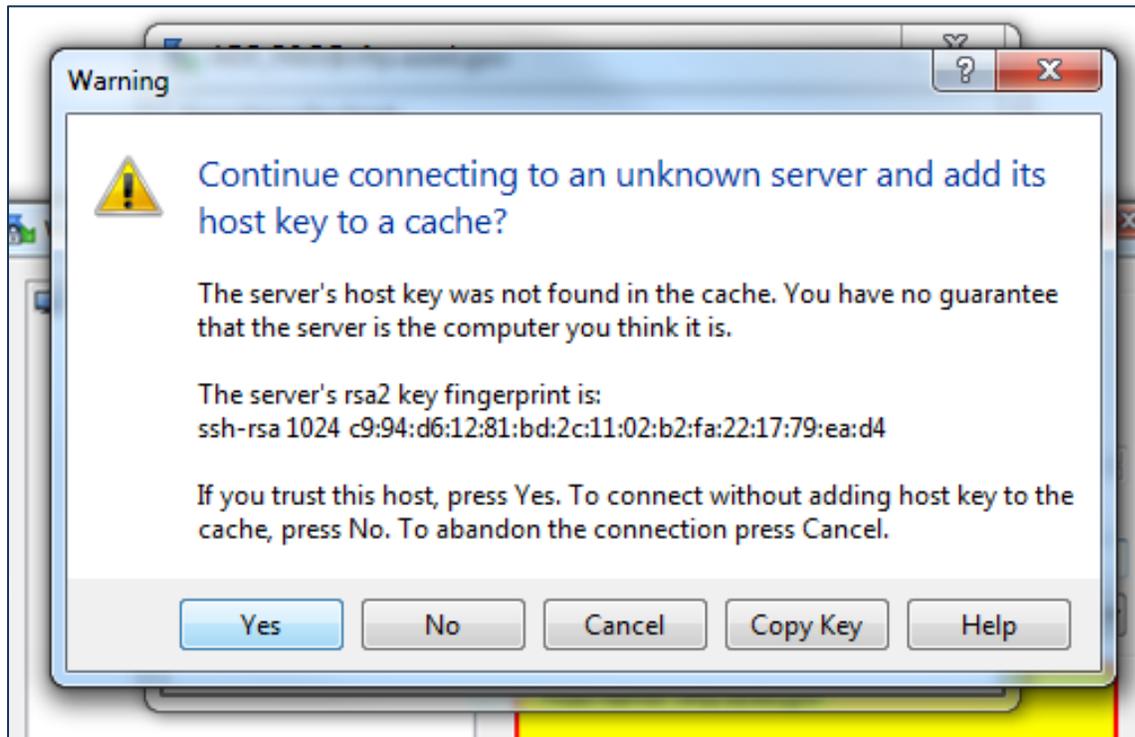
- To upload for 21st CCLC, you will need the following information
 - Host name: sftp.azed.gov
 - Username: ADE_R&E
 - Password: TYegw2A6
- Enter the information into the client.



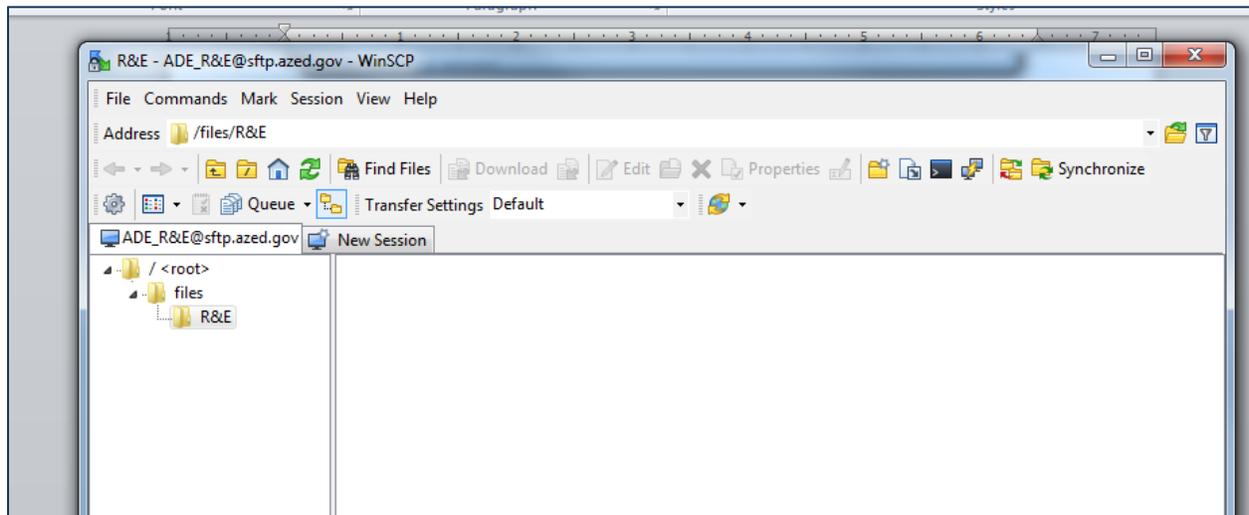
- As the server is connecting, the following screens may appear:



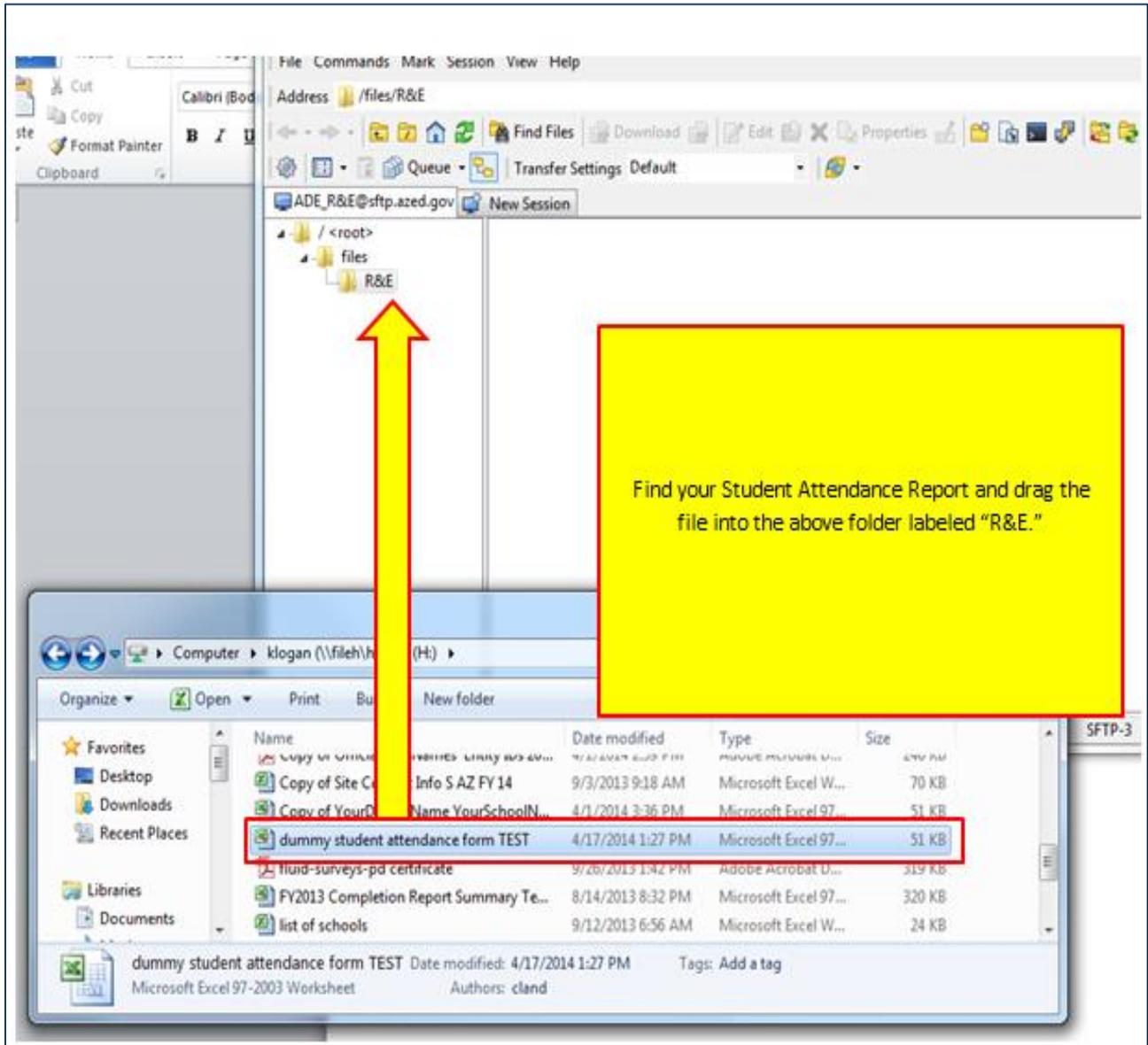
- If this screen appears, select “Yes” to continue .



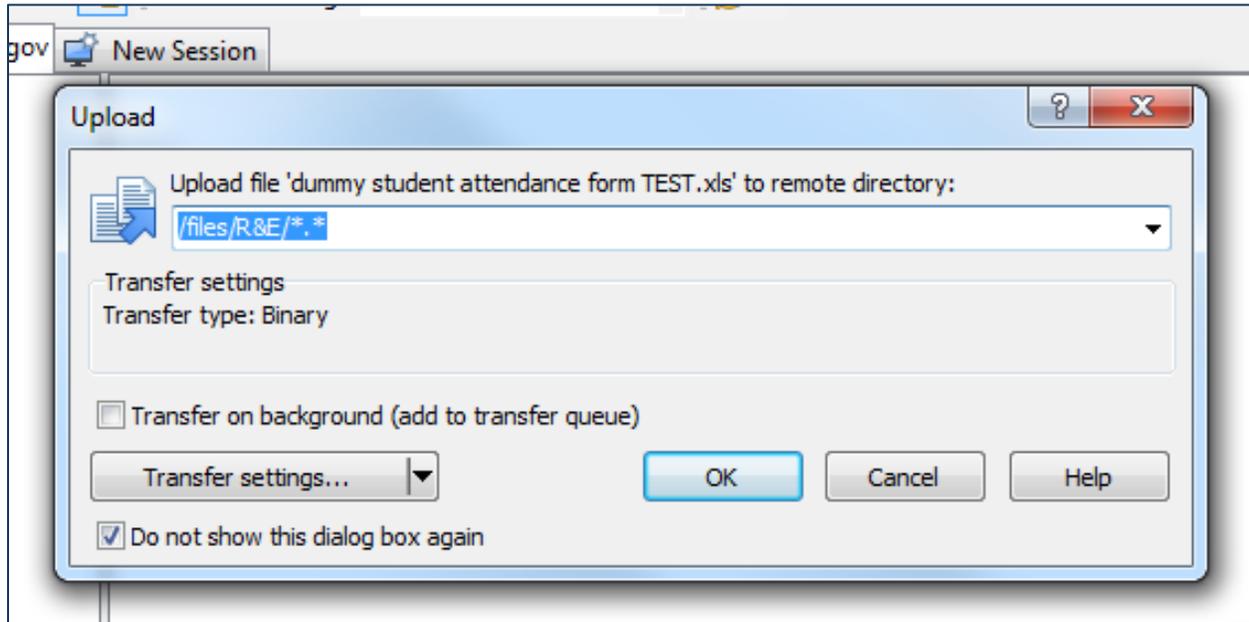
- Once the client is open, it should look similar to this:



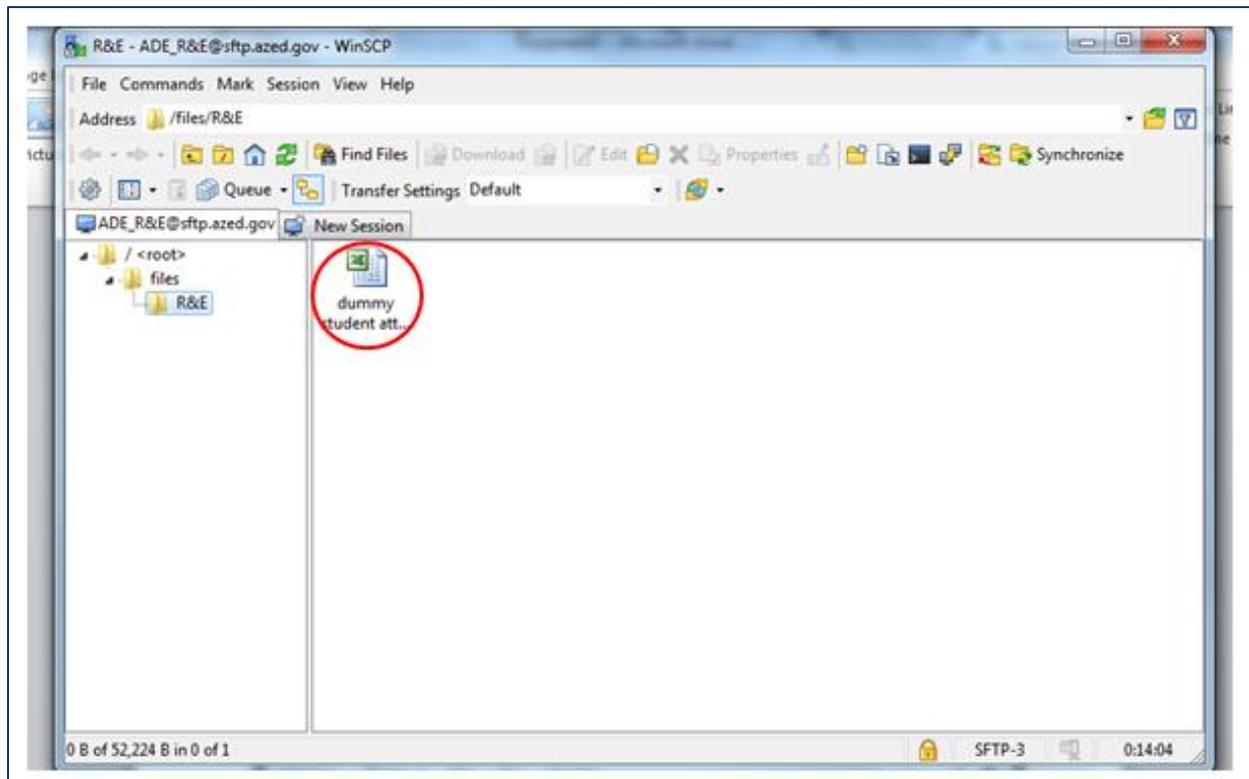
- From here, you can drag your Student Attendance File into the “R&E” folder on WinSCP to upload it.



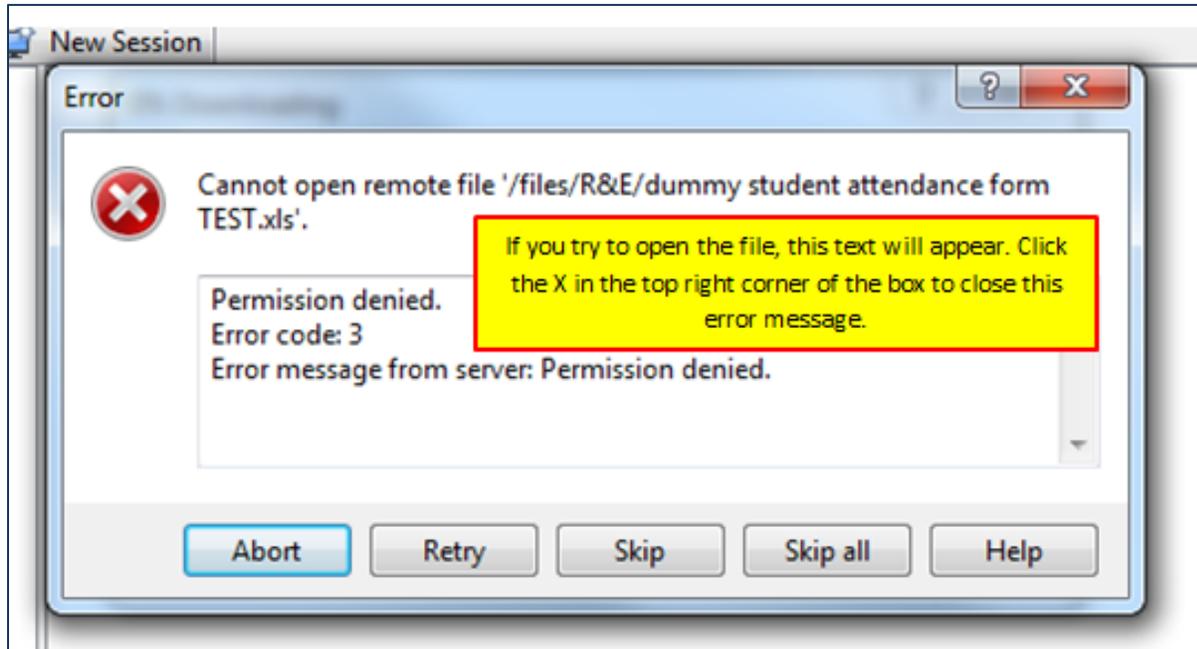
- A screen will appear, asking if you are sure about where you want to upload the file. If the directory is **R&E**, click OK.



- Your file should appear in the folder on your screen.



- **You are no longer able to open this file.** You can change the name of the file, if you like, by clicking once on the file and entering a new name into the text box at the bottom of the file, but it is now secure and no longer available for access.



- Additional help and information is available at: http://winscp.net/eng/docs/guide_upload