

Secure FTP site

Connecting to Ofqual's secure FTP site and transferring files

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1 Introduction

Ofqual's secure FTP site provides a facility for transferring files and documents securely. It allows your computer to establish a connection to our Ofqual FTP server so you can upload a file to that server, or download a file from it.

To enable you to connect to the FTP server you need to download and install a piece of software: FileZilla FTP client. The FTP client is a free piece of software you can download from FileZilla's web page.

You should also have received a username and password for the FTP site. If you haven't received them, please contact <u>data.services@ofqual.gov.uk</u>.

2 Connecting to the FTP site

Download and install FileZilla FTP Client, then open it.

You will see a window similar to the one below.

FileZilla File Edit View Tran	sfer Server	Bookmarks He 3 🗽 🛷 🗐	lp 🕵 🚰 8 6							1 x
Host:	Username	:	Password:			Port:	Quickconnect	t 💌		
										*
Local site: \				•	Remote site:					-
Desktop	ts VI)			* III *						
Filename	Filesize	iletype	Last modified	-	Filename	Filesize	Filetype	Last modifi	ed Pe	rmission
 ▲ C: ▲ D: ♀ 0: (\\OFQNETA 		.ocal Disk CD Drive Network Drive				Not	connected to any	/ server		
•				Þ	•		III			- F
3 directories					Not connecte	d.				
Server/Local file	Dire	ction Remote fil	e		Si	ze Priority	Status			
Queued files Failed tr	ansfers Su	iccessful transfers								
							8	💷 Queue: ei	mpty	••

In the boxes highlighted by the red rectangle above you need to enter the following, as you can see in the example below:

FTPES://xfer.ofqual.gov.uk
Username assigned to you by Ofqual
Password assigned to you by Ofqual
8080

Host:	//xfer.ofqual.gov.uk	Username:	User 1	Password:	•••••	Port:	8080	Quickconnect	•	
-------	----------------------	-----------	--------	-----------	-------	-------	------	--------------	---	--

Click on the **Quickconnect** button.

You will be asked whether or not you want the program to remember your password. You can make either choice.

FileZilla will then attempt to communicate, connect and authenticate with the Ofqual FTP server, displaying various connection messages in the upper pane (see below).

Host: ftpes://xfer.ofqual.c Username: User1	Password: ••••••• Port: 8080 Quickconnect 🔻
Status: Initializing TLS	
Status: Verifying certificate Status: TLS connection established	
Status: Logged in	
Status: Retrieving directory listing	
Status: Directory listing of "/" successful	
Local site: C:\	✓ Remote site: /
⊡ Desktop	▲
ia - n Inis PC	

The first time you make a connection it will ask you to trust a certificate. Select the 'Always trust certificate in future sessions' check box (in red box below) and click OK.

Unknov	n certificate	3							
1	The server's certificate is unknown. Please carefully examine the certificate to make sure the server can be trusted. Details Volid from 10/07/2014								
	Valid to: 10/07/2014								
	Serial number: 69:30:fd:f0:26:1e:66:b9:47:ee:55:9d:f4:7c:75:0d Public key algorithm: RSA with 2048 bits Signature algorithm: RSA-SHA1								
	Fingerprint (MD5): c7:0f:49:c3:fd:da:f2:fc:78:34:ba:1f:cc:86:0d:44 Fingerprint (SHA-1): 6d:f6:88:24:6d:f5:8e:32:23:e5:47:7f:bb:a8:cd:d1:a4:d8:d6:b2								
	Subject of certificate Certificate issuer								
	Common name: OFQDA01.OFQUAL.INTERNAL Common name: OFQDA01.OFQUAL.INTERNAL								
	Session details	٦							
	Protocol: TLS1.2								
	Key exchange: RSA								
	Cipher: AES-128-CBC MAC: SHA256								
		-							
	Trust this certificate and carry on connecting?								
	OK Cancel								

You will see in the upper pane whether your connection has been successful (see below):

Status:	Initializing TLS
Status:	Verifying certificate
Status:	TLS connection established.
Status:	Logged in
Status:	Retrieving directory listing
Status:	Directory listing of "/" successful
P	

If you are unable to connect to the site please double-check the connection credentials you are using. If you still have problems it is likely that your organisation's firewall is blocking the connection to the FTP server. Please contact your organisation's IT team, asking them to amend the firewall to allow a connection to our FTP site (details below).

Host:	FTPES://xfer.ofqual.gov.uk
IP address	23.97.183.42
Port:	8080

If you continue to have issues connecting to the site, please contact us for guidance.

3 Uploading and downloading files

Uploading

In the FTP program window the left-hand pane (in the orange box below) shows files and folders on your own computer. The right-hand pane shows files and folders on the FTP site.

Status: Status: Status: Status:	Initializing TLS Verifying certificate TLS connection established. Logged in								
Status:	Retrieving directory listing								
Status:	atus: Directory listing of "/" successful								
Local site:	C:\Users\sarah.nicholson\Documents\1 FTP\	v	Remote site: /				~		
Anx AppData Application Data Contacts Cookies Desktop Documents My Music My Music My Pictures My Videos			⊕-₩ /						
Filename	Filesize Filetype Last modified		Filename Filesi	e Fi	letype	Last modified	Pen		
🔑 🗎 FTP test	file.txt 0 Text Document 04/03/2016 10:38:34			Fi Fi Fi	le folder le folder le folder	03/03/2016 14: 03/03/2016 14: 04/03/2016 10:	>		
1 file. Total	size: 0 bytes		3 directories						
Server/Loca	al file Direction Remote file		Size Priority Status						

In the left-hand pane, navigate to the file you wish to upload from your own computer (you'll see an example file in the red box below)

				_					
Local site:	C:\Users\sarah.nicholson	\Documents\1 FTP	"\	¥	Remote site: /				~
Application Data			~						
Filename	Filesize	Filetype	Last modified		Filename	Filesize	Filetype	Last modified	Pern
FTP test	t file.txt 0	Text Document	04/03/2016 10:38:34		 T1_Entries T8_EaRs_DR1 VQ_Certification 		File folder File folder File folder	03/03/2016 14: 03/03/2016 14: 04/03/2016 10:	>
1 file. Total	size: 0 bytes				3 directories				

Double click on the folder for the data collection you are submitting data to (in the example below, in the red box, the VQ_Certification data collection).

Local site: C:\Users\sarah.nicholson\Documents\1 FTP\ Documents 1 FTP My Music My Videos SQL Server Management Studio Visual Studio 2010 Visual Studio 2013 Favorites			Remote site: /			*		
Filename	Filesize	Filetype	Last modified	-	Filename Filesize	Filetype	Last modified	Perr
IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	0	Text Document	04/03/2016 10:38:34		T1_Entries T8_FaRs_DR1 VQ_Certification	File folder File folder File folder	03/03/2016 14: 03/03/2016 14: 04/03/2016 10:	>
Selected 1 file. Total si	ze: 0 bytes				3 directories			

Right-click on the file on your own computer and click 'Upload', or drag and drop the file from the left to the right pane.

Local site:	C:\Users\sarah.nicholson\Documents\1 FTF	Remote site	e: /VQ_Certifica	ation			~	
				T1_Entries T8_EaRs_DR1 VQ_Certification				
Filename	Filesize Filetype	Last modified	Filename	^	Filesize	Filetype	Last modified	Perr
FITP test Filester Principe Last m Image: Comparison of the state of the stat		04/03/2016 10:38:34	*		Empty direct	ory listing		
Salastad 1.6	Create directory		<					>
Selected 1 f	Create directory and enter it		Empty direc	tory.				
Server/Loc	Refresh	e	Size F	Priority Statu	s			
	Delete Rename							

The file will be uploaded. You will see the progress of this in the bottom pane, and once the upload is complete the file will appear on the FTP site (in the green box below).

				_						
Local site: C:\Users\sarah.nicholson\Documents\1 FTP\					Remote site:	/VQ_Certification	on			~
Application Data 						I_Entries 3_EaRs_DR1 Q_Certification				
Filename	Filesize	Filetype	Last modified		Filename		Filesize	Filetype	Last modified	Pern
) TPP test file	e.txt 0	Text Document	04/03/2016 10:38:34		FTP test fi	ile.txt	0	Text Docu	04/03/2016 10:	>
Selected 1 file. Total size: 0 bytes					1 file. Total si:	ze: 0 bytes				

Downloading

To download a file from the FTP server, navigate to the file you wish to download (for example, in the red box below) and to the location you want to download it to (in green).



Right-click on the file you want to download and click on 'Download', or drag and drop the file from the right to the left pane.

Contacts Cookies Desktop Documents I FTP My Music My Videos SQL Server Management Studio	
Filename Filesize Filetype Last modified Filename Filesize Filetype Last modified	Perr
FTP test file.txt 0 Text Docu 04/03/2016 10: FTP test file.txt 0 Text Docu 04/03/2016 10: Add files to queue View/Edit Create directory <	>
Empty directory. Selected 1 file Create directory and enter it	
Server/Local file Direction Remote file Size Pri Refresh	
Delete Rename Copy URL(s) to clipboard	

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