Tennessee Electronic Transcript Exchange

Secure FTP Web Interface

Purpose

The secure FTP (SFTP) web interface is used to securely upload transcript data to the Tennessee Electronic Transcript Exchange.

Login

To access the SFTP web interface,

1. Go to https://ftps.nslc.org.
2. Enter your user name and password.
   a. High schools: Your user name is your high school's ACT Code followed by "tntc."
   b. Districts: Your user name is your district's 7-digit NCES District ID followed by "tntc."
3. If it's the first time you've logged in, you will be provided with a temporary password and be prompted to create a new password upon login.
4. Select the "Sign On" button.

Refer to Login Help, if you encounter login difficulty and/or require assistance.
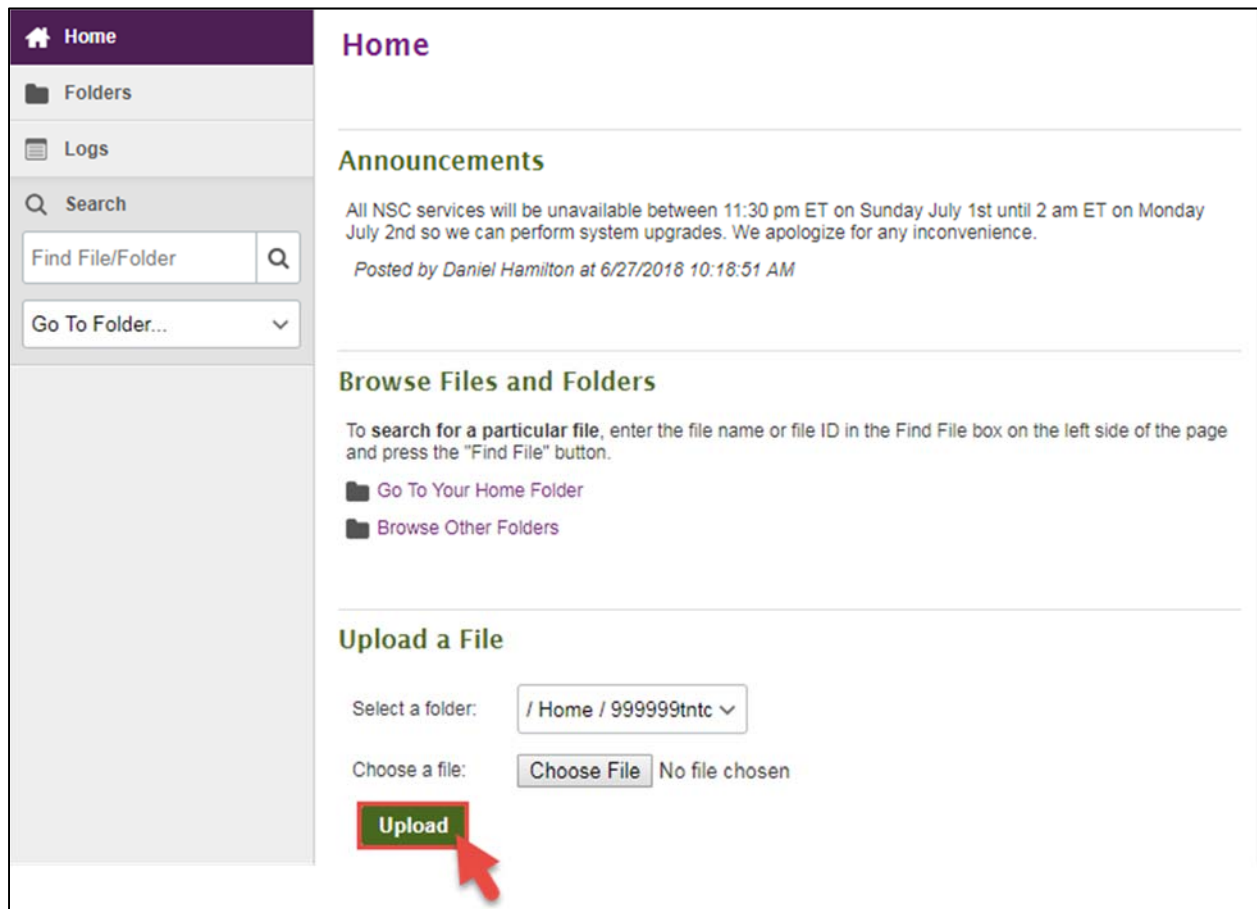
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You have two options for uploading transcript files:

- Upload Transcript Files Manually
- Upload Transcript Files via the Upload Wizard

Upload Transcript Files Manually

1. Login to your SFTP account at https://ftps.nslc.org.
2. Under "Upload a File," select the "Choose File" button.
3. Locate and select the file you would like to upload.
4. Select the "Open" button.
5. Select the "Upload" button.

6. The home page will refresh and display a blue header, "Uploaded new file with ID #'XXXXXXXXX' OK."

NOTE: The "Uploaded new file with ID #'XXXXXXXXX' OK" message only indicates that your file was loaded to your SFTP account successfully. Your file will still need to be validated against the Tennessee Electronic Transcript Exchange file validation requirements. All files should process and return a

response email with the subject "K-20 Transcript service Upload Result" within one hour of upload to the SFTP web interface.
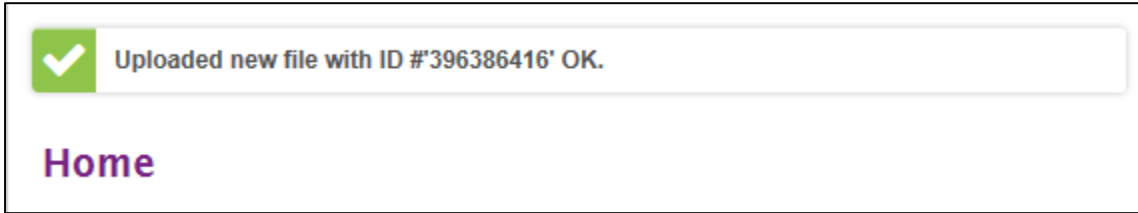
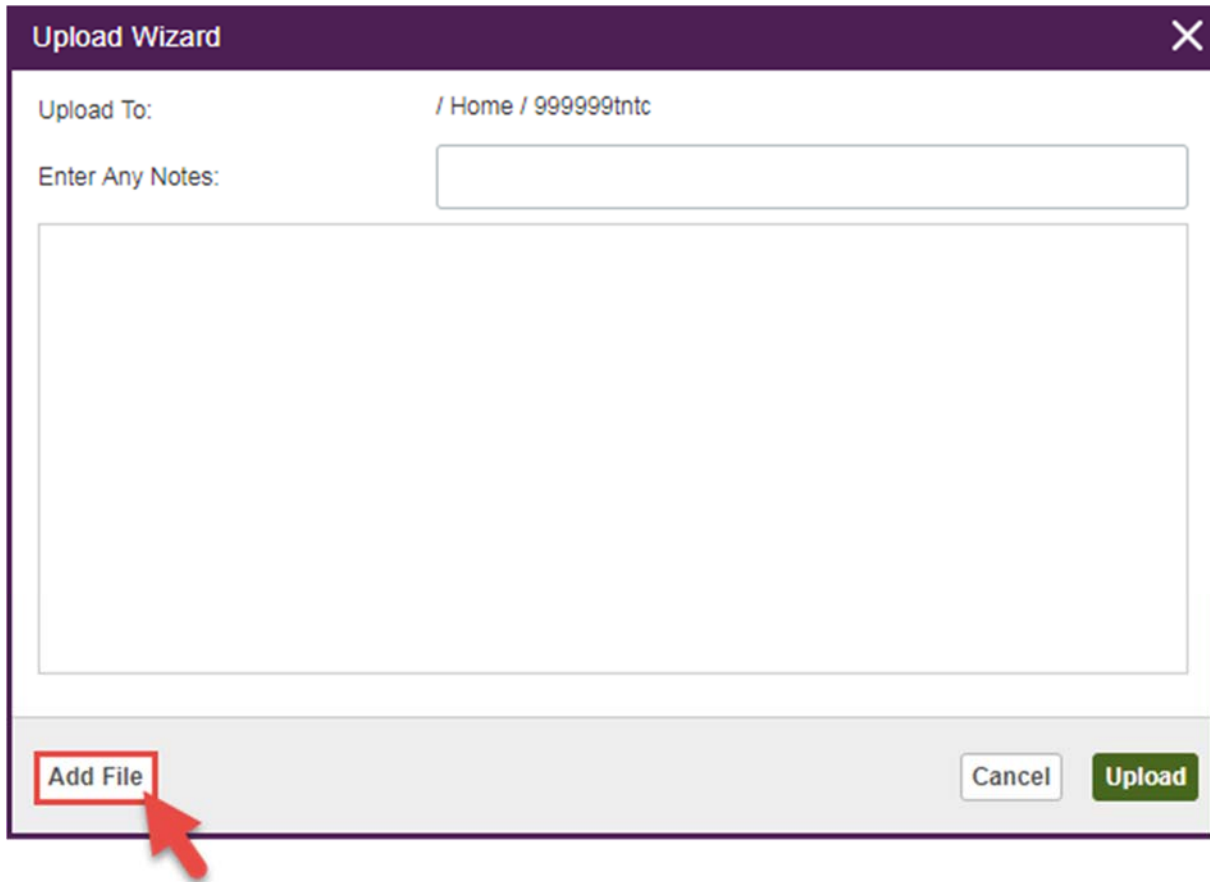## Upload Transcript Files via the Upload Wizard

NOTE: When you access your SFTP account for the first time, you may be prompted to install or enable the JavaScript Upload Wizard.

1. Login to your SFTP account at https://ftps.nslc.org.
2. Under "Upload Files…," select the "Launch the Upload Wizard" button.
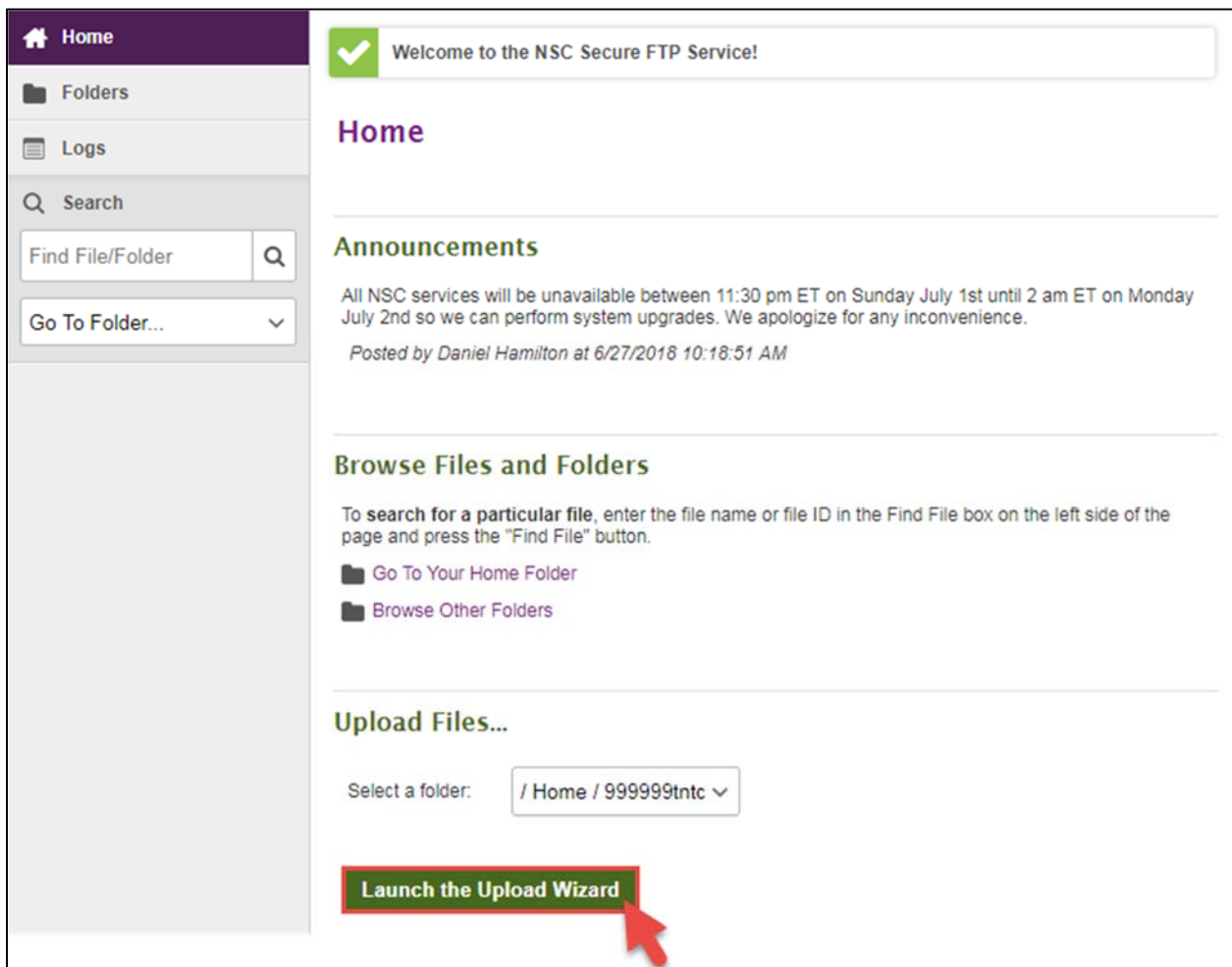
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3. The Upload Wizard will open as a pop-up window, select the "Add File" button.
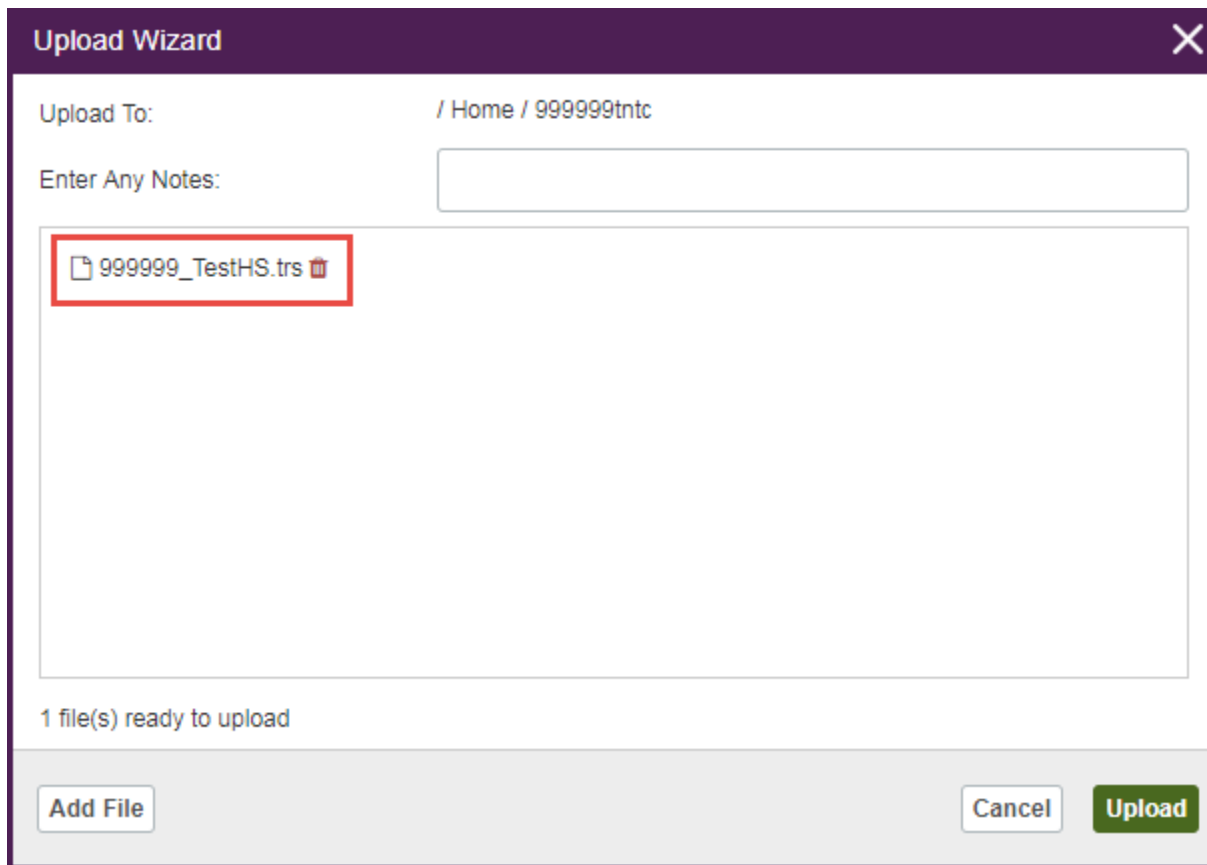

4. Locate and select the file you would like to upload.
5. Select the "Open" button.
6. Repeat steps 3-5 to upload additional files. All files to be uploaded will be listed in the window.

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Upload Wizard   ✕

Upload To: / Home / 999999tntc

Enter Any Notes: [   ]

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│ 📄 999999_TestHS.trs 🗑   │
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1 file(s) ready to upload

Add File   Cancel   **Upload**

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7. Select the "Upload" button.
8. The Upload Wizard will upload the files and indicate that the upload was successful by displaying "Upload Succeeded."

NOTE: The "Upload Succeeded" message only indicates that your file was loaded to your SFTP account successfully. Your file will still need to be validated against the Tennessee Electronic Transcript Exchange file validation requirements. All files should process and return a response email with the subject "K-20 Transcript service Upload Result" within one hour of upload to the SFTP web interface.
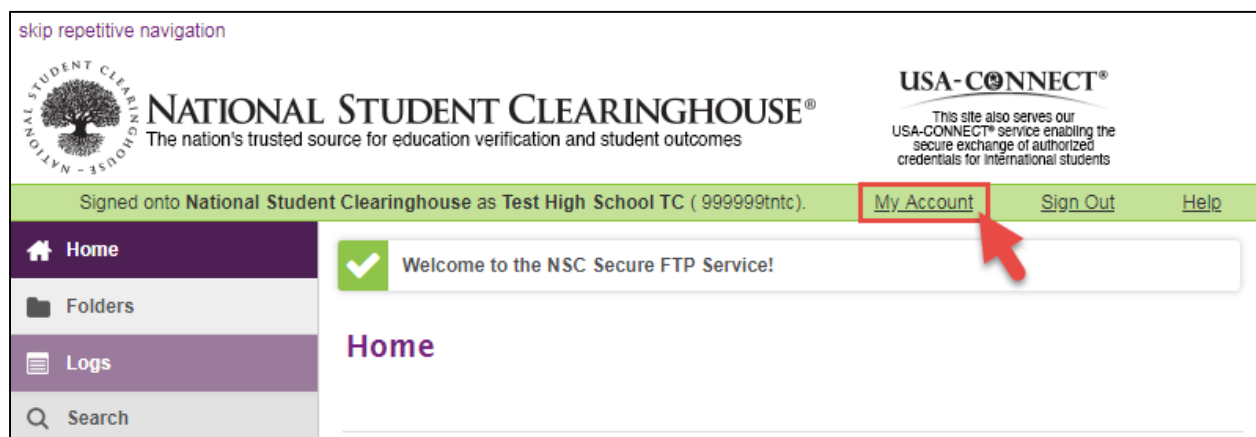
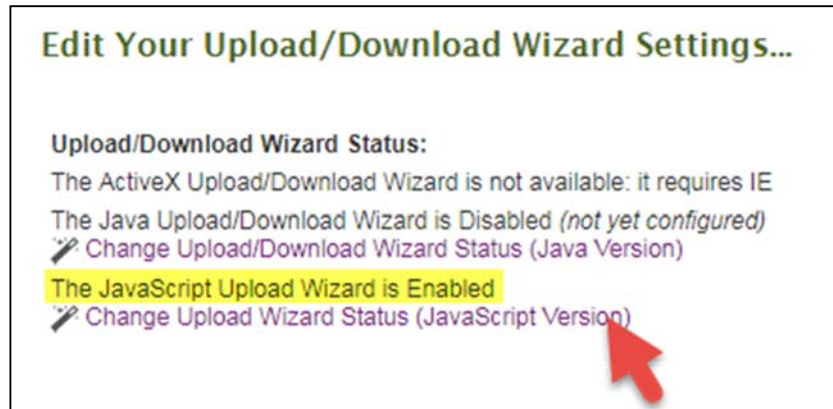# Tennessee Electronic Transcript Exchange
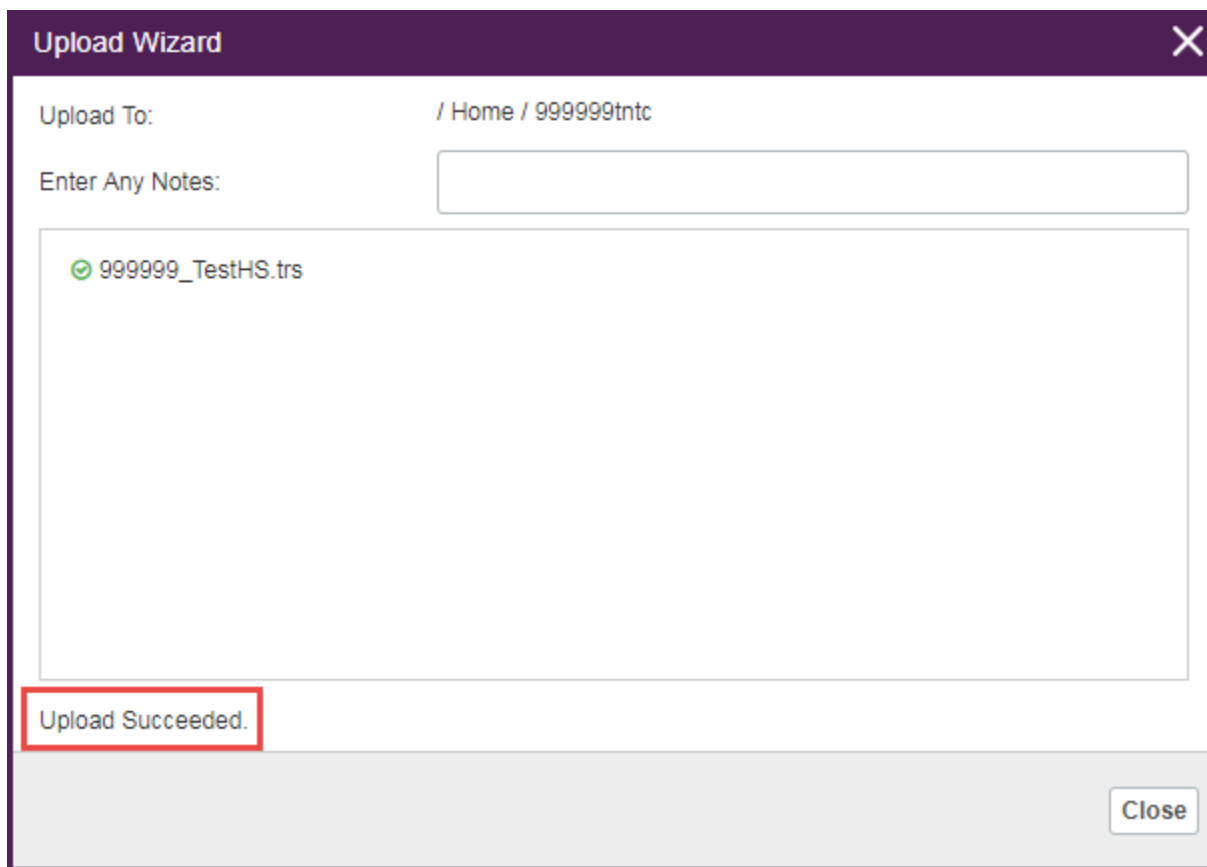
Disable the Upload/Download Wizard

If you enabled the Upload Wizard and wish to disable it, you can do so by following these steps:

1. Login to your SFTP account at https://ftps.nslc.org.
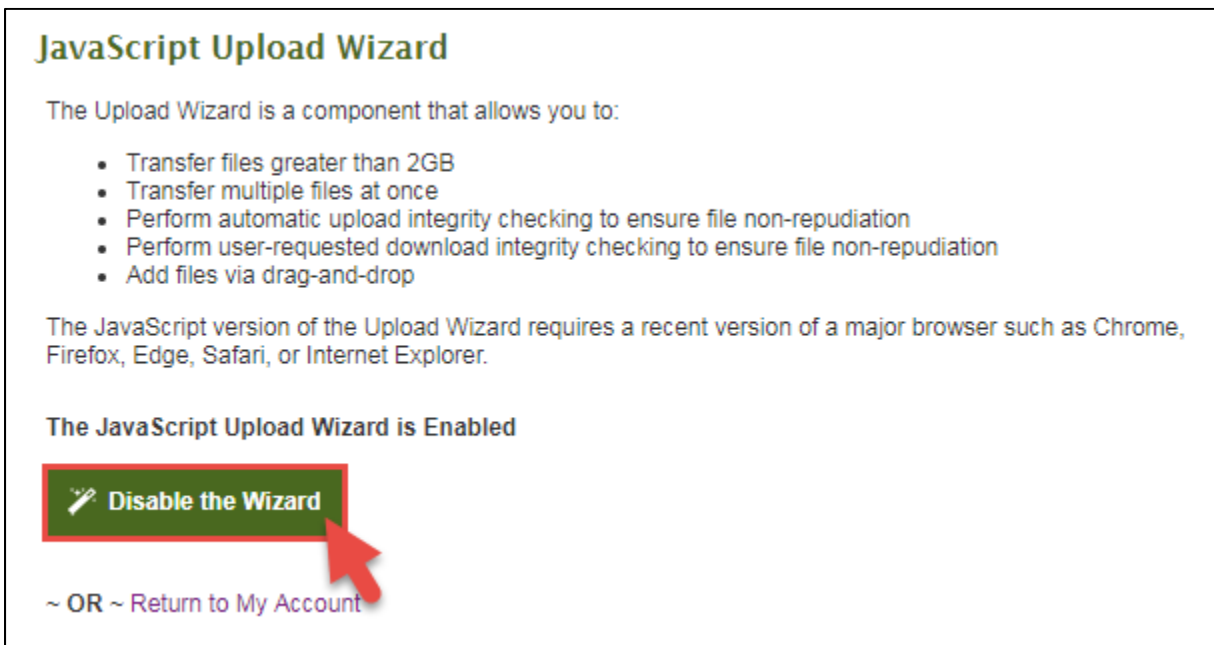2. Select the "My Account" link in the upper right corner of the page.

3. Under "Edit Your Upload/Download Wizard Settings…," identify the Upload Wizard that is enabled.
4. Select "Change Upload Wizard Status."

5. On the "Upload/Download Wizard" page, select "Disable the Wizard."

6. A pop-up will display. Select "OK" to finish disabling the Wizard.

Refer to Upload Wizard Help, if you encounter any issues and/or require assistance.

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SFTP Support

Login Help

For login assistance with your SFTP account:

1. Email secureftp@studentclearinghouse.org.
   a. **Do not call** Data Intake Operations to request a password reset. All password reset requests must be received via email.
2. Provide your user name and high school or school district name.
3. Explain the issue you are encountering.

Upload Wizard Help

For assistance changing your Upload Wizard settings, contact the Data Intake Operations team at:

1. 703-742-4200 (select option 7, then 3) or
2. secureftp@studentclearinghouse.org