



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

System to Track and Account for Children (STAC) and Medicaid Unit

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SED File Transfer Manager (FTM) Web User Guide

ELECTRONIC DATA TRANSFER OPTIONS

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I. Setting up an account

The first thing you will want to do is set up an account. To request an invitation to register with the SED File Transfer Manager (FTM), complete the following form and have it signed by your authorizing official:

http://www.oms.nysed.gov/stac/forms/stac-603_form_authorization_ftp.pdf

Once the STAC Unit receives and processes the completed and signed form, you will receive an email with a personalized link to register. Once you've created your account, wait for the notification that your account has been approved.

II. Uploading Files

Once you are logged in you will see that you have access to a tab called secure folders.



This will give you a list of all of the folders and files you have access to. You no longer need to use an ftp/sftp client to upload files. You can simply browse to the folder you want and drag and drop the files to the browser window (Assuming you have upload privileges). You can also click the upload button and browse to the files manually if you prefer.

III. Downloading Files

As above you can also download files (or entire folders) using the web interface. Simply click on the file you want to download and the "Save file" dialog box will open. If you want to download multiple files you can click the checkbox next to each file (or folder) you want and click the download button that appears at the bottom of the screen. This will compile all of the files into a Verification (When Students' Service Dates Need to be Amended)