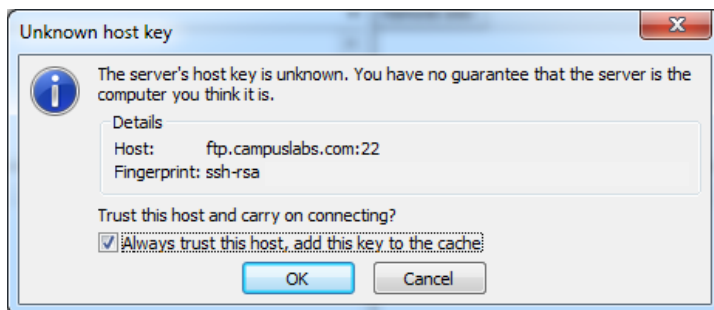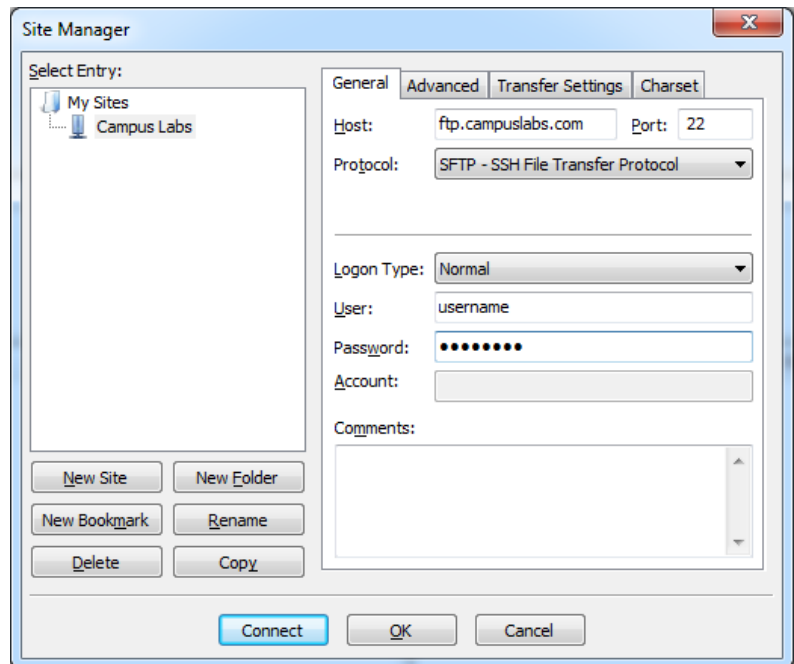# Transferring files to Campus Labs

Campus Labs provides a file server that can act as a temporary storage location for data files that institutions wish to securely transfer to Campus Labs for processing.

In order to connect to the Campus Labs file server, an institution must utilize a file transfer client capable of supporting SFTP, such as the FileZilla client (http://filezilla-project.org) shown in the screenshots included in this document.

Use the following settings:

- Host: **ftp.campuslabs.com**
- Port: **22**
- Protocol: **SFTP – SSH File Transfer Protocol**
- Logon type: **Normal**
- User and password are provided via phone
- Do not enter anything for "Account"

The first time you connect, you will be told that the server's key is unknown. **Check the box to "Always trust this host"**, and you will not be asked about the certificate again.

Institutions that are transferring files on an infrequent basis should email your campus consultant or the support team once you have uploaded your data files so that we may retrieve and process them. Institutions relying on automated transfer or import of files should follow any appropriate instructions given during the setup of the transfer.