

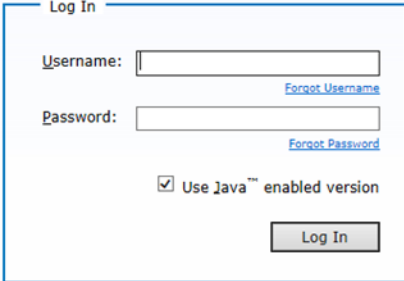
SFTP File Transfer and Submission Instructions

Agency of Education (AOE) Secure Folder

The [Globalscape Secure File Transfer Site \(SFTP\)](#) is where Dual Enrollment course data, registration data, course not listed information, and grades need to be uploaded. Colleges have the option to manually enter the registration data and grades into the Dual Enrollment System however all other data needs to be uploaded into the SFTP folder. All usernames and passwords will be provided by the AOE to the designated college contact.

To Upload

1. Go to the [Globalscape Secure File Transfer Site](#)
2. Enter your username and password.



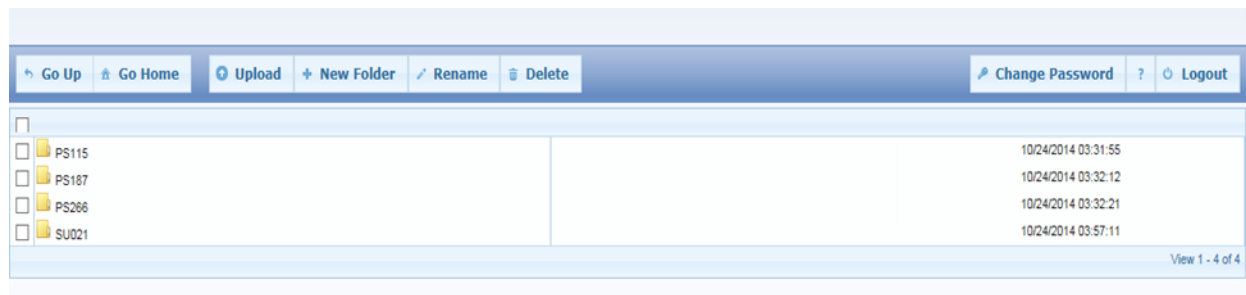
Log In

Username: [Forgot Username](#)

Password: [Forgot Password](#)

Use Java™ enabled version

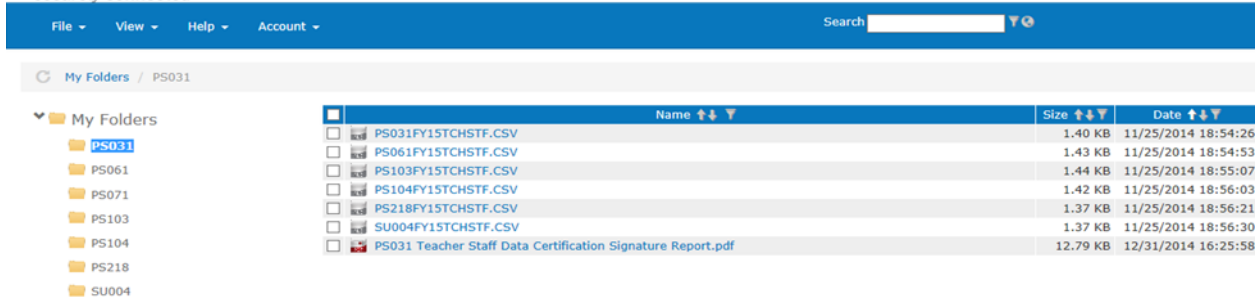
3. Double click on the folder you would like to upload to.



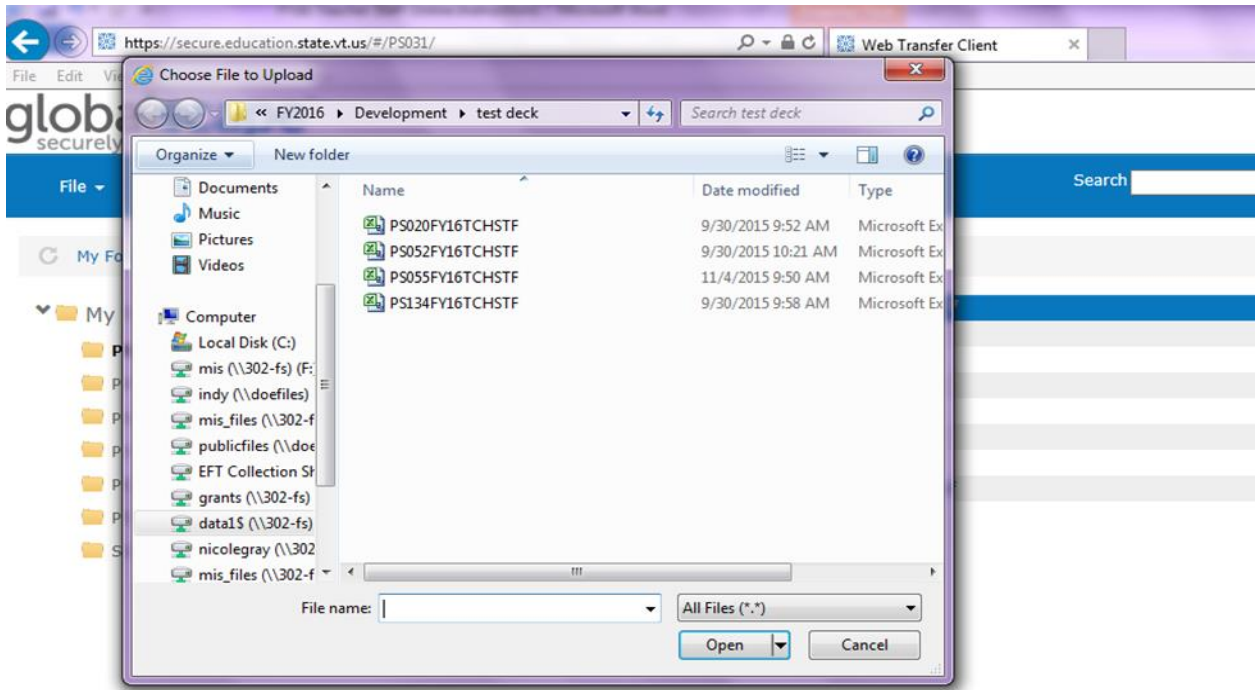
4. Select the File button. Select File Upload.

Contact Information:

If you have questions about this document or would like additional information please contact:
Student Pathways at AOE.DualEnrollment@vermont.gov



5. Double click the file you want to upload.



6. Your file will appear in the file list on the right. Please note you will have to upload each file individually.

7. Please follow the appropriate PCG naming conventions for each file you upload. In the “SchoolName” section of the file name please use your designated college.

DualEnrollmentVoucher_Upload_SchoolName_04_13_2018.xlsx.

Example: DualEnrollmentVoucher_Upload_Goddard_04_13_2018.xlsx.

Questions?

All questions related to eligibility, processes and participation in the program should be directed to AOE.DualEnrollment@vermont.gov, Agency of Education

Technical questions related to the Dual Enrollment System or course/data uploads should be emailed to [Public Consulting Group](#) (PCG).