

Secure File Transfer Protocol (SFTP)

Scope

This document outlines how a CDIC member institution can connect to CDIC to upload their de-identified data extracts.

Process


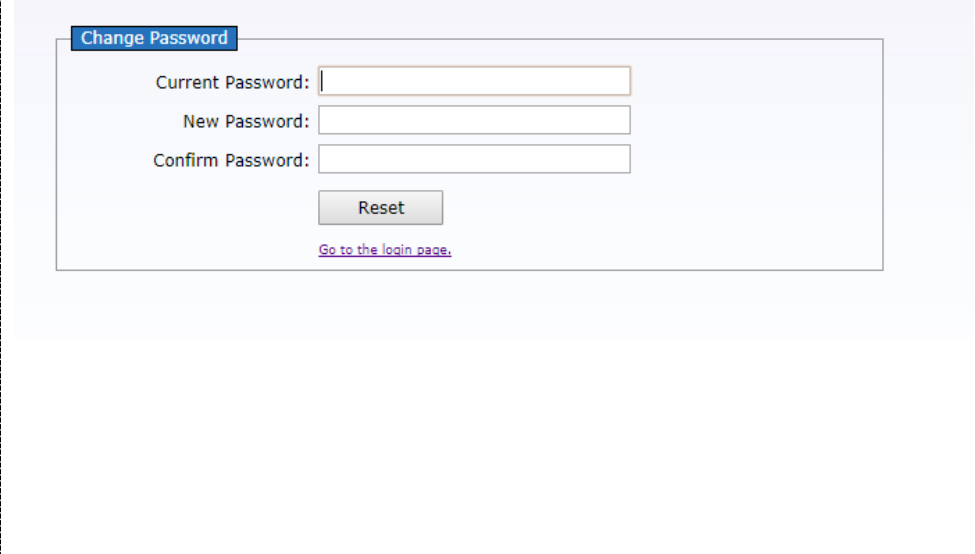
1. CDIC will call to provide you with your username and will email you your password.
 - a. Your folder on the secure system can only be accessed by entering the username and password provided by CDIC
2. Upon your first log on, you will be required to change the password provided by CDIC
 - a. Make note of your new password. Your new password must meet the following minimum requirements:
 - i. Contain at least one special character (e.g.: #, \$, %, ^, &)
 - ii. Contain at least one capital letter
 - iii. Contain at least one lower case letter
 - iv. Contain at least one number
 - v. Be at least 8 characters long
 - vi. Cannot be a password you have used on CDIC's system in the past.
 - vii. **Note that the temporary password provided to you will have an expiry date of 90 days – You must change the password**
 - b. See Appendix I for instructions on how to change your password.
3. See Appendix II for instructions on how to connect to CDIC's SFTP server.
4. CDIC is **not** automatically notified when a file or document is posted. **Therefore, you must notify CDIC when the data extract files are uploaded to your secure folder.** When you post files on CDIC system, please email jpower@cdic.ca.

Support

To notify CDIC of issues when transferring or receiving files using this system, please contact your Technical Support group, who in turn can contact the CDIC Service Desk at Servicedesk@cdic.ca

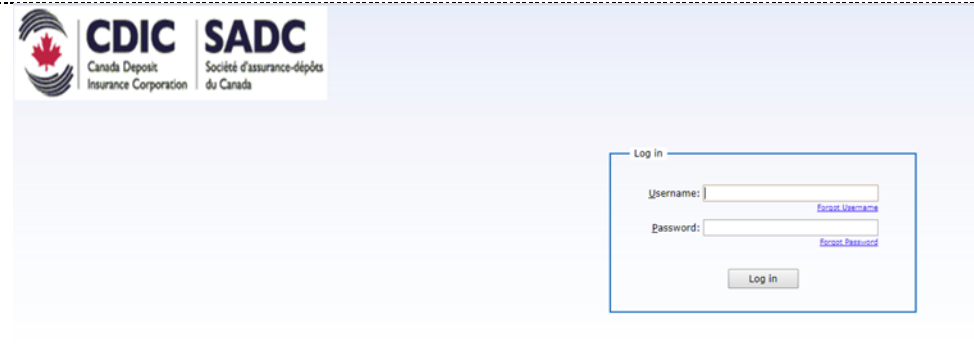
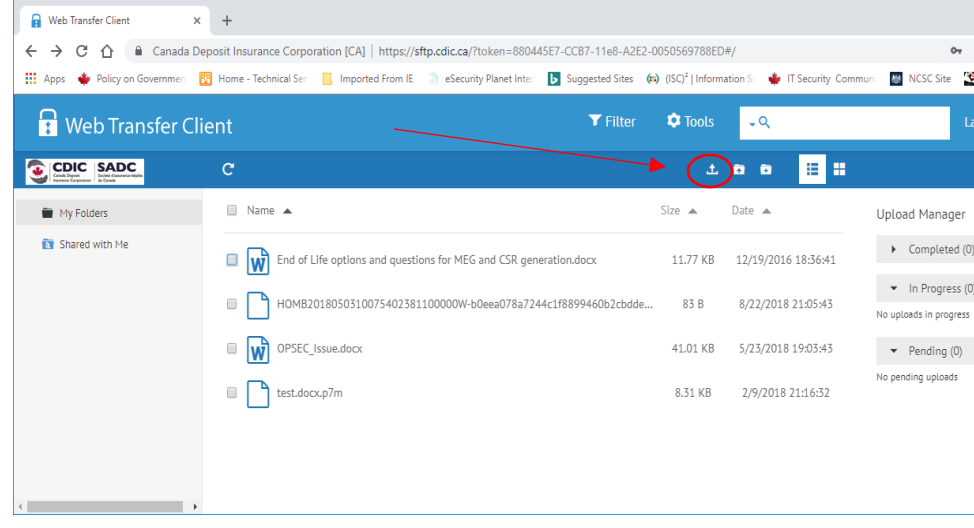
APPENDIX I

Password Change

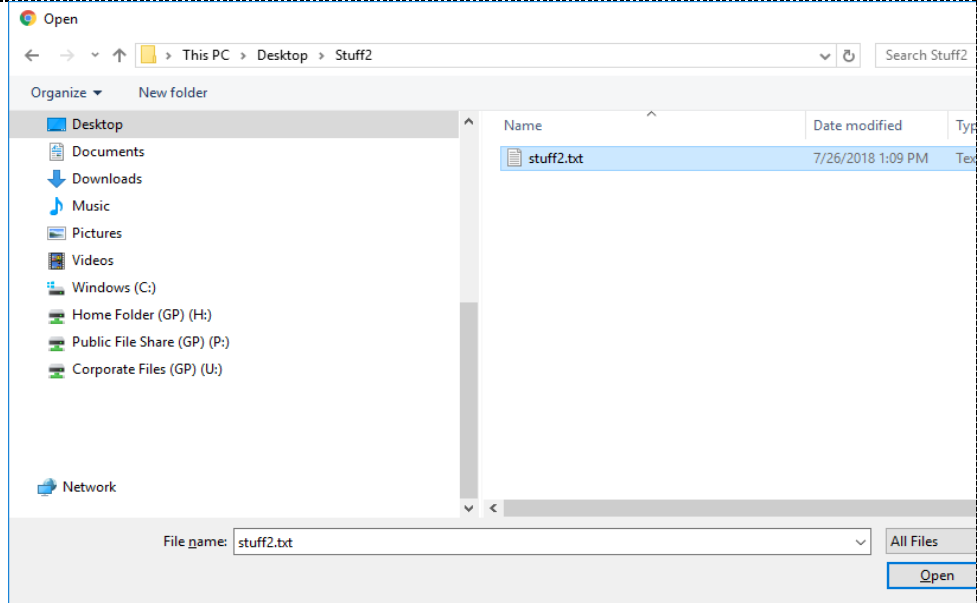
<p>Open Internet browser and browse to: https://sftp.cdic.ca</p>	
<p>Enter your temporary username and password when prompted.</p>	
<p>Enter the temporary password provided and enter a new password and confirmation and click Reset.</p> <p>Note: Please refer to password rules under Process when creating a new password.</p>	

APPENDIX II

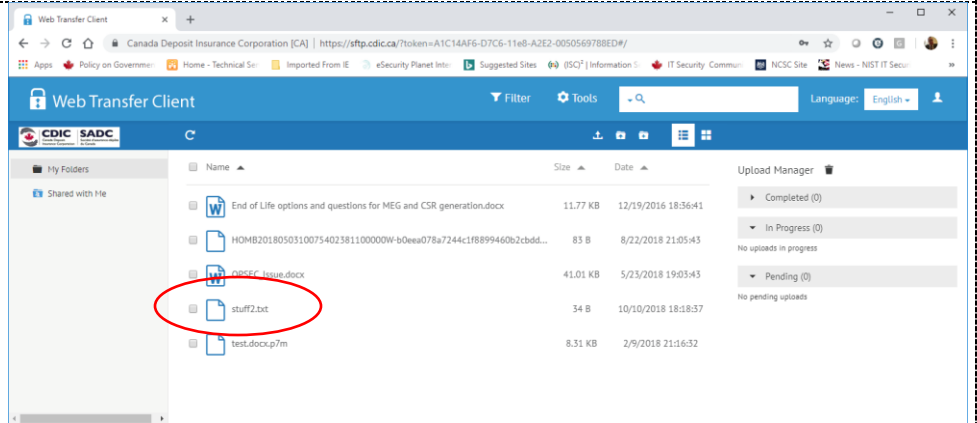
Uploading files to the SFTP site

<p>Open Internet browser and browse to: https://sftp.cdic.ca</p>	
<p>Enter Username and Password Click Login</p>	
<p>Once logged in, Click on File Upload</p>	

Browse to file and select it and Click Open.



Once you see the file in the My Folders window, the file transfer has completed.



Click on the Head Icon and click on Logout.

