

File transfers to the SFTP server

This guide contains a simplified description of automating operations on SFTP server with WinSCP.

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Step 1. Download and Install WinSCP

WinSCP is an open source free SFTP client, FTP client, WebDAV client, S3 client and SCP client for Windows. Its main function is file transfer between a local and a remote computer. Beyond this, WinSCP offers scripting and basic file manager functionality.

[Download](#) WINSCP from official site and [install](#) it according producer requirements.

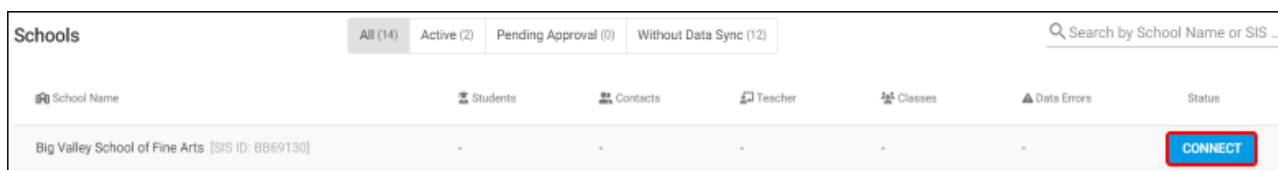
Step 2. Get the SFTP credentials to transfer the .csv files

1. You receive Instruction with the link to your account registration in a separate email. Activate admin account in GG4L School Passport according to instruction.


Info

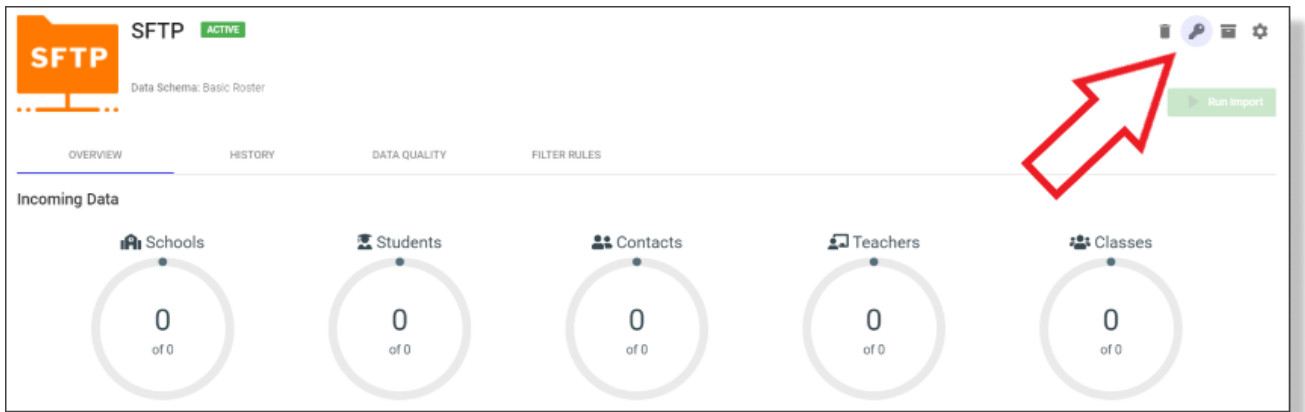
Link for account setup expires in 24 hours.

2. Go to the [School Passport](#) platform and sign in as a **District Admin**.
3. Go to Search, enter the district's name, and then select it.
4. Log in to the console > Click **Connect**.



School Name	Students	Contacts	Teacher	Classes	Data Errors	Status
Big Valley School of Fine Arts [SIS ID: BB69130]	-	-	-	-	-	CONNECT


5. Go to **Home** menu > Select **SFTP Import app**.
6. Click  **API Credentials**.



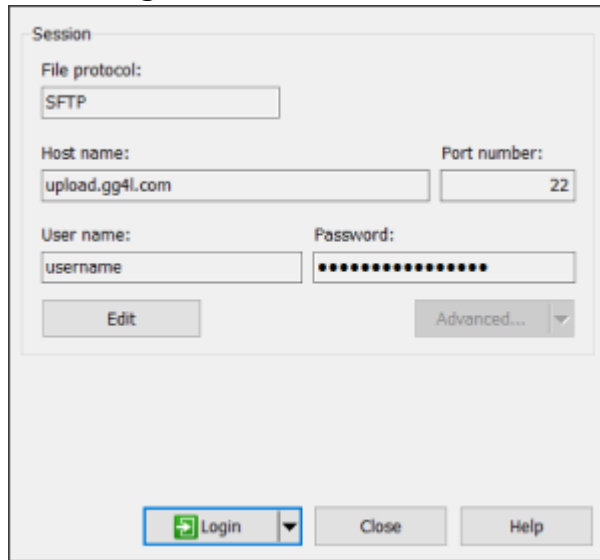
7. Click **Copy** and save SFTP Credentials to any text file.



Step 3. Generate a file transfer code in WinSCP with the SFTP credentials

1. To run WinSCP, click  icon on the desktop or in the Windows Start Menu.
2. On the [Login Dialog](#) window:
 - Select **SFTP** file protocol.
 - Enter your SFTP credentials into related fields.

- Click **Login**.



The screenshot shows a 'Session' configuration window. It contains the following fields and controls:

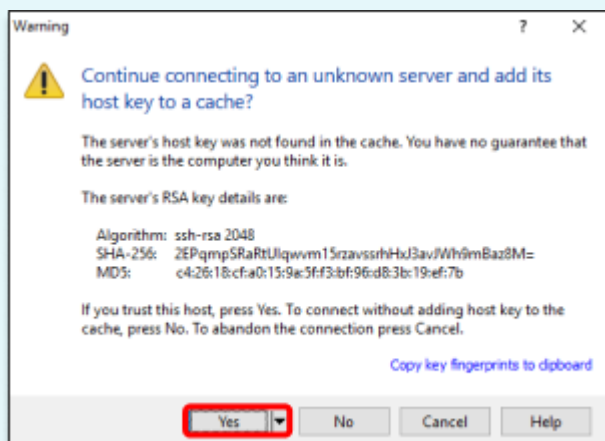
- File protocol:** A text box containing 'SFTP'.
- Host name:** A text box containing 'upload.gg4l.com'.
- Port number:** A text box containing '22'.
- User name:** A text box containing 'username'.
- Password:** A text box filled with 12 black dots.
- Buttons:** 'Edit', 'Advanced...' (with a dropdown arrow), 'Login' (with a green plus icon and a dropdown arrow), 'Close', and 'Help'.

 **Info** 

Session data can be stored on the site so you don't have to enter it every time you connect. To save your current session, use the command **Session > Save Session as Site**. To learn more, see [Saving Opened Session](#).

 **Info** 

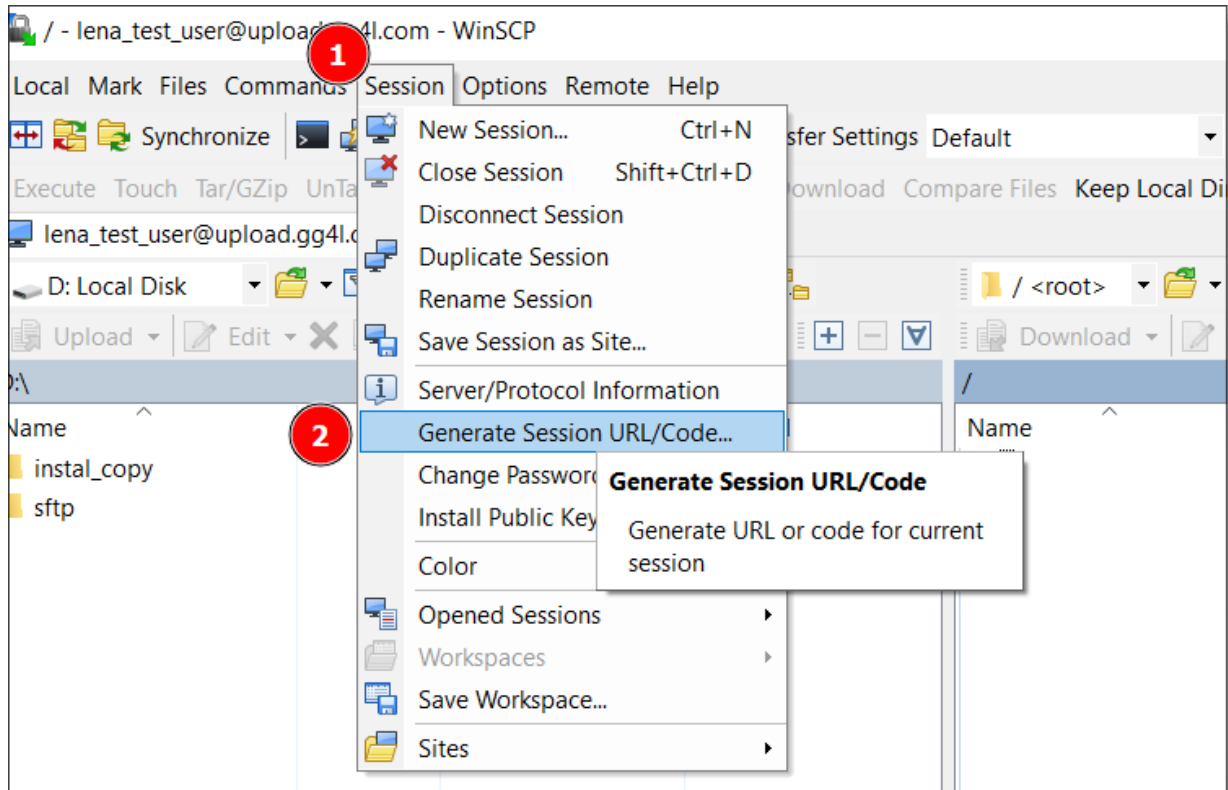
If you connect for the first time, an SSH server requires verification of the host key. Click **Yes**.



The screenshot shows a 'Warning' dialog box with the following content:

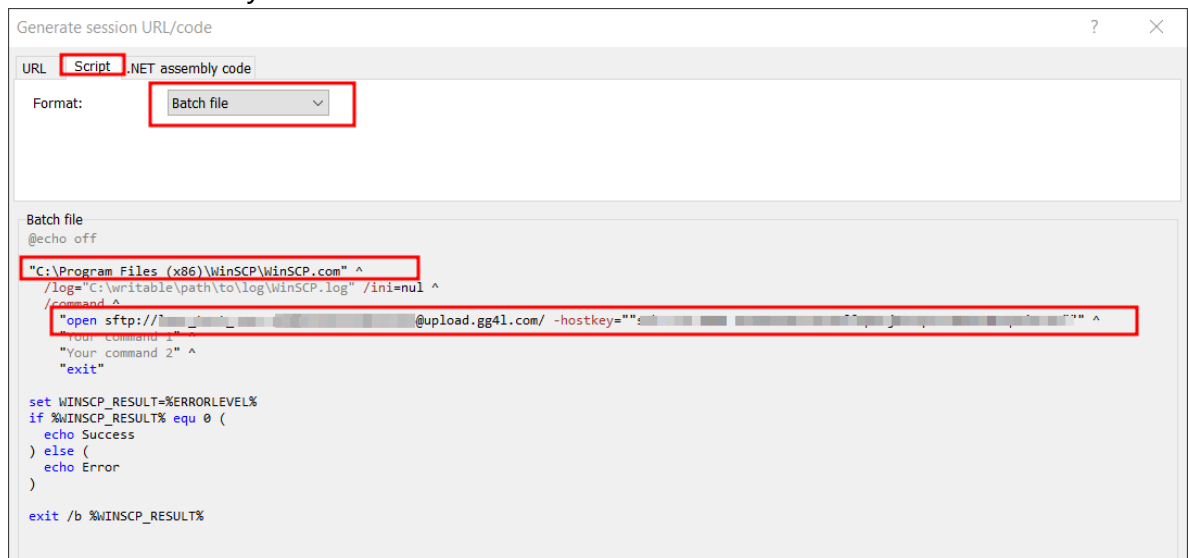
- Warning icon:** A yellow triangle with an exclamation mark.
- Text:** 'Continue connecting to an unknown server and add its host key to a cache?'.
- Text:** 'The server's host key was not found in the cache. You have no guarantee that the server is the computer you think it is.'
- Text:** 'The server's RSA key details are:'.
- Text:** 'Algorithm: ssh-rsa 2048'.
- Text:** 'SHA-256: 2EPqmp5RaRtUliqwm15rzavsrhHd3av/Wh9mBaz8M='.
- Text:** 'MD5: c426:18:cf:a0:15:9ac3ff3:bf96:d8:3b:19:ef:7b'.
- Text:** 'If you trust this host, press Yes. To connect without adding host key to the cache, press No. To abandon the connection press Cancel.'
- Text:** 'Copy key fingerprints to clipboard' (with a blue link).
- Buttons:** 'Yes' (highlighted with a red box), 'No', 'Cancel', and 'Help'.

4. On the **Session** menu, click **Generate Session URL/Code**.



5. On the **Generate Session URL/Code** window, go to **Script** tab, where:

- Row #1 contains the path to the WinSCP setup file.
- Row #2 contains your credentials.



6. Copy rows #1 and #2 to any text file.

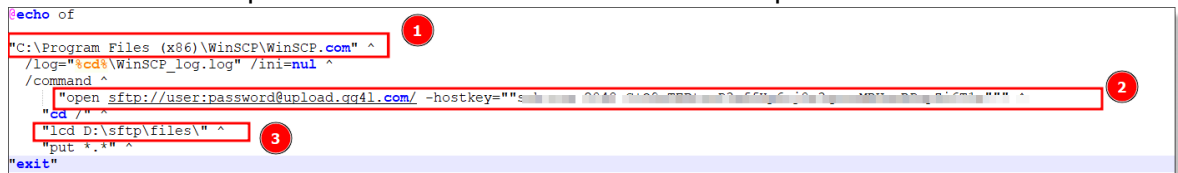
Step 4. Download the batch file template

Download [local files to sftp.bat](#) file and save on the directory with read/write permission.

Step 5. Modify the template batch file with file transfer code

1. Open `local_files_to_sftp.bat` in any text editor. For example, it is opened in Notepad++, where:\

- Row #1 contains path to the WinSCP setup file.
- Row #2 contains user's credentials.
- Row #3 contains path to the local folder with .csv or .zip files.



```
echo of
"C:\Program Files (x86)\WinSCP\WinSCP.com" ^
/log="%cd%\WinSCP_log.log" /ini=nul ^
/command ^
"open sftp://user:password@upload.qq41.com/ -hostkey="^
"cd /" ^
"lcd D:\sftp\files\" ^
"put *.*" ^
"exit"
```

2. Replace rows #1 and #2 with the data saved in step 3.5.

3. In row #3, enter the folder path where your .csv files or archive are stored. For example, `D:\sftp\files\`.

4. Save the modified batch file save on the directory with read/write permission.

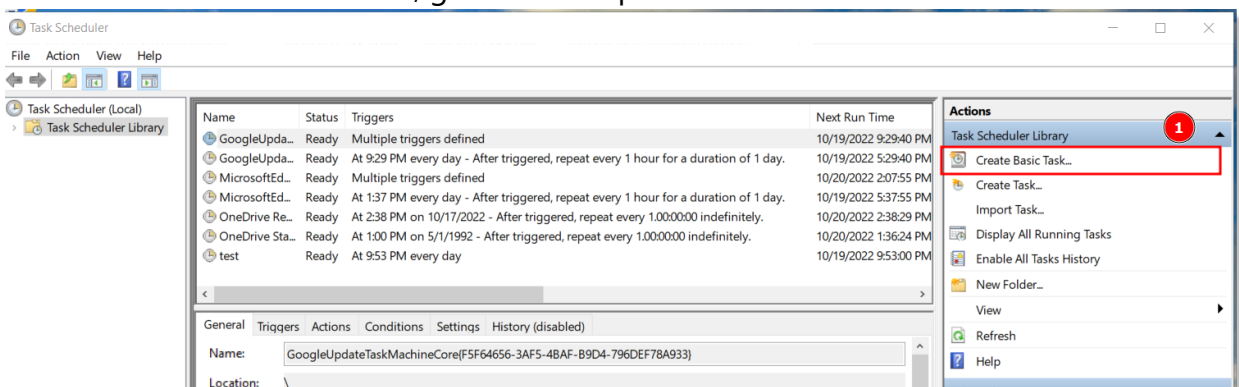
Step 6. Schedule file transfers to SFTP server

You can combine scripting/automation functionality of WinSCP with Windows scheduling capability.

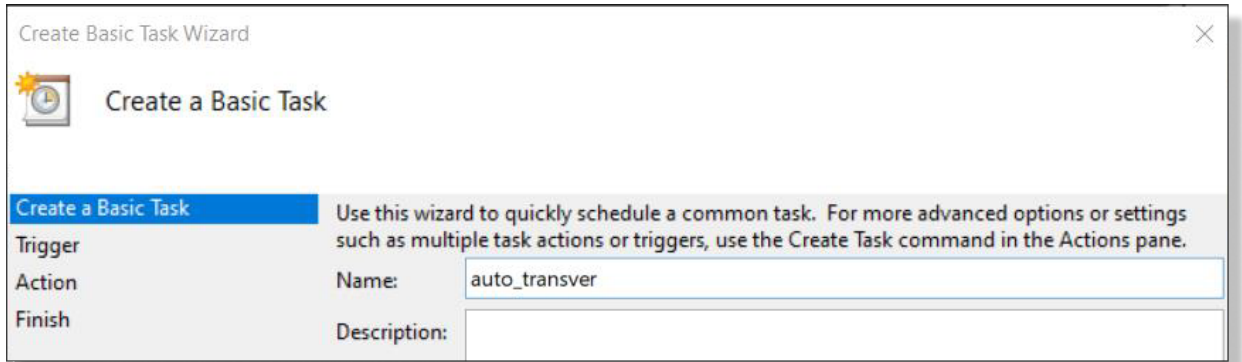
1. To add a new scheduled task, open **Task Scheduler**:

- *Windows 11*: Go to **Windows Start** menu > All apps > Windows Tools > Task Scheduler. Or in a search box, enter **Task Scheduler**.
- *Windows 10*: Go to **Windows Start** menu > Windows Administrative Tools > Task Scheduler. Or in a search box, enter **Task Scheduler**
- *Windows 8.1*: Right-click **Windows Start** menu > Control Panel > System and Security > Administrative Tools > Schedule Tasks.
- *Windows 7*: Go to **Windows Start** menu > Control Panel > System and Security > Administrative Tools > Schedule Tasks.

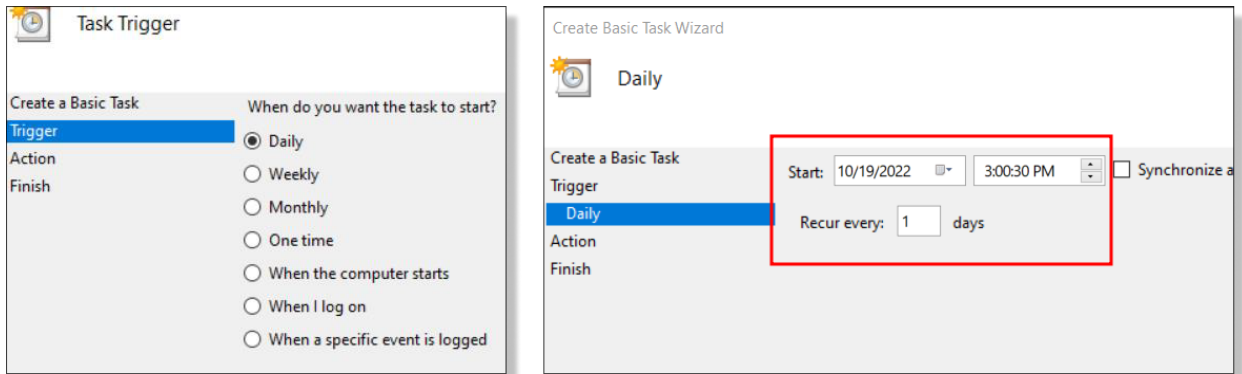
2. On the **Task Scheduler** menu, go to **Action** panel > **Create Basic Task**.



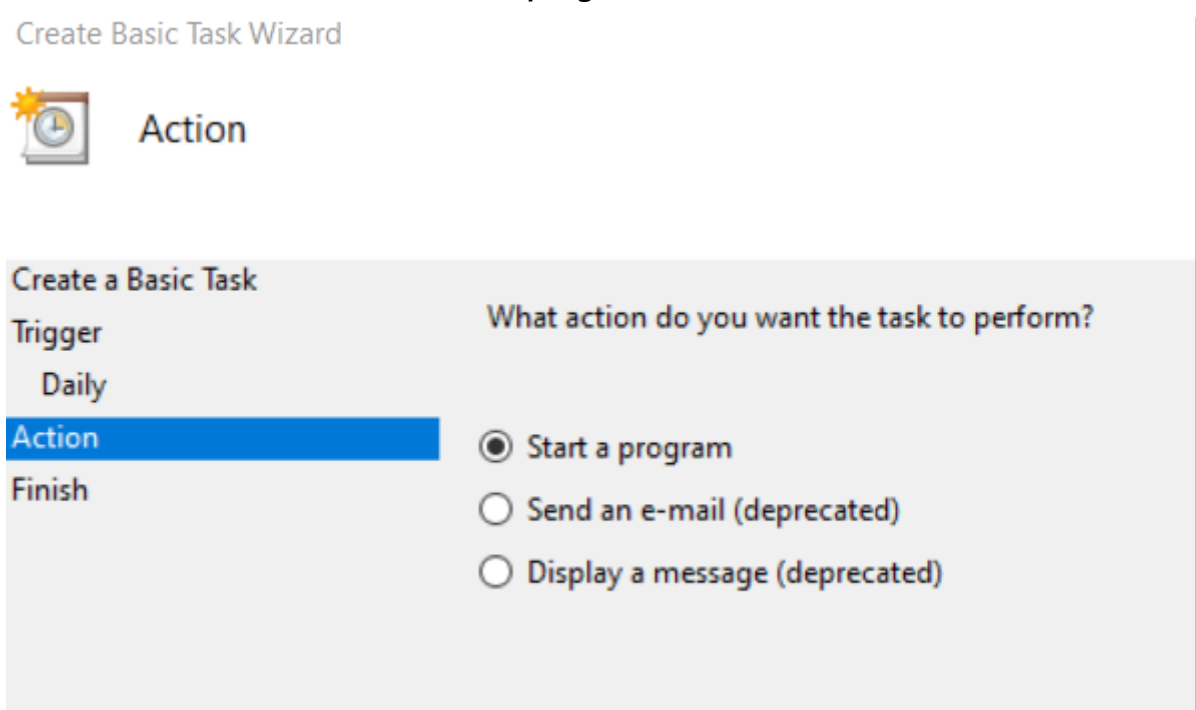
3. On the **Create a Basic Task** window, enter your task name, and then click **Next**.



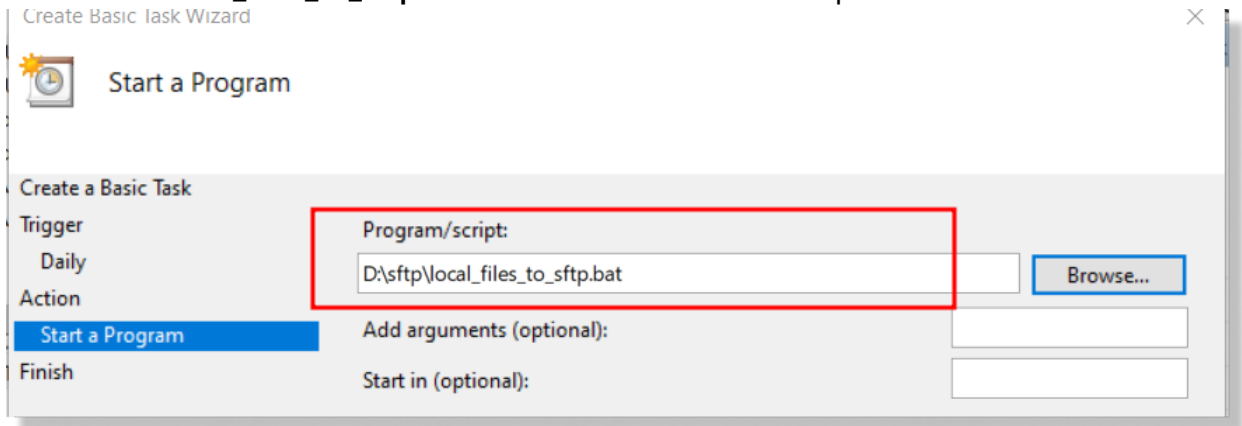
4. Choose when the task should be run and click **Next**.



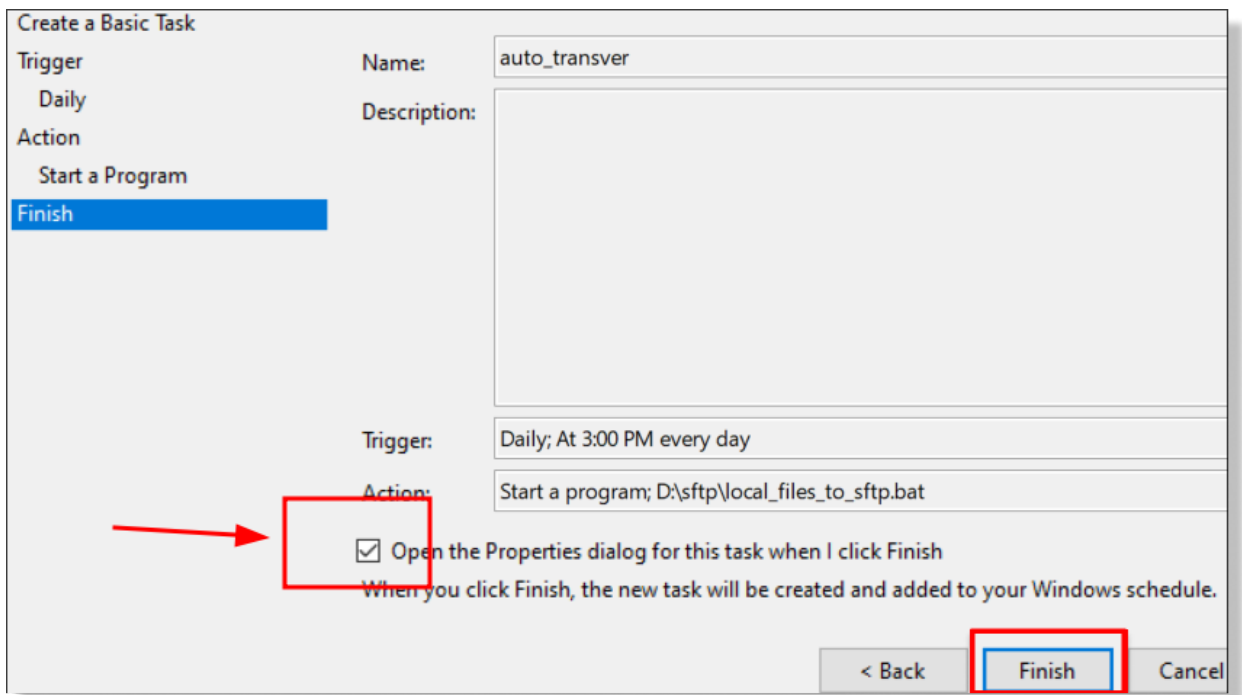
5. Go to the **Action** tab, choose **Start a program** and then click **Next**.



6. Browse for `local_files_to_sftp.bat` in the folder from the step 5.4 and click **Next**.



7. Select the checkbox and click **Finish**.



🔗 Important ▾

You must have administrative rights and a non-empty password.

General Triggers Actions Conditions Settings History (disabled)

Name: auto_transver

Location: \

Author: DESKTOP-2807M9J\User

Description:

Security options

When running the task, use the following user account:

User Change User or Group...

Run only when user is logged on

Run whether user is logged on or not

Do not store password. The task will only have access to local computer resources.

Run with highest privileges

Hidden

Configure for: Windows Vista™, Windows Server™ 2008

8. Enter the password and click **OK**.

Enter user account information for running this task.

User name: User

Password:

OK Cancel