A QUICK GUIDE TO USING THE S2S WEBSITE TO TRANSFER CTF'S



THIS GUIDANCE WILL TELL YOU HOW TO UPLOAD CTF FILES AFTER THEY HAVE BEEN CREATED IN YOUR MIS (SIMS/CMIS), AND HOW TO DOWNLOAD THEM READY TO IMPORT INTO YOUR MIS (SIMS/CMIS)

TO UPLOAD A CTF TO S2S

Log into Secure Access and click on the S2S Link

Welcome to Secure access	Need help?
Allowing registered users access to the Department for Education's systems. Access to systems are granted on an individual basis and therefore some systems may not be visible.	
Your password will expire 9 days. Please change your password change your password	
Your applications	
COLLECT	
Collections On-Line for Learning, Education, Children, and Teachers.	
Kts	
Key to Success	
\$2\$	
The School to School system.	
If you cannot see an application (system) that you believe you should have access to, or do not have the correct permissions within the application you are accessing, please contact	







Click on the Browse button to search for the CTF you created in your MIS

Secure Data Transfer System Version: 2.42	
Common Pupil Transfer File Upload Page Please use the browse Button to retrieve files for upload	
Select Folder & Filenanne.	Upload File

When you have located the file and it is in your folder and filename box click on the Upload File button

Secure Data Transfer Syster Version: 2.42	m					
Common Pupil Transfer File Upload Page Please use the browse Button to retrieve files for upload						
Select Folder & Filename:	J:\\TUS\Data for Schools\892LLLL_CTF_8925404_ Browse					
	Upload File					

You should get a message to tell you that the file has been successfully loaded to the S2s website and is ready for the destination school to download.

TO DOWNLOAD A CTF FROM S2S

Log into Secure Access and S2S as before

Home Upload Download Download PLASC/School Census File Re-Download PLASC/School Census File Download CFR Files Re-Download CFR Files Re-Download CFR Files Re-Download CFR Files Reveal CFR FileS	Click on Download in the menu at the left of the screen and then on Download CTF File
Downoad CTF riles Previously Downloaded CTF files Delete files not collected by schools	
Download Generic Files	
Re-Download Generic Files	
Download Exclusion Files	
Re-Download Exclusion Files	
Download Admissions Files	
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Contacts	





in the next s (it will also sl	creen click on the file you w how the details of the pupil	want to download to hi in the file below)	ghlight it	
Common Trar (click on column headings to	nsfer Files ready for download			
File 9373101_CTF_8923316	Date Uploaded Source School 5_001XML 14/01/2014 All Saints Coff: Primary School an	id Nursery, Nunea		Áccept Reject
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and then click on Accept

Choose the location to save the file to ready to import into your MIS (SIMS/CMIS).



