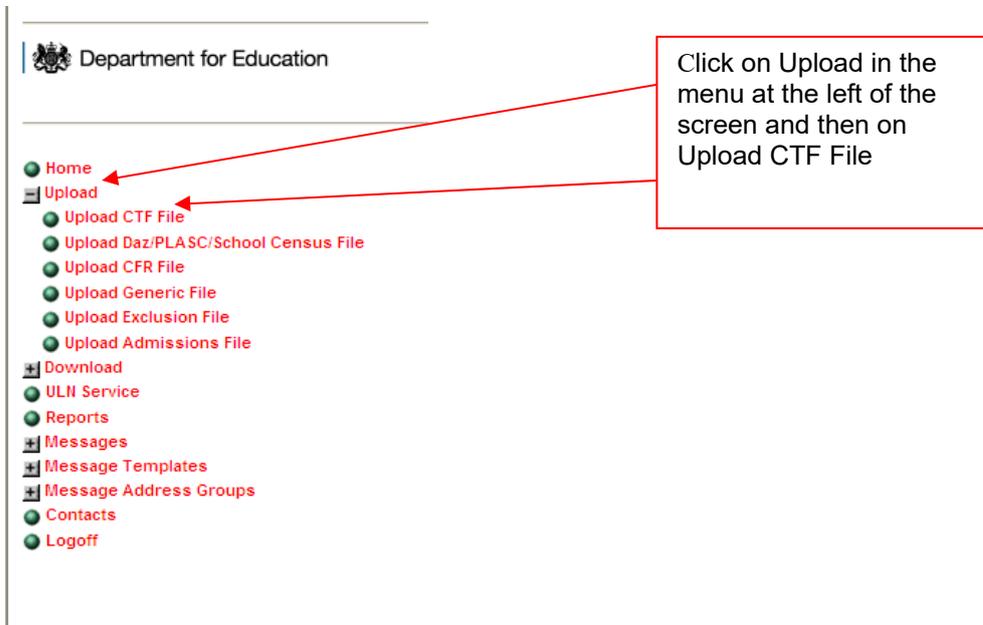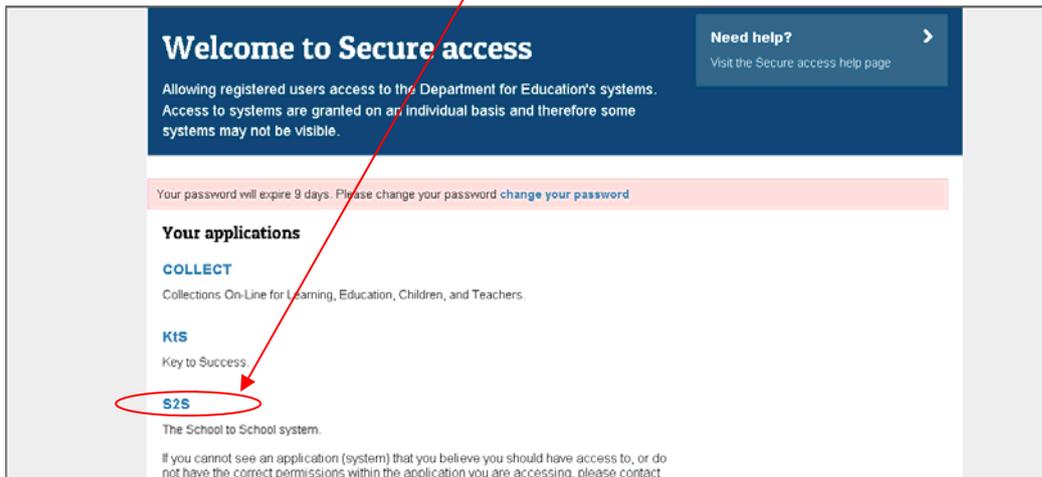# A QUICK GUIDE TO USING THE S2S WEBSITE TO TRANSFER CTF'S

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

Click on Upload in the menu at the left of the screen and then on Upload CTF File

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 & Filename: [   ] [Browse...]

[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 System
Version: 2.42

Common Pupil Transfer File Upload Page
Please use the browse Button to retrieve files for upload

Select Folder & Filename: [J:\ITUS\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

Department for Education

- Home
- Upload
- Download
  - Download PLASC/School Census File
  - Re-Download PLASC/School Census File
  - Download CFR Files
  - Re-Download CFR Files
  - Download CTF Files
  - 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
  - Re-Download Admissions Files
- ULN Service
- Reports
- Messages
- Message Templates
- Message Address Groups
- Contacts
- Logoff

Click on Download in the menu at the left of the screen and then on Download CTF File

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In the next screen click on the file you want to download to highlight it
(it will also show the details of the pupil in the file below)

Common Transfer Files ready for download
(click on column headings to change sort order)

File	Date Uploaded	Source School
9373101_CTF_8923316_001.XML	14/01/2014	All Saints CofE Primary School and Nursery, Nunea

[Accept]

[Reject]

Pupil Details for selected file

Pupil UPN	Date of Birth	Name

and then click on Accept

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