

# Online Transfer of Borrower Data

Institution: \_\_\_\_\_ Date: \_\_\_\_\_

Name of individual completing form: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Before You Begin

- Your Institution Contact must contact the Help Desk to obtain an FTP username and password.
- Ensure that all files transferred to FLVC are in ASCII format.
- Ensure that headers and/or footers are not included in the file transfer.
- Use of a secure FTP client that supports Secure Shell Version 2 (SSH2) is strongly recommended.

## Transfer Process

This example is for a generic FTP client. Procedures may vary depending on the FTP client used.

1. FTP files to **laps.lincc.net**.
2. Enter the institution's account name.
3. Enter the password.
4. Transfer the file in ASCII format (e.g., **ftp>put perxxx\_20030422.dat**).
5. When the transfer is complete, terminate the session.
6. After the file(s) have been transferred, contact the Help Desk to confirm that the transfer has occurred.

<b>Student Data</b>	File Name: _____
	Total Records: _____ Expiration Date: _____
<b>Personnel Data</b>	File Name: _____
	Total Records: _____ Expiration Date: _____

## FORM SUBMISSION INSTRUCTIONS

### Requestor:

Enter your name below and click *Submit to Help Desk* to send this form as an email attachment.

Name of individual completing form: \_\_\_\_\_