Attachment A

Using sFTP – Secure File Transfer Protocol

Secure File Transfer Protocol (sFTP) is an interactive file transfer program which performs high speed file transfer operations over an encrypted secure shell (ssh) transport. Ssh provides secure encrypted communications between two un-trusted hosts over an insecure network such as the Internet. In order to retrieve files from the Department of Labor (DOL), the sFTP protocol allows for high speed data transfers of large files in a secure, encrypted manner.

The DOL Employment and Training Administration (ETA) will be placing the weekly Veterans Retraining Assistance Program (VRAP) data files it receives from the Veterans Administration on its sFTP server by state. State users will be able to login weekly using any sFTP program and download the VRAP Excel spreadsheet format data file to their computers.

Many government IT offices already have approved sFTP client programs and simply need the address of the DOL ETA sFTP server and their username and password to access the files.
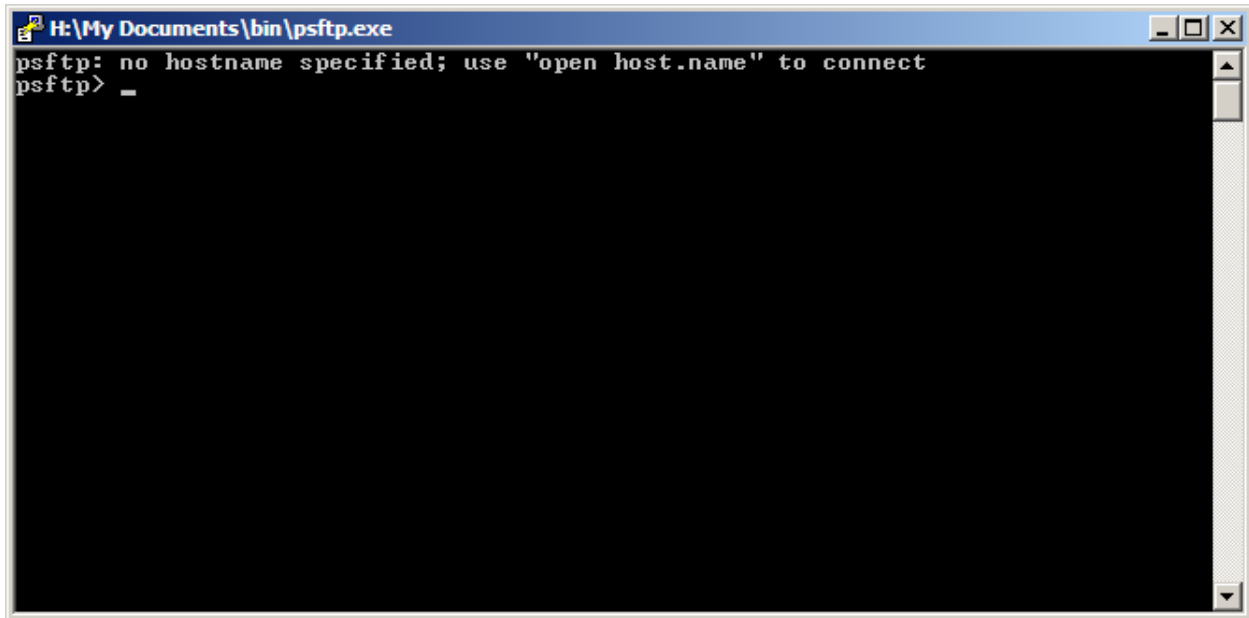
For those that are unfamiliar with sFTP, or do not have access to an sFTP client program, there are many ways to run an sFTP communications program, including installing a command line program, a Graphical User Interface (GUI) version of the program, or installing an add-on to a web browser such as Internet Explorer (IE) or FireFox.

A free open source command line version of sFTP initially developed at the Massachusetts Institute of Technology (MIT) is available from the Putty group (*Note – DOL does not endorse any specific product, there are several products which can be used to fulfill the sFTP requirements)*, and can be found at:
http://www.chiark.greenend.org.uk/~sgtatham/putty/download.html

By right clicking on the sftp.exe program, a compiled program can be downloaded and saved as a fully working command line version of sFTP to a local computer. No installation is necessary; the program is ready to run.

To run the program, simply click on the program file in Windows explorer, and users will see a command line interface box:
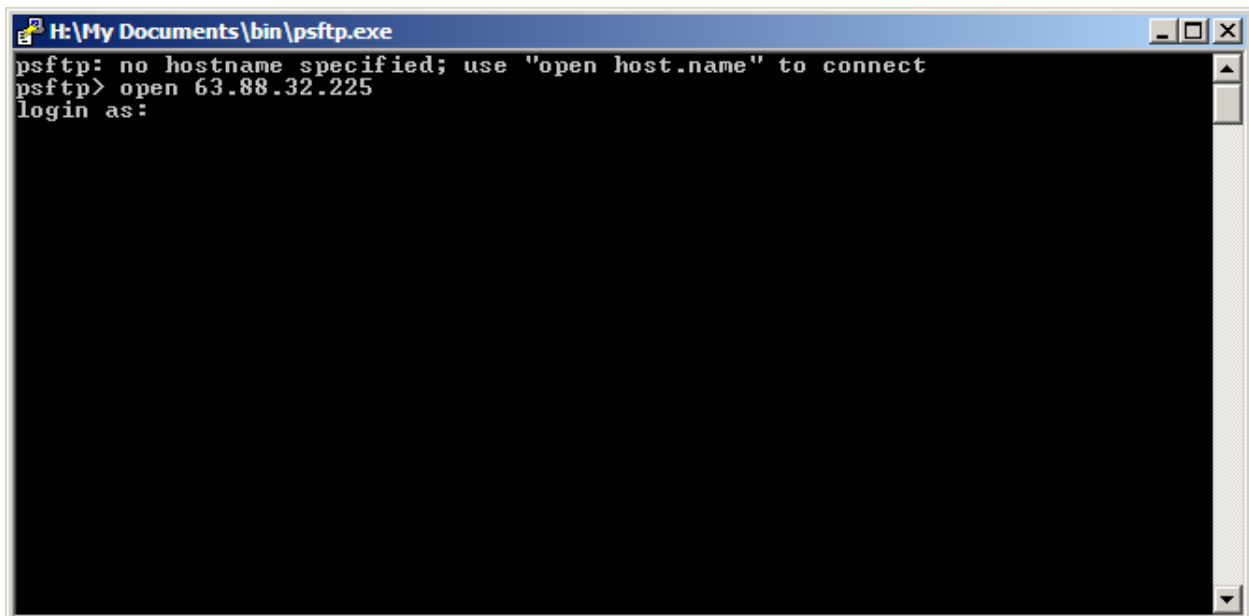
```
H:\My Documents\bin\psftp.exe                                    _ □ ×
psftp: no hostname specified; use "open host.name" to connect
psftp> _
```

The user then types in the command to open a connection to the address of the DOL ETA sFTP server (e.g. **open ftp.google.com**)

ETA will provide to each state the ftp address or site name of its ftp server to the approved contact staff for each state.

The user is then prompted for their username and password, which will be supplied to you by ETA at a later date as well. Once logged into the ETA ftp server, the user can then list and retrieve the files.

```
H:\My Documents\bin\psftp.exe                                    _ □ ×
psftp: no hostname specified; use "open host.name" to connect
psftp> open 63.88.32.225
login as:
```

The basic commands are "ls" for list files, and "get *filename.xls*" for retrieving to the local computer. Users must type in the full filename, wildcards such as "*" are not supported. File transfers are dependent on internet connectivity speeds, but are usually quite fast (less than 30 seconds).

Once a user has retrieved the file, then can disconnect and close the session by typing the command "exit."

There are other versions of free sFTP software available as well, including graphical interfaces such as FileZilla which has an interface that looks like the standard Windows explorer screen and supports drag and drop operations. FileZilla is available at:

http://filezilla-project.org/