# *Using the OSPI Secure File Transfer Portal (SFTP)*

What is the SFTP?

Secure File Transfer Protocol (SFTP) is a method used to transfer files securely over a network. SFTP encrypts both the file data and the commands being sent, ensuring that the information remains private and protected from unauthorized access during transmission. It is commonly used for secure file sharing between organizations and individuals.

How do I use it?

Retrieve your log in
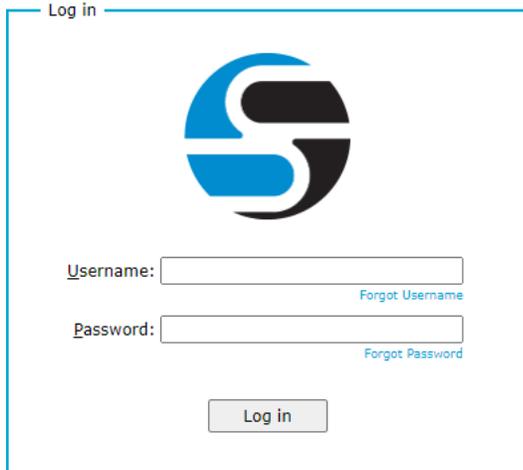
You should have received an email with your user name and password. Once you have that information you can visit https://cns-sftp.ospi.k12.wa.us/ and log in with your username and password.

This is also where you can reset or retrieve your password.

Organizations share one password across multiple users. If you change the password, you are changing it for the entire organization.
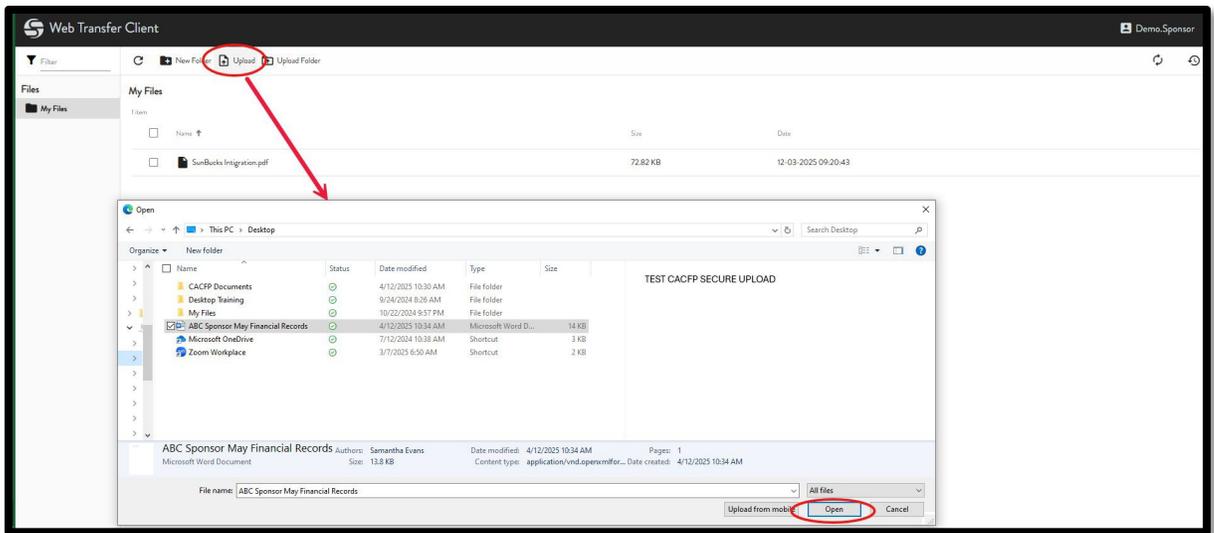
Uploading Your Documents

1. Login to the secure web portal using your organization's login credentials.
2. Select the NEW Folder and name the folder to indicate the reason for your upload.
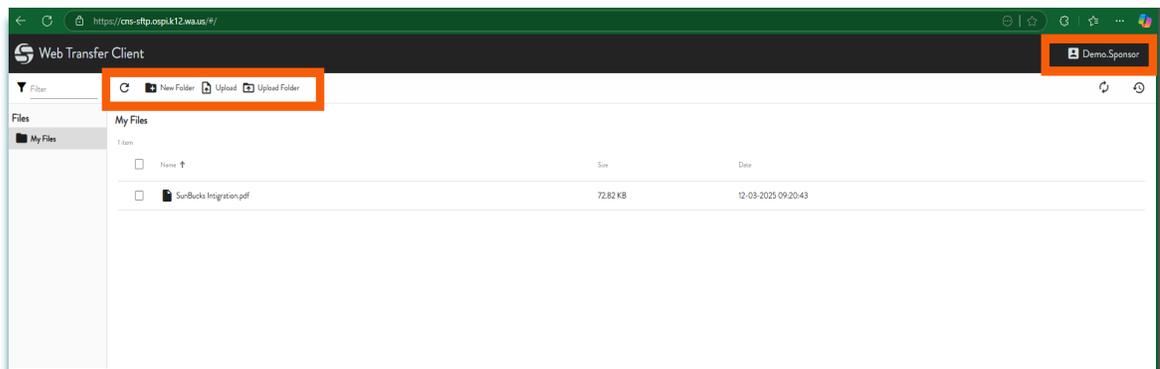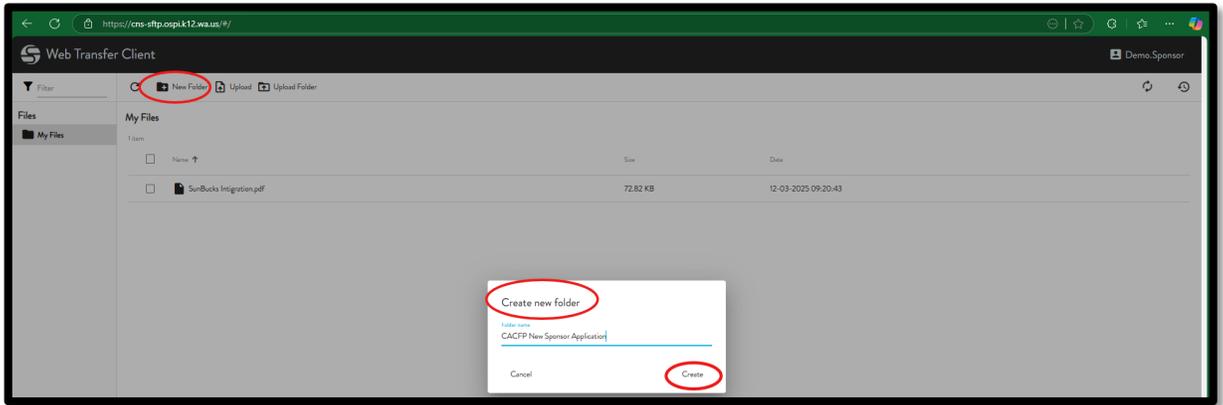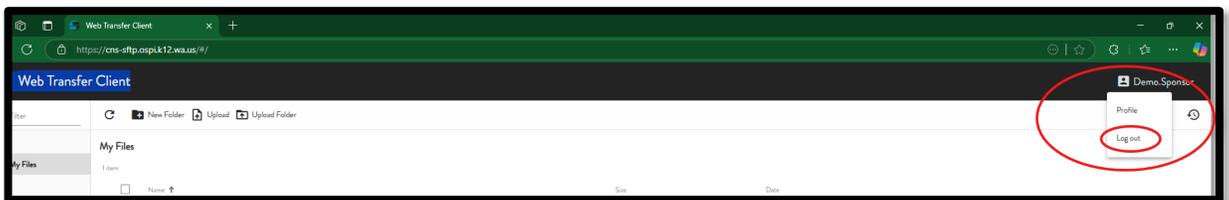
3. Open the folder and select Upload. Locate the file(s) and select Open.

4. Once complete, you should see the document in your folder. Verify that your documents have been uploaded successfully before you log out.

5. Once you have uploaded your documents, OSPI will be notified to retrieve the documents. Once OSPI has saved your documents in our system, you will no longer be able to view the uploaded documents.