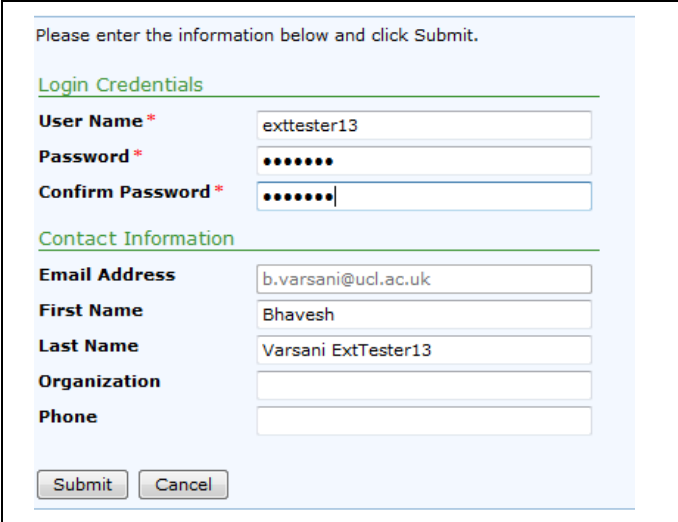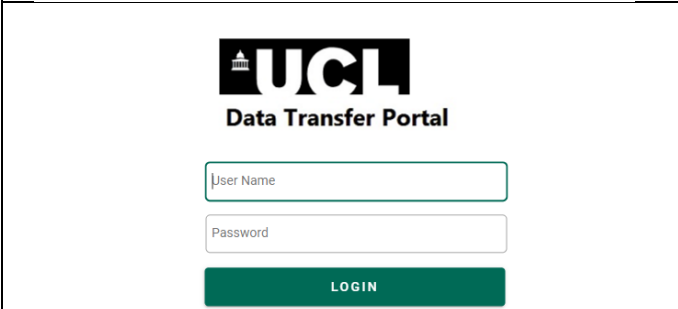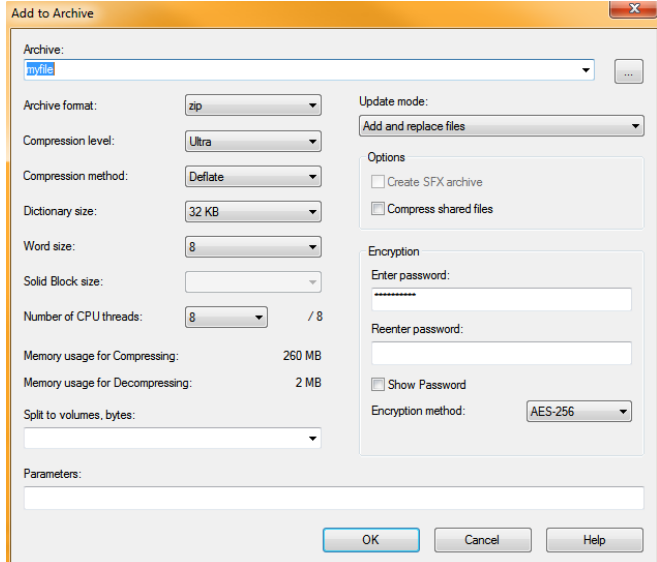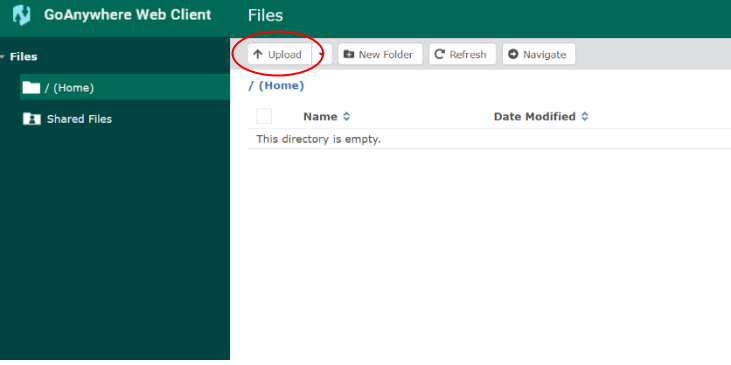# Guide to uploading data to the UCL Data Transfer Portal

Once you are ready to submit your data, a member of the CORC team will invite you to register on the Data Transfer Portal, which is hosted by the UCL Data Safe Haven facility. The steps below guide you through the process of registering onto the system and uploading data to be shared with the CORC team.

1) Register onto the portal

Invitation Request You have been invited to join GoAnywhere Web Client. Please click the link below to continue with the registration process. Register Here This link will expire after 168 hours. Please contact your account representative if you have any trouble registering your account.	1. You will receive an email from noreply@ucl.ac.uk inviting you to join 'GoAnywhere Web Client'. Please check your junk mail folder if you don't receive this.
Please enter the information below and click Submit. **Login Credentials** User Name * exttester13 Password * •••••• Confirm Password * •••••• **Contact Information** Email Address b.varsani@ucl.ac.uk First Name Bhavesh Last Name Varsani ExtTester13 Organization Phone Submit Cancel	2. When you follow the link, you will be prompted to create login credentials and register your contact information. 3. Click on Submit. **Please remember the user name and password you created, in case you need to upload updated data at a later date.**
UCL Data Transfer Portal User Name Password LOGIN	4. You can now log in to the Data Transfer Portal on https://filetransfer.idhs.ucl.ac.uk/

2) Upload Files

	5. Encrypt the files you would like to send. If your data is in an Excel file, you can password protect the Excel file. If your data is in CSV files you can use freely available software such as 7-zip to add your files to an 'archive' which can be password protected. 7-zip can be downloaded from https://www.7-zip.org/
Log in to the Data Transfer portal	https://filetransfer.idhs.ucl.ac.uk/
	6. Click on Upload. This will allow you to browse your documents and select the encrypted file(s) you want to upload.

Once the data has been uploaded, please provide the password you used to encrypt the data to the member of the team who sent the invitation to the Data Transfer Portal.