

## 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         Invitatin Request Request				
Join 'GoAnywhere Web Client'. Please check your junk mail folder if you don't receive this. Please check your junk mail folder if you don't receive this. Please check your junk mail folder if you don't receive this. Please enter the information below and click Submit. Login Credentials User Name * extester13 Password *		Invitation Request		<ol> <li>You will receive an email from noreply@ucl.ac.uk inviting you to</li> </ol>
Please enter the information below and click Submit.   Login Credentials   Vier Name*   exttester13   Password*   confirm Password*   confirm Password*   Contact Information   Email Address   b.versani@ucl.ac.uk   First Name   Bhavesh   Last Name   Varsani@ucl.ac.uk   Please remember the user name and password you created, in case you need to upload updated data at a later date. Submit Cance Image: Contact Information Please remember the user name and password you created atta at a later date. Image: Contact Information Please remember the user name and password you created, in case you need to upload updated data at a later date. Image: Contact Information Please remember the user name and password you created, in case you need to upload updated data at a later date. Image: Contact Information Please remember the user name and password you created, in case you need to upload updated data at a later date. Image: Contact Information Im	You have been invited to join GoAnywhere Web Client. Please click the link below to continue with the registration process. Register Here			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   4. You can now log in to the Data Transfer Portal   Inter Name   Persond   4. You can now log in to the Data Transfer Portal on <a href="https://filetransfer.idhs.ucl.ac.uk/">https://filetransfer.idhs.ucl.ac.uk/</a>	Please contac	This link will expire after 168 hours. It your account representative if you have any trouble registering your account.		
<ul> <li>and register your contact information.</li> <li>Contact Information</li> <li>Email Address b.varsani@ucl.ac.uk</li> <li>First Name Bhavesh</li> <li>Last Name Varsani ExtTester13</li> <li>Organization Phone</li> <li>Submit Cancel</li> </ul> Please remember the user name and password you created, in case you need to upload updated data at a later date. 4. You can now log in to the Data Transfer Portal User Name Losin	Please enter the infor Login Credentials	Please enter the information below and click Submit.		2. When you follow the link, you will be prompted to create login credentials
Password* information.   Contact Information   Email Address   b.varsani@ucl.ac.uk   First Name   Bhavesh   Last Name   Varsani ExtTester13   Organization   Phone   Submit   Cancel   Please remember the user name and password you created, in case you need to upload updated data at a later date. 4. You can now log in to the Data Transfer Portal https://filetransfer.idhs.ucl.ac.uk/	User Name*	evttester13		and register your contact information.
Confirm Password*   Contact Information   Email Address   b.varsani@ucl.ac.uk   First Name   Bhavesh   Last Name   Organization   Phone   Submit   Cancel   A: You can now log in to the Data Transfer Portal   Jert Name   Password   Login Login	Password *	•••••		
Contact Information   Email Address   b.varsani@ucl.ac.uk   First Name   Bhavesh   Last Name   Varsani ExtTester13   Organization   Phone   Submit Cancel   Please remember the user name and password you created, in case you need to upload updated data at a later date. (a upload updated data at a later date. (b upload updated data at a later date. (b upload updated data at a later date. (c upload updated data. (c upload upda	Confirm Password	* •••••		3. Click on Submit.
Email Address   b.varsani@ucl.ac.uk   Bhavesh   Last Name   Organization   Phone   Please remember the user name and password you created, in case you need to upload updated data at a later date. Submit Cance Cance Image: C	Contact Informatio	Contact Information		
First Name Bhavesh   Last Name Varsani ExtTester13   Organization Please remember the user name and password you created, in case you need to upload updated data at a later date.   Submit Cancel   A. You can now log in to the Data Transfer Portal on <a href="https://filetransfer.idhs.ucl.ac.uk/">https://filetransfer.idhs.ucl.ac.uk/</a>	Email Address	b.varsani@ucl.ac.uk		
Last Name Varsani ExtTester13   Organization   Phone   Submit Cancel   Please remember the user name and password you created, in case you need to upload updated data at a later date. 4. You can now log in to the Data Transfer Portal on <a href="https://filetransfer.idhs.ucl.ac.uk/">https://filetransfer.idhs.ucl.ac.uk/</a>	First Name	Bhavesh		
Organization   Phone   Submit Cancel   Please remember the user name and password you created, in case you need to upload updated data at a later date. 4. You can now log in to the Data Transfer Portal on <a href="https://filetransfer.idhs.ucl.ac.uk/">https://filetransfer.idhs.ucl.ac.uk/</a>	Last Name	Varsani ExtTester13		
Phone       password you created, in case you need to upload updated data at a later date.         Submit Cancel       4. You can now log in to the Data Transfer Portal on <a href="https://filetransfer.idhs.ucl.ac.uk/">https://filetransfer.idhs.ucl.ac.uk/</a> User Name       Password         LOGIN       LOGIN	Organization			Please remember the user name and
Submit Cancel   to upload updated data at a later date. 4. You can now log in to the Data Transfer Portal on <a href="https://filetransfer.idhs.ucl.ac.uk/">https://filetransfer.idhs.ucl.ac.uk/</a> LOGIN	Phone			password you created, in case you need
User Name     Password     LOGIN     4. You can now log in to the Data   Transfer Portal on   https://filetransfer.idhs.ucl.ac.uk/	Submit Cancel			to upload updated data at a later date.
User Name       Password		<b>Data Transfer Portal</b>		<ol> <li>You can now log in to the Data Transfer Portal on <u>https://filetransfer.idhs.ucl.ac.uk/</u></li> </ol>
Password	4	Jser Name		
LOGIN	٩	Password		
		LOGIN		

## 2) Upload Files

Add to Archive	x	5. Encrypt the files you would
		like to send.
Archive:	•	
Archive format: zip 🗸	Update mode:	If your data is in an Excel file, you
Compression level:	Add and replace files   Options	can password protect the Excel
Compression method: Deflate	Create SFX archive	file.
Dictionary size: 32 KB	Compress shared files	
Word size:	Encryption	If your data is in CSV files you can
Solid Block size:		use freely available software such
Number of CPU threads: 8    /8	Reenter password:	as 7-zip to add your files to an
Memory usage for Compressing: 260 MB		'archive' which can be password
Memory usage for Decompressing: 2 MB	Show Password	
Split to volumes, bytes:	Encryption method: AES-256	protected. 7-zip can be
		downloaded from https://www.7-
Parameters:		
		<u>zip.org/</u>
	OK Cancel Help	
Log in to the Data Transfer	https://filetransfer.idhs.ucl.ac.uk/	
		6 Click on Unload This will allow
GoAnywhere Web Client Files		
- Files	New Folder C Refresh O Navigate	you to browse your documents
/ (Home) / (Home)		and select the encrypted file(s)
Shared Files Name ≎	Date Modified 🗘	you want to unload
This directory is em	pty.	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.