Guide to the UCL Data Transfer Portal for CORC Members

Once you are ready to submit your data, the CORC team will invite you to register onto 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 UCL IDHS File Transfer. Please click the link below to continue with the registration process. Click here to register If the link above does not open, copy and paste the following URL into your browser: https://filetransfer.idhs.ucl.ac.uk/register?token=13905b89-3b27-4dcf-8885-7b69867c5e86&invited=true This link will expire after 24 hours. Please contact your account representative if you have any trouble registering your account.	1. You will receive an automatic email inviting you to register to the Data Transfer portal. Please check your junk mail folder if you don't receive this. *Note: This link expires after 24 hours*
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
UCL Identifiable Data Transfer Your registration is complete and is currently pending approval. A notification will be sent to your email address when you are approved. **LOGIN** User Name Password Login Reset	4. You can now log in to the Data Transfer portal on https://filetransfer.idhs.ucl.ac.uk/webclient/Login.xhtml

2) Upload Files

	5. **Encrypt** the files you would like to send. You can use a freely available software such as 7-zip to zip your files and encrypt them. 7-zip is an open source compressed archive tool which will also encrypt files. It can be downloaded from www.7-zip.org Note that **CSV files cannot be password-protected** and should therefore saved in a folder, and the folder itself encrypted using the encryption software.
Log in to the Data Transfer portal	https://filetransfer.idhs.ucl.ac.uk/webclient/Login.xhtml
	6. Click on Secure Folders 7. Click on Upload. This will allow you to browse your documents and select the encrypted file(s) you want to upload. ***Only encrypted data should be uploaded onto the Data Transfer Portal***

Once the data has been uploaded, please **notify the CORC team** on CORC@annafreud.org and give us a call to let us know the password you used on 0207 443 2225.

Frequently Asked Questions

1) I have got as far as registering and creating a folder but the file is not uploading – the system still says 'file uploading' after 15 mins.

It's not uncommon for NHS workstations to be running very old browser versions - particularly with Internet Explorer, which is tied to older versions for various NHS internal systems. The Data Safe Haven is very browser dependent, with older

browser versions providing limited, if not no functionality with DSH services. Please try using a different browser or different computer if possible. Preferred options are Firefox Mozilla, Google Chrome, or Internet Explorer version 11 or higher. If the upload still doesn't work, please report it to the CORC team.

2) **I haven't received the registration email.**

   Please check your spam/junk mail folders. If it's not there, please let the CORC team know.

3) **I have been trying to login to submit our data, however it is coming up with Invalid user name and/or password.**
   If you are sure you are using the correct username and password and it is still not letting you log in, please get in touch with us. We will re-issue the invitation to register, and this will allow you reset the password and login.