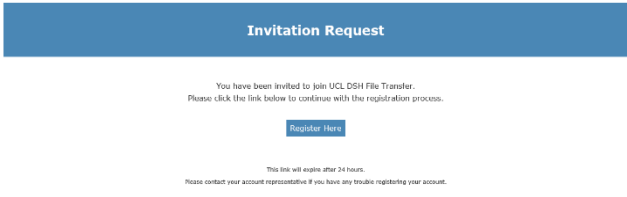# Guide to the UCL Data Transfer Portal for uploading data to CORC

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.

To access the Data Transfer Portal, you will need to have the following browser versions or higher:
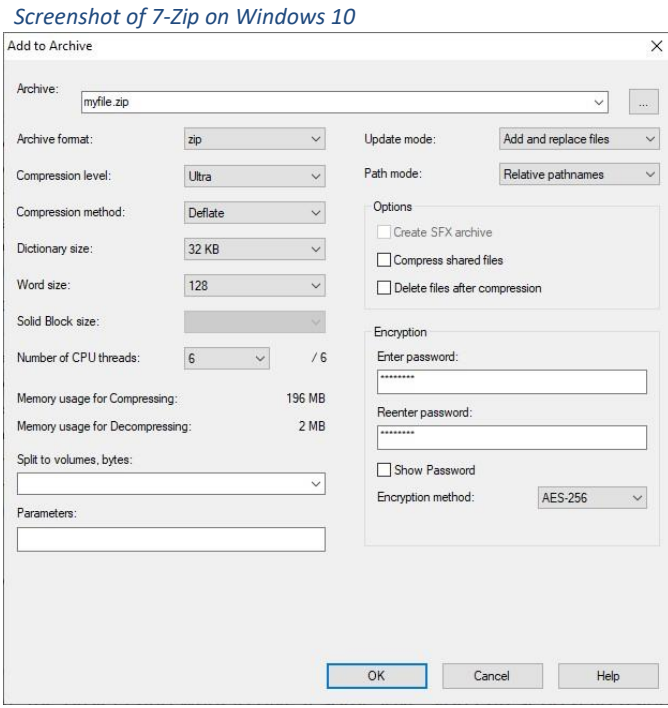
- Firefox version 27
- Google Chrome version 22
- Internet Explorer version 11
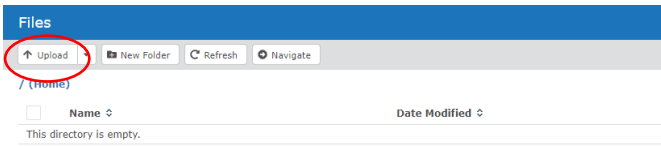- Opera version 14
- Safari version 7

1) Register onto the portal

Invitation Request You have been invited to join UCL DSH File Transfer. Please click the link below to continue with the registration process. Register Here 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 email from noreply@ucl.ac.uk 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_**

2. When you follow the link, you will be prompted to create login credentials and register your contact information.

3. Click on Submit

2) Upload Files

Screenshot of 7-Zip on Windows 10

4. **Encrypt** the files you would like to send.

You can use software such as 7-Zip to encrypt your 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.

	5. Log in to the Data Transfer portal at https://filetransfer.idhs.ucl.ac.uk/webclient/Login.xhtml
	6. 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***

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

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 older browser versions, for example older versions of Internet Explorer. For security reasons, the Data Safe Haven requires particular browser versions or higher to be used (see above). Please try using a different browser or different computer if possible. 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.