

# Accessing Secure File Transfer (SFTP)

---

*Standard Operating Procedure*

Prepared By:	Nino Hay, Helix
Document Version:	2.0
<i>Date Created:</i>	<i>2 July 2012</i>
<i>Last Updated:</i>	<i>11 March 2020, 12:18 PM</i>

## I. Revision History

Date Modified	Modified by	Version	Details
22/08/2013	Nino Hay	1.0	Initial document
03/07/2014	Nino Hay	1.1	Template update
11/03/2020	Nino Hay	2.0	Update to Helix

## II. Related Material

Document Name	Version	Description	Location

## III. Document Approval and Review

Position	Name	Approved Date
Operations Manager	Chris Mac Manus	11/03/2020

# Contents

---

<b>I.</b>	<b>Revision History .....</b>	<b>2</b>
<b>II.</b>	<b>Related Material.....</b>	<b>2</b>
<b>III.</b>	<b>Document Approval and Review.....</b>	<b>2</b>
<b>1</b>	<b>Introduction .....</b>	<b>4</b>
1.1	Purpose .....	4
<b>2</b>	<b>Secure File Transfer Protocol .....</b>	<b>5</b>
2.1	Accessing the website .....	5
2.2	Downloading a file .....	6
2.3	Uploading a file.....	7
2.4	Rename a file .....	8
2.5	Delete a file .....	8
2.6	Change directory location.....	9

# 1 Introduction

---

## 1.1 Purpose

This document describes how to transfer files with secure file transfer protocol (SFTP). The pre-requisites are that a broadband internet connection is available and you are a Monash staff with permission granted to use SFTP or a user name and password is provided to you.

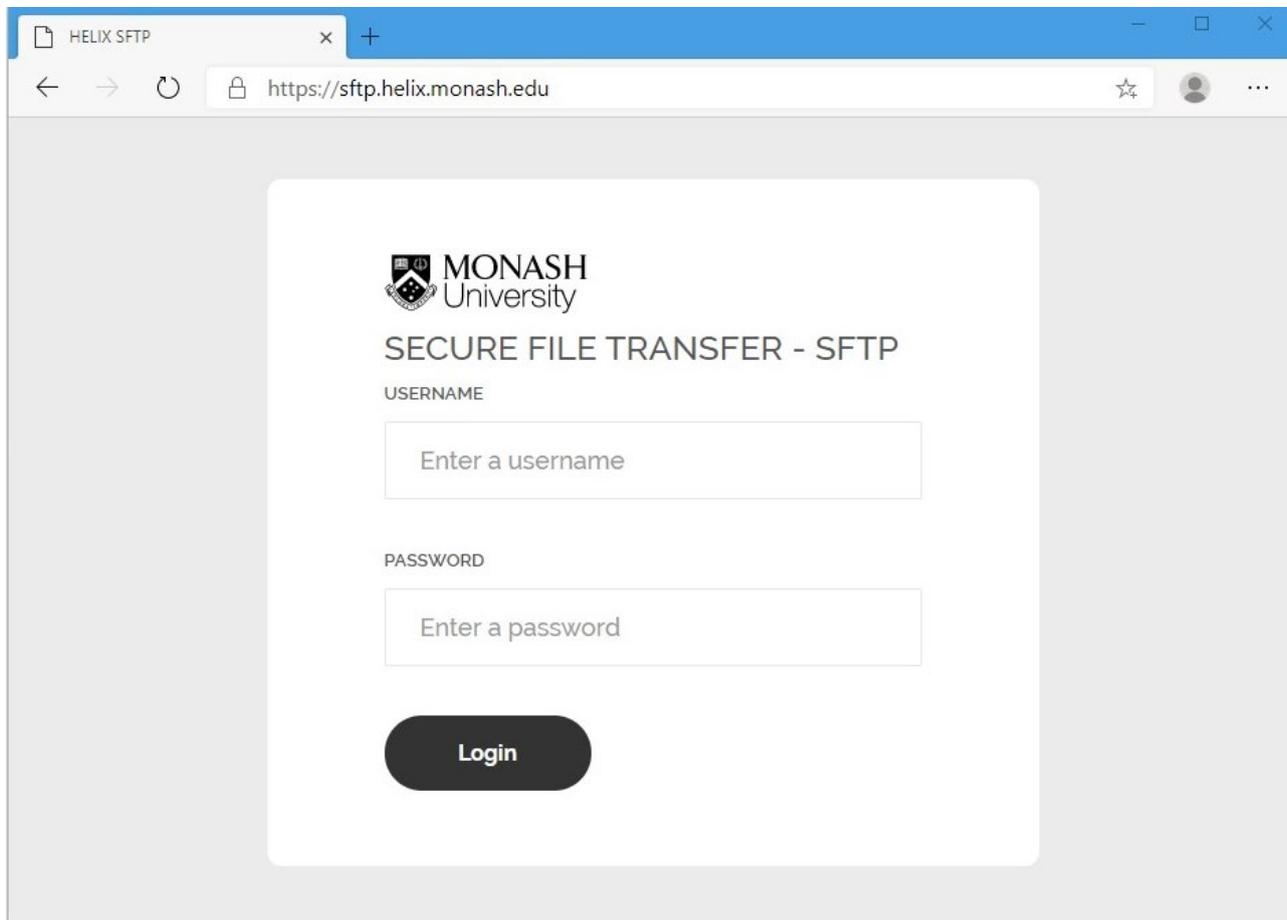
SFTP is a network protocol that provides file access, file transfer and file management functionalities over a secure data stream.

## 2 Secure File Transfer Protocol

---

### 2.1 Accessing the website

Secure File Transfer front end site can be accessed via <https://sftp.helix.monash.edu>



The start page will require a username and password to be entered before connecting to the secure folders.

## 2.2 Downloading a file

Upon successful connection to the secure folder, a list of all available files will be displayed.

Secure folder of /D/Helix/Data

Refresh Directory up Upload a new file

Name	File Size	Modified Date	
 Image File 1.png	7.52 KB	4/03/2020 11:40:45 AM	Rename Delete
 PDF File 1.pdf	535.87 KB	28/02/2020 4:07:44 PM	Rename Delete
 Test File 1.txt	112 B	11/03/2020 10:24:08 AM	Rename Delete

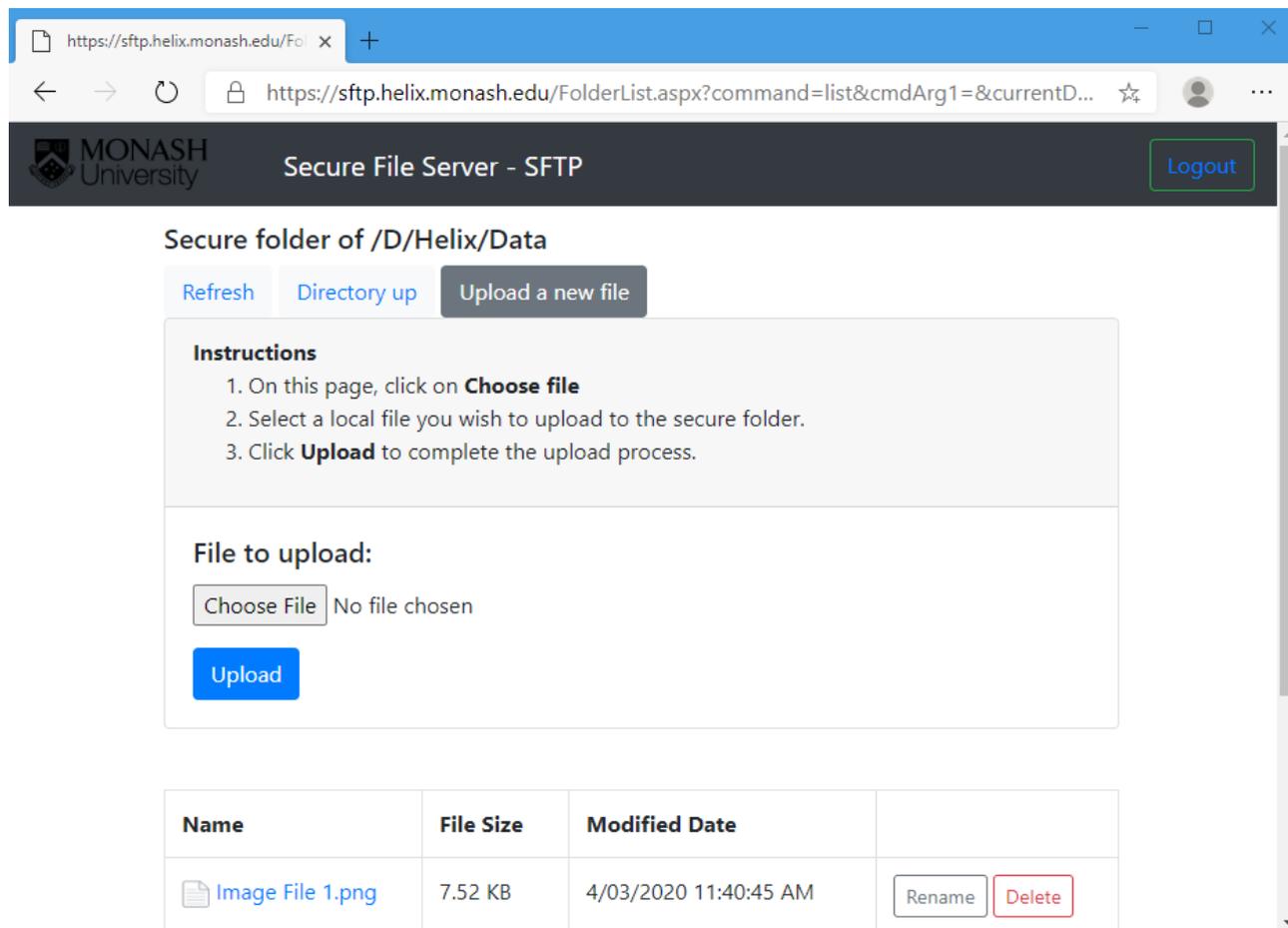
Copyright © 2020 Monash University ABN 12 377 614 012 - Data Protection and Privacy

To download a specific file simply click on the file name, some internet browsers will prompt for the location of where to save the file to the local computer while some will automatically save to the download folder on the local computer.

## 2.3 Uploading a file

Upload a new file

To upload a file from the local computer to the secure folder click on  
A file upload panel will appear.



The screenshot shows a web browser window with the URL <https://sftp.helix.monash.edu/FolderList.aspx?command=list&cmdArg1=&currentD...>. The page title is "Secure File Server - SFTP" and includes a "Logout" button. The main content area is titled "Secure folder of /D/Helix/Data" and features three buttons: "Refresh", "Directory up", and "Upload a new file".

**Instructions**

1. On this page, click on **Choose file**
2. Select a local file you wish to upload to the secure folder.
3. Click **Upload** to complete the upload process.

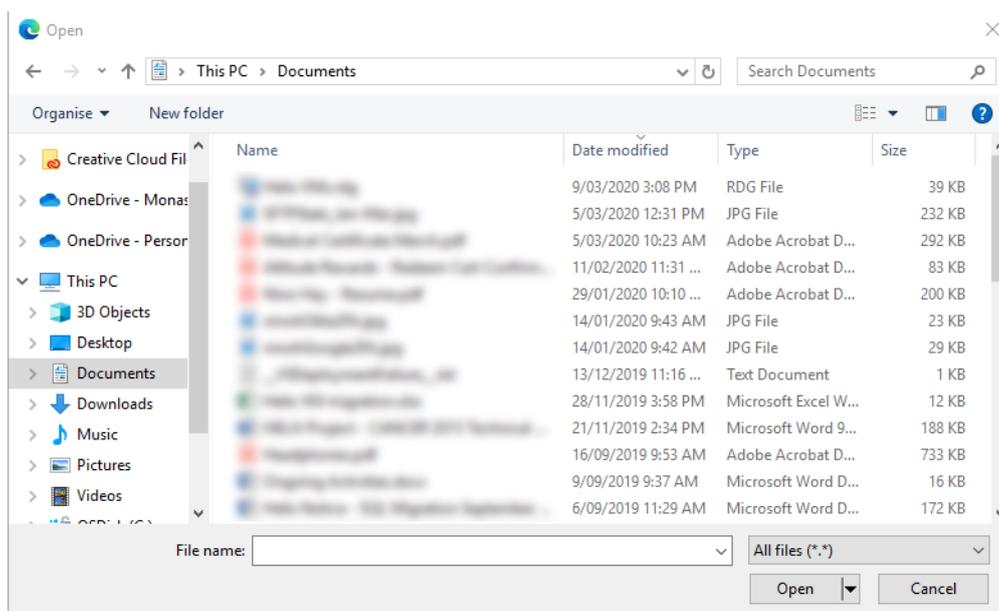
**File to upload:**

Choose File No file chosen

Upload

Name	File Size	Modified Date	
 Image File 1.png	7.52 KB	4/03/2020 11:40:45 AM	Rename Delete

Click on Choose File to locate a file to upload from the local computer.



Select a file to upload and click on open. The location of the file will appear in File to upload box.



Click  to upload the selected file.

When the file has been successfully uploaded you will get a successful message and the newly uploaded file will appear in the file list.

## 2.4 Rename a file



To rename a file, click on the  button associated with the file you wish to rename. A pop-up prompt will appear to enter a new name. Once finished click on OK.

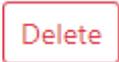
**sftp.helix.monash.edu says**

Enter new name



## 2.5 Delete a file



To delete a file, click on the  button associated with the file you wish to delete.

A pop-up prompt will appear to confirm your decision to delete the file. Click on OK to confirm the deletion.

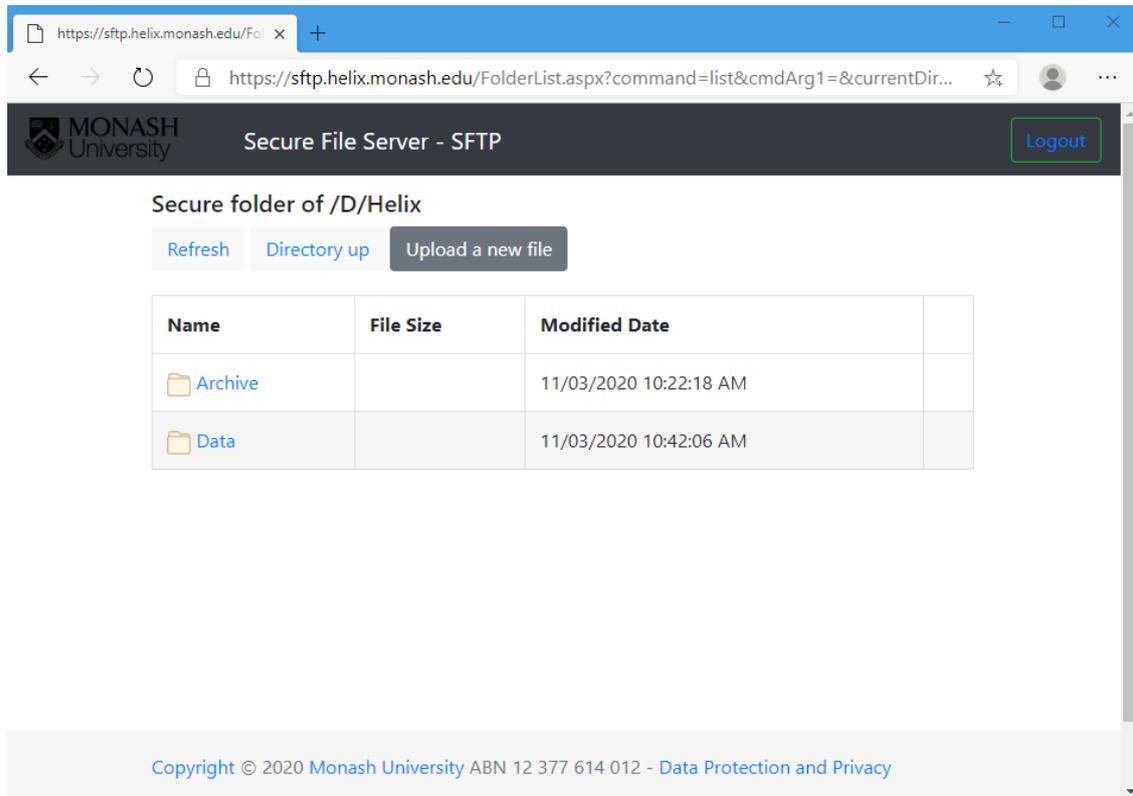
**sftp.helix.monash.edu says**

Really delete 'Image File 1.png'?



## 2.6 Change directory location

Users may have access to more than one folder on SFTP, if you wish to change the current folder location, click on [Directory up](#), this will show all the available folders you have access to.



The screenshot shows a web browser window with the URL <https://sftp.helix.monash.edu/FolderList.aspx?command=list&cmdArg1=&currentDir...>. The page title is "Secure File Server - SFTP" and includes a "Logout" button. The main content area is titled "Secure folder of /D/Helix" and contains three buttons: "Refresh", "Directory up", and "Upload a new file". Below the buttons is a table with the following data:

Name	File Size	Modified Date
 <a href="#">Archive</a>		11/03/2020 10:22:18 AM
 <a href="#">Data</a>		11/03/2020 10:42:06 AM

At the bottom of the page, there is a copyright notice: "Copyright © 2020 Monash University ABN 12 377 614 012 - [Data Protection and Privacy](#)".