

# Accessing Secure File Transfer (SFTP)

Standard Operating Procedure

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## I. Revision History

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22/08/2013	Nino Hay	1.0	Initial document
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#### 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

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#### 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.

#### 2.1 Accessing the website

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

HELIX SFTP × +	-		×
$\leftarrow$ $\rightarrow$ $\circlearrowright$ $\land$ https://sftp.helix.monash.edu	7×4	٢	
MONASH			
Wiversity			
SECURE FILE TRANSFER - SFTP			
USERNAME			
Enter a username			
PASSWORD			
Enter a password			
Login			

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/ Refresh Directory up	Helix/Data Upload a r	new file			J
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		

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

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

https://sftp.ł	helix.monash.ed	u/Fol × +						×
$\leftarrow \  \  \rightarrow$	U A H	https:// <mark>sftp.helix</mark> .	monash.edu/	FolderList.aspx?command=list&	dArg1=&currentD	$\overline{\mathcal{V}}_{+}^{\lambda}$	۲	
MON Univer	ASH rsity	Secure File S	Server - SF1	ſP		(	Logout	
	Secure fo	older of /D/H	elix/Data					
	Refresh	Directory up	Upload a r	new file				
	<ul> <li>Instructions</li> <li>1. On this page, click on Choose file</li> <li>2. Select a local file you wish to upload to the secure folder.</li> <li>3. Click Upload to complete the upload process.</li> </ul>							
	File to Choose Upload	upload: e File No file cho d	osen					
	Name		File Size	Modified Date				
	Image	e File 1.png	7.52 KB	4/03/2020 11:40:45 AM	Rename			

Upload a new file

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

C Open				×	(
$\leftarrow$ $\rightarrow$ $\checkmark$ $\bigstar$ $\blacksquare$ $\Rightarrow$ This PC	> Documents	ٽ ~	Search Document	s p	
Organise 👻 New folder			:=	- 🔳 💡	
> 👩 Creative Cloud Fil ^ Na	me	Date modified	Туре	Size	^
DarDin Mara	100 TR. 0	9/03/2020 3:08 PM	RDG File	39 KB	
> CheDrive - Monas	provident, inc. other part	5/03/2020 12:31 PM	JPG File	232 KB	
> 📥 OneDrive - Persor	Westwood Contribution (Starting of	5/03/2020 10:23 AM	Adobe Acrobat D	292 KB	
the DC	Minds Records Robert Lat. Lat.	11/02/2020 11:31	Adobe Acrobat D	83 KB	
	No. 16 Barris and	29/01/2020 10:10	Adobe Acrobat D	200 KB	
> 🧊 3D Objects	countrilling (The gap)	14/01/2020 9:43 AM	JPG File	23 KB	
> 🔜 Desktop	and the spectrum party of the spectrum party	14/01/2020 9:42 AM	JPG File	29 KB	
> 🚔 Documents	Charles and store and	13/12/2019 11:16	Text Document	1 KB	
> 🕂 Downloads	Table 101 cognition also	28/11/2019 3:58 PM	Microsoft Excel W	12 KB	
> 👌 Music	March 1997 Control Station	21/11/2019 2:34 PM	Microsoft Word 9	188 KB	
> E Pictures	The state of the s	16/09/2019 9:53 AM	Adobe Acrobat D	733 KB	
Videor	Traperty Scill-Handler	9/09/2019 9:37 AM	Microsoft Word D	16 KB	
	Taki Salar 12 Mapleo Salari	6/09/2019 11:29 AM	Microsoft Word D	172 KB	~
File name:			<ul> <li>All files (*.*)</li> </ul>	~	
			Open	Cancel	

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

-



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.

ne a file		
lick on the Rename button associated with the fi vill appear to enter a new name. Once finished click	le you wis on OK.	h to rename.
sftp.helix.monash.edu says		
Enter new name		
Image File 1.png		
	ОК	Cancel
	he a file lick on the Rename button associated with the fil rill appear to enter a new name. Once finished click sftp.helix.monash.edu says Enter new name Image File 1.png	he a file lick on the Rename button associated with the file you wish will appear to enter a new name. Once finished click on OK. sftp.helix.monash.edu says Enter new name Image File 1.png OK

#### 2.5 Delete a file

To delete a file, click on the Delete 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'?

ОК	Cancel

#### 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.

https://sftp.he	elix.monash.edu/Fol 🗙 🕂				-		×
$\leftarrow \rightarrow$ C	) A https://sftp.he	elix.monash.edu/Fold	erList.aspx?command=list&cmdArg1=&currentD	)ir	姾	۲	
MONA Univers	SH Secure Fil	e Server - SFTP				Logout	
	Secure folder of // Refresh Directory	D/Helix up Upload a new	<i>ı</i> file				
	Name	File Size	Modified Date				
	Archive		11/03/2020 10:22:18 AM				
	🛅 Data		11/03/2020 10:42:06 AM				

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