

IDHS – Welcome Pack for Secure Data Transfer In

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2. Document History

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Version	Date	Summary of change
1.0	09/03/2013	First Draft (BV)
1.1	12/06/2013	Document amended and sections added (BV)
1.2	19/06/2013	Bulk Transfer (FTP) instructions amended (BV)
1.3	01/07/2013	Workflow amended with next steps (BV)
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3 Introduction

Welcome to the UCL IDHS service, maintained by the IT for SLMS Infrastructure Team. This welcome pack will guide you on how to access the IDHS system to transfer data in.

4 Apply for IDHS Service

Before accessing the system, you will need to apply to register with the UCL IDHS Once an account is enabled for file transfer, you will be able to:

- 1. Login with your UCL IDHS credentials (continue from <u>section 6 of this</u> <u>document</u>) OR
- 2. Receive an email with an "invitation to register" with UCL IDHS.

5 Register with UCL IDHS

For UCL users ONLY who are inviting external collaborators to send data in.

Click on the link provided in the "invitation to register" email, register with the requested fields, complying with the "Username" and "Password" policies.

5.1 Password Policy – File Transfer Portal

The Policy below applies only to the File transfer portal (To transfer data in and out of the data safe heaven)

5.1.1 Username Policy – Applies only to external users to UCL who can only send data in

Minimum User Name Length: 6 Maximum User Name Length: 64 Prohibited Characters: /\:*?"<> @_!#'&

5.1.2 General password policies

Disable File Transfer account after: 3 Invalid login attempts 90 Days of inactivity

5.1.3 Password Strength

```
Minimum Password Length: 7
Minimum Number of Upper Case Letters: 1
Minimum Number of Lower Case Letters: 1
Minimum Number of Digits: 1
Minimum Number of Special Characters: 1
Allowable Special Characters: ~@#$%^&*()-_=+<>?/\;:[]{},.
```

5.1.4 Password Age

Password has to be changed every 90 days

5.1.5 Password History

You are not allowed to re-use any of your last 24 passwords

5.1.6 Password Expiry Notification

Password expiry notification emails are sent 20 days, 10 days, 5 days and each day less than 5 days before expiry. If password is not changed then passwords are automatically reset by the system, locking user out of the system.

6 Secure Data Transfer Webpage (Portal)

Secure File Transfer to UCL using IDHS is available in two ways...

6.1 Secure data transfer in using the IDHS Transfer In Web Portal

Go to https://filetransfer.idhs.ucl.ac.uk.	
LOGIN User Name jbloggs Password ••••••	Login using registered account. Either your IDHS AD account or a username you registered with
	On a lange die het defaulteren ab aude
Secure Mail File Manager • My Account • FILE MANAGER - BASIC INTERFACE Location //	be able to view the Folders you have access to upload the files.
Actions File Name Date Modified Image: Second Sec	Browse to the folder you wish to upload the file to
🧭 UCL IDHS - Windows Internet Explorer	Click on upload
Current Directory /Research_Group1/Test Folder GA When File Exists Error File(s) to Upload C:\very\confidential_document.docx Browse Browse Browse Browse Upload Close	Browse to the location of the encrypted documents and click on upload You can upload multiple files here
Messages	

CL INFORMA	TION SERVICES DIVISION	IT FOR S	LMS INFRASTRUCTURE SERVICES
UCL IDHS - Windows	Internet Explorer		Once upload has finished,
Current Directory When File Exists File(s) to Upload	/Research_Group1/Test Folder GA	Browse Browse Browse Browse Browse	You will see writing in green stating that your document has successfully uploaded
Upload Close			
Messages File '/Research_Grou	p1/Test Folder GA/confidential_document.docx' was receiv	ved successfully	
Secure Mai	il File Manager - My Acc	ount Tr	Back on the File Manager screen you
FILE MANA	GER - BASIC INTERFACE		should be able to see the document you have just uploaded
Location	/Research_Group1/Test Folder GA	8	
Action	ns 🛛 File Name 🖾		
	🖂 📄 confidential_document.do	ocx	
1 Items			
Delete	Upload Send To		
Secure M	ail File Manager + M	ly Account	Documents start uploading upon logging of from your session.
FILE MAN	AGER - BASIC INTERFAC	E	There is a 5 minute delay offer lag
Location	/Research_Group1/Test Fold	er GA	off before files transfer.
This direct	ory is empty.		
Upload			

6.2 Secure data transfer in using the IDHS FTP Portal (Bulk Transfer)

The instructions below use the FTP client "FileZilla" as an example. The steps should be similar for other FTP clients

Settings		On the Filezilla client.
Select page:	ransfer Mode Passive (recommended Active Allow fall back to other you have problems to re hange the default transfe TP Keep-alive Send FTP keep-alive co proper server does not r eed this.	Click on: Edit → settings Click on FTP as squared in red. Select the "Send FTP Keep alive command"
ngs ct page: Connection FIF Active mode FIF Proxy Serrer Generic proxy Transfers File exists action Interface Date/time format File lists File exists action Cancel Cancel Concurrent transfers Concurrent uploads: Concurrent up	Q (1-10) Q for no limit) Q for no limit) Q for no limit) Q for no limit) upported by the local operating system in uch a file. d: \/:*?*<>	Set Transfers → Maximum Simultaneous transfers to 1 Limit for concurrent uploads to 1

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Settings		Click on File Types (Transfers \rightarrow File
Select page:	Default transfer type:	Types)
Settings Select page: Connection Passive mode Passive mode FTP Generic proxy File Types File exists action Interface Themes Date/time format File lists Language File editing Filetype associations OK Cancel	DIVISION IT FOR S Default transfer type: Auto Auto ASCII Binary Automatic file type classification Treat the following filetypes as am asp Add c C Remo Cfm Cgi Conf Treat files without extension Treat dotfiles as ASCII files Dotfiles are filenames starting Dotfiles are filenames starting a Advanced Transfer Settings Charse filetransfer.idhs.ucl.ac.1 Port: Col: ETP - File Transfer Protocol ption: Require implicit FTP over TLS	SLMS INFRASTRUCTURE SERVICES Click on File Types (Transfers → File Types) Ensure the default transfer type is set to Binary Ensure the two options at the bottom are disabled as highlight on left (and as below) (Disable / untick) Treat files without extensions as ASCII (Disable / untick) Treat dotfiles as ASCII files Configure the "FileZilla" FTP client Click on File → Site Manager → New Site Give it a name – for example File Transfer – UCL – IDHS Under the manager Table of example File Transfer – UCL – IDHS
User: Passw Passw Accou New Site New Folder New Bookmark Rename Delete Copy Connect Connect	OK Cancel	 Under the general Tab, amend details as: Host: filetransfer.idhs.ucl.ac.uk Protocol: FTP-File Transfer Protocol Encryption: Require Implicit FTP over TLS Logon Type: Interactive User: Leave this Blank for now {Same account you use to transfer data in / login to the file transfer gateway}

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Site Manager	Click on the transfer settings:
Select Entry: General Advanced Transfer Set My Sites Transfer mode: Electronsfer - UCL - IDHS Default C Active Passive Limit number of simultaneous of Maximum number of connection New Site New Folder New Bookmark Rename Delete Copy	Change the Transfer mode to: Passive Click on Connect
Enter username and passwo	Enter your IDHS Username
Please enter a username for this server: Name: FileTransfer - UCL - IDHS Host: filetransfer.idhs.ud.ac.uk User: IntTester6 OK Cancel	Enter your IDHS password
Please enter a password for this server: Host: filetransfer.idhs.ucl.ac.uk User: IntTester6 Challenge: 331 User name okay, need password for IntTester6.	Click on OK
Local site: C:\encrypted documents\ 	Browse to the location on your local disk (Local site on FizeZilla)
Remote site: /	Select file, files, or folders and drop them to the remote site (UCL IDHS) In this case we have drag and dropped a whole folder of documents
	Disconnect the session and close the FileZilla application

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6.3 What happens next?

Applies only if you have access to handling the data (using the Application and Data Portal)

Once data has been uploaded, a researcher from the relevant group that is receiving the data a user will login to the IDHS Application & Data Portal and

- Locate the data just sent in (MFT_Arrivals)
- Copy to relevant research folders. (S drive)

End of Document