

CDC FTP File Server: File Transfer Procedures

Overview

CDC's Private FTP Server provides a temporary place to download or upload non-sensitive documents, files, and programs to or from the CDC. This service is used to transfer files to and from non-CDC users, files that are typically too large for email transfer.

The FTP Server is accessed via the Internet using Microsoft's Internet Explorer. A simple user ID and password, obtained from your STD*MIS support person, are needed to log into the private FTP site. A few things to note about using the FTP Server for file transfer:

- Any moderate-to-large files that are placed here should be in a compressed format to assist in reserving space.
- This is a shared server, to be used by those with whom you share the login info. This means *anyone* who has the user ID and password has access to *everything* on the server. Valid users are able to add, alter, remove and/or replace *any* files.
- If the data to be transferred contains sensitive information (patient identifiers, etc.), it should first be encrypted before being placed on the FTP Server. DSTDP has encryption software available free of charge for this purpose. If you wish to obtain this encryption software, contact your STD*MIS support person.

Procedures

1. Compress files to be uploaded to the FTP Server. Files containing sensitive information should be encrypted and compressed using the DSTDP Encryption Software.
2. Log onto the FTP web site (<ftp://sdmbstd-data@sftp.cdc.gov>). Enter the User Name and password. The FTP folder will be displayed in the browser window.
3. To place a file on the FTP Server, merely drag it from the local folder where you created it, into the FTP Server page, into the correct subfolder. The file will be copied/uploaded to the FTP Server.

Alternatively, you can right-click on each file and select Copy from the context-sensitive drop-down window. Then right-click anywhere within the FTP Server page, within the correct subfolder, and select Paste from the drop-down menu. The file will be copied/uploaded to the FTP Server.

4. Inform your STD*MIS support person that the file(s) are present and ready to be retrieved from the Private FTP Server.