

**Florida Department of Education  
Office of Student Financial Assistance (OSFA)  
Secure File Transfer Protocol (SFTP) Setup Request Form**

This is to request that OSFA provide the following file(s) via SFTP on the OSFA server. This request form must be attached to an e-mail, sent by a person with signature authority to request such file(s). Send the requesting e-mail to [OSFASecurity@fldoe.org](mailto:OSFASecurity@fldoe.org).

Institution FDOE # & Name: \_\_\_\_\_  
Administrative Contact \_\_\_\_\_  
    Name: \_\_\_\_\_  
    Phone: \_\_\_\_\_  
    E-mail: \_\_\_\_\_  
Technical Contact \_\_\_\_\_  
    Name: \_\_\_\_\_  
    Phone: \_\_\_\_\_  
    E-mail: \_\_\_\_\_

Do you wish to send or receive **all** available files?

☐ Yes      ☐ Send      ☐ Receive      ☐ Both

☐ No (Indicate file names below)

If no, which SSFAD file(s) do you wish to send and retrieve via SFTP? Please specify if you want to send, retrieve or both:

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As part of the set-up process, we will contact your technical contact and provide our OSFA SFTP server IP address, your User ID and Password, and the name of the folder directory, as well as the expected file name(s). Files will be sent/retrieved securely.

One of the following methods is required:

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|--|--|
| <input type="radio"/> FTP over Secure Shell (SSH) / Secure FTP | <input type="radio"/> PGP, exchanging keys |
| <input type="radio"/> Self Decrypting PGP                      | <input type="radio"/> HTTPS manual         |
| <input type="radio"/> FTPS (FTP/SSL)                           |  |

If you have a preferred method for receiving User ID, password and key information, please indicate. If you do not indicate a preferred method, this information will be supplied via telephone call to the technical contact.

Should you have questions regarding the SFTP, please contact [OSFASecurity@fldoe.org](mailto:OSFASecurity@fldoe.org).