

Secure Data Transfer to/from CSAC



Protecting Data in Transit

- ◆ Confidential data cannot be sent via unsecured channels or media
- ◆ Includes email, fax, CDROM, paper, magnetic media (ie, floppy, disk, tape), USB/flash memory devices, etc.
- ◆ Use encryption or encrypted communication channels



WebGrants Secure Transfer

- ◆ WebGrants now has a secure data transfer capability built in with normal WebGrants account access!
 - **Upload** via Data Transfer->File Upload->Secure File Transfer
 - **Download** via Data Transfer->Report Download->Secure File Transfer
 - ◆ Documents for download are seen only when they are available



WebGrants Secure Data Transfer

◆ Benefits

- Files securely transferred online between CSAC and your school!

(Contact the proper CSAC department if they're not expecting the data transfer.)

- No additional need to encrypt data and send it via email or post office!
- Schools can only see their data, not shared between schools.
- No encryption passwords to remember!
- No new software to buy or install!



WebGrants Secure Data Upload

- [Roster/Reconciliation](#)
- [Data Transfer](#)
- [Chafee Grant](#)

Data Transfer

- [File Upload](#)
- [Report Download](#)
- [SSN/ID Main](#)
- [Report Notification Prefs](#)

File Upload

- The dropdown box below lists the file types you can upload.
- Report Descriptions, File Headers, and Record Layouts are available in the [Help Menu](#)
- You may check any student's award status by uploading a file of SSN's. Files will be processed weekly Report Download screen the following Monday.
- Please make sure that all uploaded files are of the type "*.txt" (Instructions for converting an Excel file a
- For "Audit File and Secure Transfer" file types only, the following files types will be accepted: *.txt, *.c

School ID = Type of Upload:

Browse and select files to upload		
1	<input type="text"/>	<input type="button" value="Browse..."/>
2	<input type="text"/>	<input type="button" value="Browse..."/>
3	<input type="text"/>	<input type="button" value="Browse..."/>
4	<input type="text"/>	<input type="button" value="Browse..."/>



WebGrants Secure Data Download

Roster/Reconciliation

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Chafee Grant

Data Transfer

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Report Download for UNIV OF CA -

- To download or display a report or data file click on the Retrieve File button.
- All data columns can be sorted either ascending or descending order by clicking on the blue column headings.
- To compare two roster files, select Grant Roster for Report and Data File for Media Type.
- To delete uploaded Audit Files, select Audit File for Report and the Delete checkbox column will appear.

School ID = Acad Year = Month =

Report = Media Type =

Report Date	Description	Media Type	Month	Delete	
29-MAY-08	Secure File Transfer / New Text Document.txt (05-29-08 02:12 PM)	Data File	MAY	<input type="checkbox"/>	<input type="button" value="Retrieve File"/>
29-MAY-08	Secure File Transfer / dilbert21466360070521.gif (05-29-08 02:12 PM)	Data File	MAY	<input type="checkbox"/>	<input type="button" value="Retrieve File"/>



Non WebGrants access

- ◆ Confidential data should be sent via encrypted email or physical media – instructions seen in following pages



Encryption tools

- ◆ WinZip - <http://www.winzip.com>
 - Free during evaluation period, requires payment after eval period.
 - Compresses most files, encrypts
- ◆ 7Zip - <http://www.7-zip.org>
 - Free, no license restrictions
 - Compatible w/WinZip and many other archive tools, encrypts
 - Use ZIP-AES-256 encryption



Encrypting Confidential Data & Mailing It Securely - WinZip

- ◆ Right click on file(s) to be encrypted/sent
- ◆ Select WinZip->Zip and Email **Plus** (only!)



Encrypting Confidential Data & Mailing It Securely – WinZip (cont)

- ◆ Turn on the Encryption option, press OK
- ◆ Enter the same password in each field
- ◆ Select 256-Bit AES Encryption.
- ◆ Press OK



Encrypted Email send

- ◆ Email windows appears with encrypted document(s) attached.
- ◆ Do NOT send the password with the attachment – call recipient or send it in a separate email.



Encrypting with older versions or other software

- ◆ Establish a new Zip archive in a desired directory. Name the file with the student's CSAC ID & date (ie, 1234567_20070621.zip)
- ◆ Specify that you want the zipped file to be encrypted.
 - Use STRONG encryption (ie, AES) - Some are very weak.
- ◆ Add files to the archive (may be asked to encrypt them at this time)
- ◆ Save and close the archive. Test it by double-clicking it, and ensuring that it requests a decryption password.
- ◆ Open a new email
- ◆ Attach the Encrypted, zipped file, add a message, then send it off. **Do not include the password in the message – send it separately in a new message or call the recipient.**
- ◆ **Ensure arrival of the file, as some filters block zip files.**



Secure FAX

- ◆ At this time, there is no good solution to send an encrypted fax
 - Too many standards – not all machines set up to txfer/receive encrypted faxes.
- ◆ Instead, Scan your document to a file, then encrypt it and send via email, or
- ◆ Redact all Confidential information before faxing.



Questions? Suggestions?

Contact Info

- ◆ Contact the CSAC Helpdesk at
 - 1-888-294-0148
- ◆ CSAC Information Security Officer
 - California Student Aid Commission
 - PO Box 419026
 - Rancho Cordova, CA 95741-9026
 - iso@csac.ca.gov

