

University of Manitoba High School Grade Submission

FTP protocol

1. An SFTP software solution is required. We have used WinSCP without issue, but there are others available for free download.
 - a. SFTP stands for secure file transfer protocol. The software allows files to be loaded to a secure UM server with access via login and password.
 - b. Other free software: CyberDuck, FileZilla, FireFTP
2. Each school contact has been provided with a user name and password to access UM server
 - a. Contact Gradesubmission@umanitoba.ca if you don't have this information
3. The UM will place a file of records for applicants to UM for which grades are required to the school/division folder
4. Enter the following information into the SFTP client to access UM list of records:

FTP Type:	SFTP (Secure File Transfer Protocol)
Server Name:	egrades-ftp.cc.umanitoba.ca
User Name:	(case sensitive)
Password:	(Same as last year)

5. Use these records to create a csv grade file as per file standards – name convention is important – use this format only: schoolname_YYYYMMDDhhmm.csv or username_YYYYMMDDhhmm.csv (e.g. Arborg_201906301500.csv or gvsd_201906301500.csv)
6. Copy the completed grade file back to the E-grades folder set up for your school or division
7. Email UM contact to advise that grade file has been uploaded