

Accessing and Using Tumbleweed Secure Transport Server (STS)

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Introduction

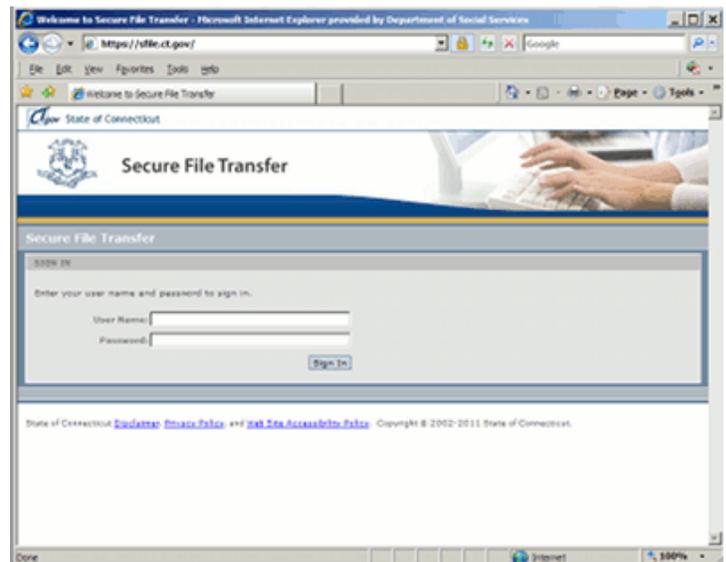
When files need to be transferred to and from DSS containing HIPPA data we often employ a tool called Tumbleweed Secure Transport Server (STS). STS is a secure encrypted web-based file transfer protocol service with auditing capability.

If you have any questions regarding your account, password resets, account lockouts or other such issues please contact the Department of Social Services LAN support desk at 860-424-5413 or email lansupport.dss@ct.gov.

Connecting to the Tumbleweed System

To connect to the Tumbleweed Secure Transport Server to upload or download files:

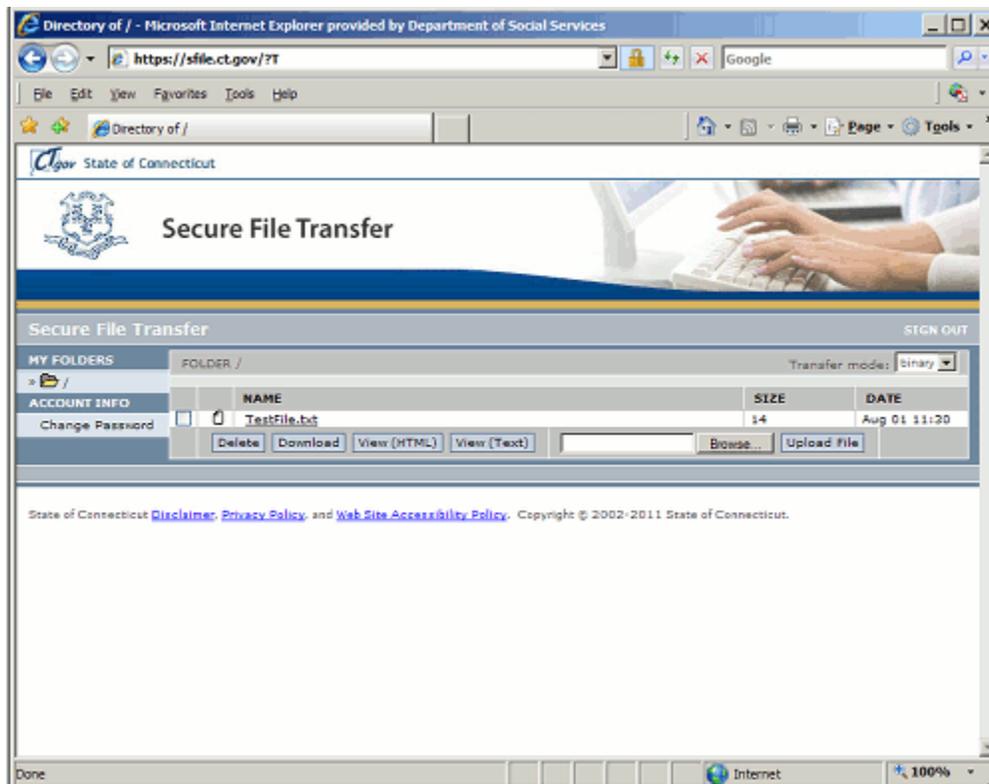
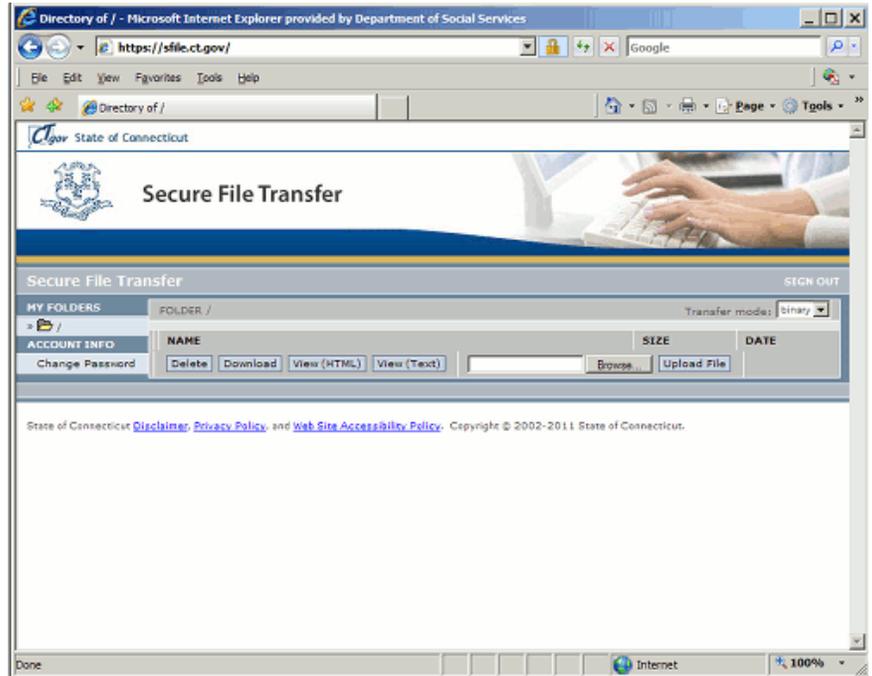
1. **Open your Web Browser**, in the address bar first clear out whatever is in there and then **type in the following URL: <https://sfile.ct.gov>**
2. **You may get a warning or security Error, click “Yes” or “OK” to any prompts you receive.**
3. **Enter your Login Name and Password** as supplied by E-mail or phone. **Note:** Both the Login Name and Password are “**CaSe SensiTiVe**”.



Uploading Files to Tumbleweed

To upload a file to Tumbleweed Secure Transprt Server System:

1. **First, make sure you are logged in to Tumbleweed.**
2. **Near the bottom center of the screen you should see an array of buttons, click the one that is labeled “Browse...”**
3. **Navigate to the location where the file you want to upload is stored. Select it and click the “Open” button.**
4. **You will see the full file path in the text box, once verified that you have the correct file, click the “Upload File” button.** This may take some time to complete depending on the size of the file and your upstream bandwidth.
5. **Once the file has been completely uploaded you will see the screen refresh with the filename listed under the “Name” heading.**
6. **Once the file appears you may click the “Sign Out” button** found at the top right of the page.

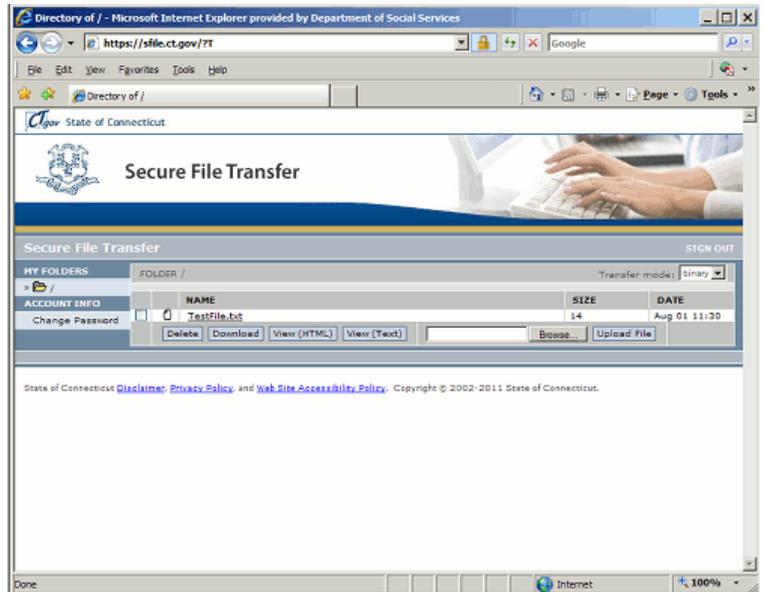


Downloading Files from Tumbleweed

You do not have to log in to check the Tumbleweed Server every day. Usually you will be notified when a file has been placed on the server for pickup. The notification can come from an automated message or from a DSS Staff Member.

To download a file from Tumbleweed:

1. **First, Log into tumbleweed** using the procedure found in the [“Connecting to the Tumbleweed System”](#) section of this document.
2. Once you are logged in you will see a screen similar to the one shown on the right.
3. **When you see the list of files, click on the file name hyperlink** under the “Name” column header.
4. If your browser can identify the type of file you are downloading **you should be presented with a save file dialog window.**
5. **Save the file to a safe place for future use.**



To delete a file from Tumbleweed:

1. **First, Log into tumbleweed** using the procedure found in the [“Connecting to the Tumbleweed System”](#) section of this document.
2. Once you are logged in you will see a screen similar to the one shown on the right.
3. **When you see the list of files, click on the checkbox next to the name of the file you wish to delete.**
4. Once all files you want to delete have check marks, click the “Delete” button on the bottom bar.
5. The files should be removed from the server.