Standard Operating Procedure

Accessing Reports in WinSCP

Version 1.0 ● 06 February 2020

Department of Public Instruction – School Financial Reporting

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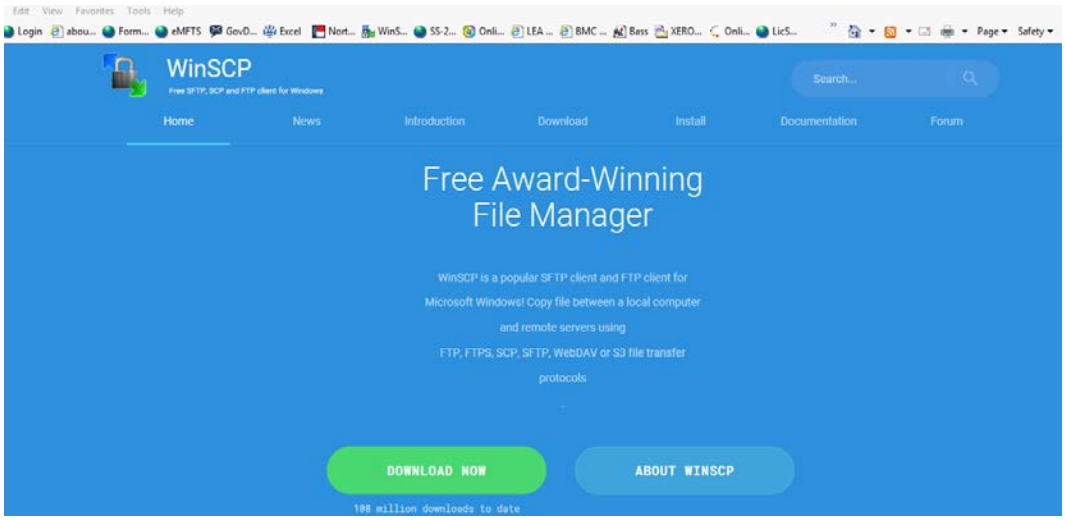
Steps to Accessing in WinSCP

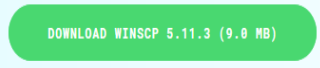
If you currently have WinSCP and Adobe Reader, uninstall each application. If your system does not automatically reboot, restart your system.

1. Go to https://winscp.net/eng/index.php to install WinSCP

2. Click on Download Now



3. **Click on Download WinSCP 5.11.3**



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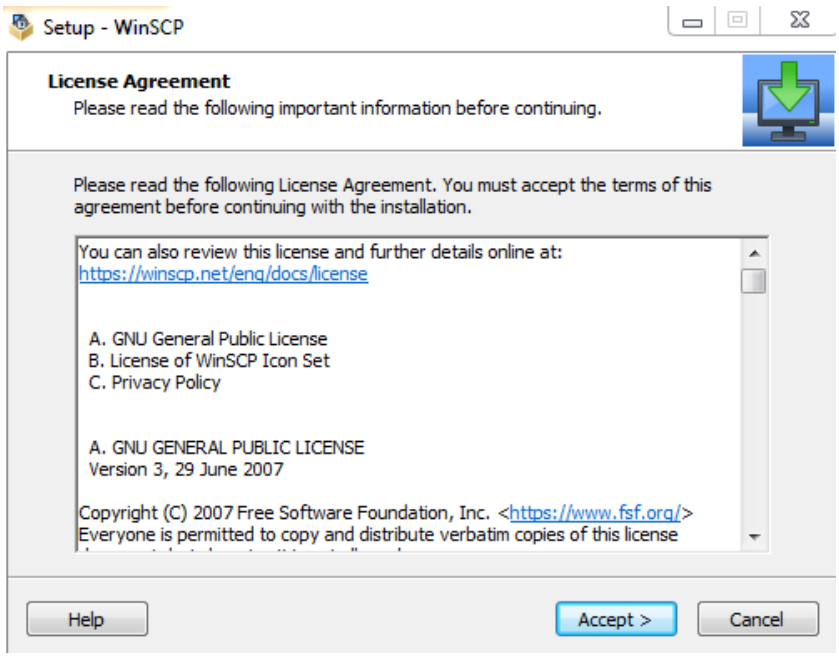
4. Click Run

5. The User Account Control

Do you want to allow the following program to make changes to this computer?
Select YES

6. Click on Accept



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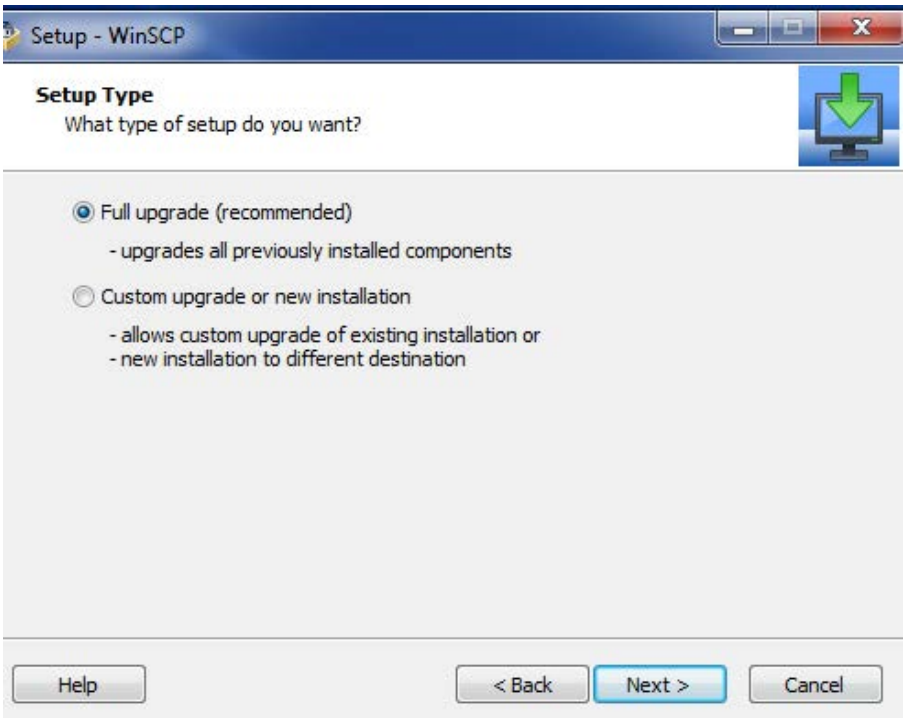
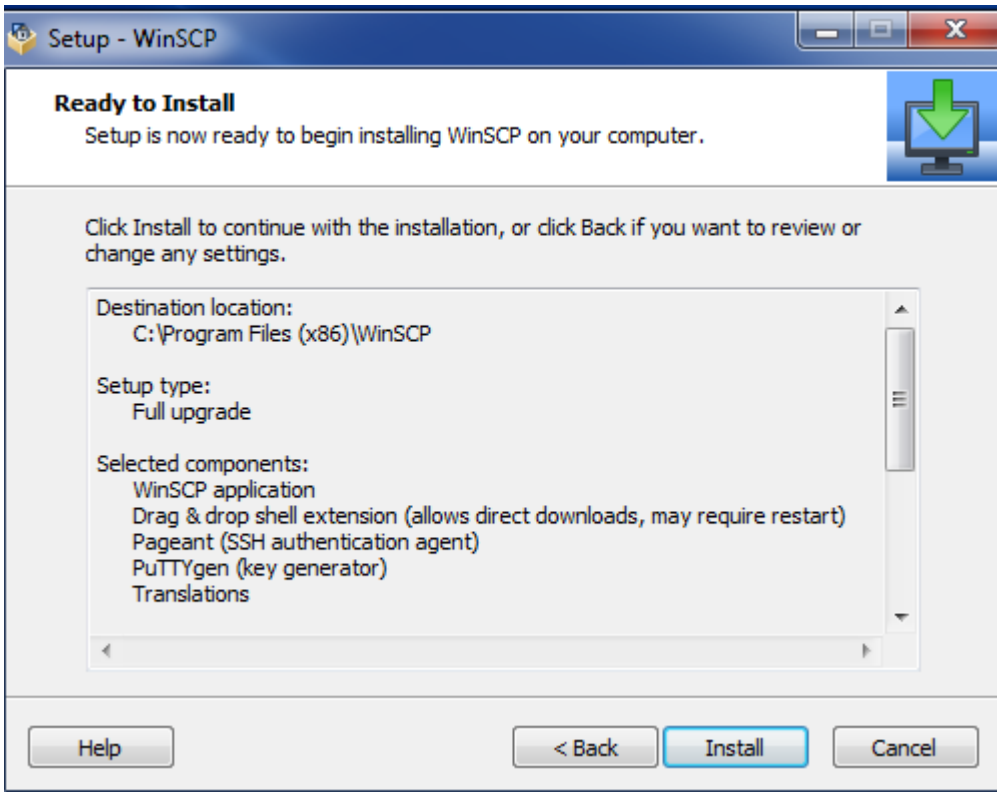
7. **Click on Next**



8. **Click on Install**



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9. The *Completing the WinSCP Setup Wizard* window appears once the setup is complete. Click the **Finish button**.

10. The WinSCP icon should appear on your desktop.

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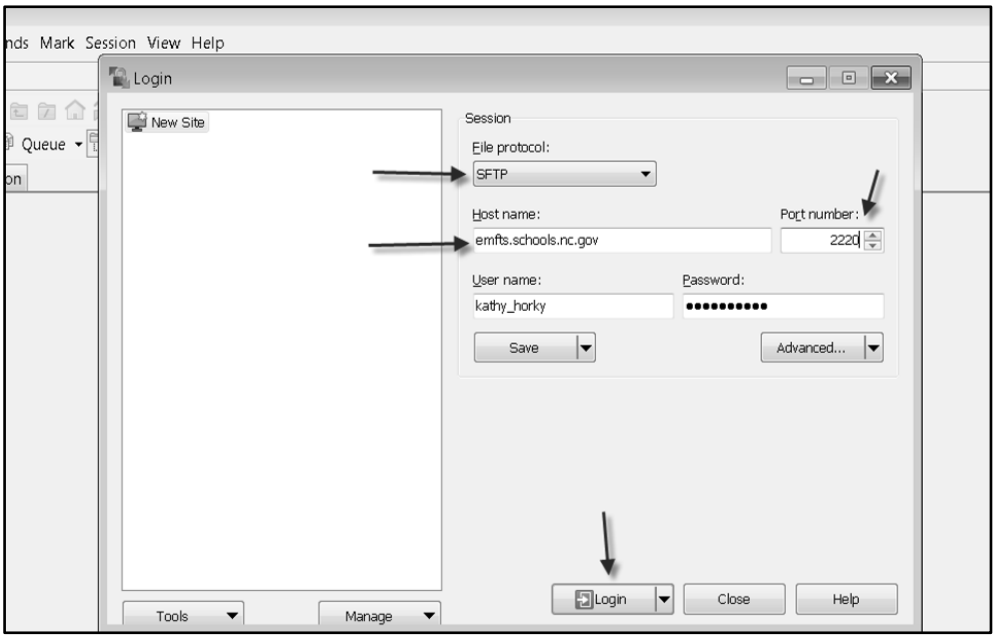
Log onto WinSCP to transfer your files

1. **Double Click on the WinSCP button on your desktop**

2. **For first time use, complete the items below. Enter your password and click on the Login button**



Your information should already be populated from saving at setup except for your password. Enter your password.

a. Select File Protocol: 'SFTP'
b. Fill in the Host Name: emfts.schools.nc.gov
c. Type in Port Number: 2220
d. User Name is your NCID
e. Password is your NCID password

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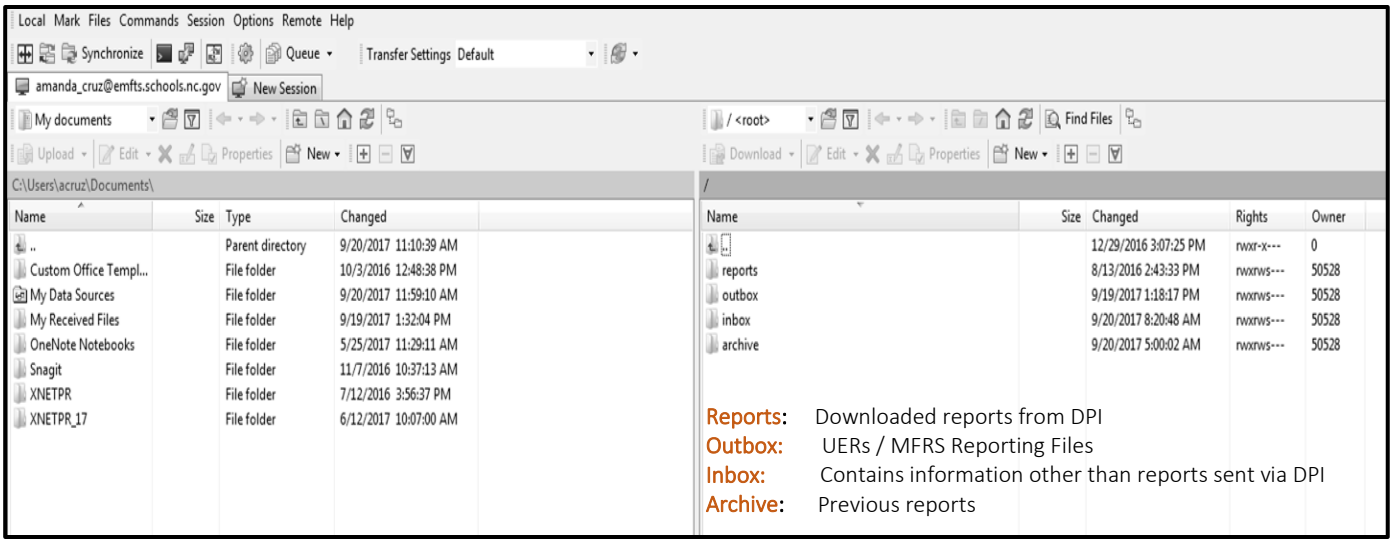
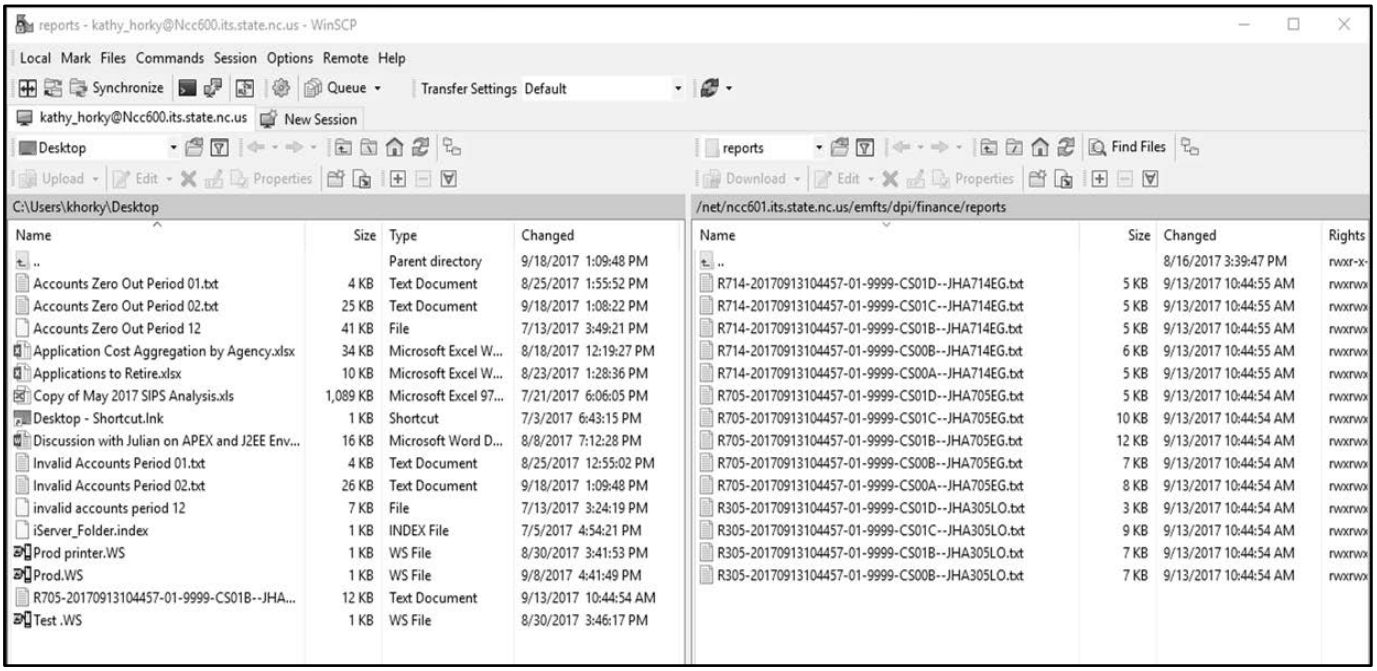
3. The following screen should appear. From this screen you can upload documents, view and download reports.



4. To view the UERs report click on the **outbox.** Only current month and prior month will show. To view older reports, click on the archived folder.



The left panel will display your local drives. The right panel will display your folders on eMFTS. You will be able to transfer files to eMFTS server by using the upload button highlighted in yellow.

5. **Options to opening the report**

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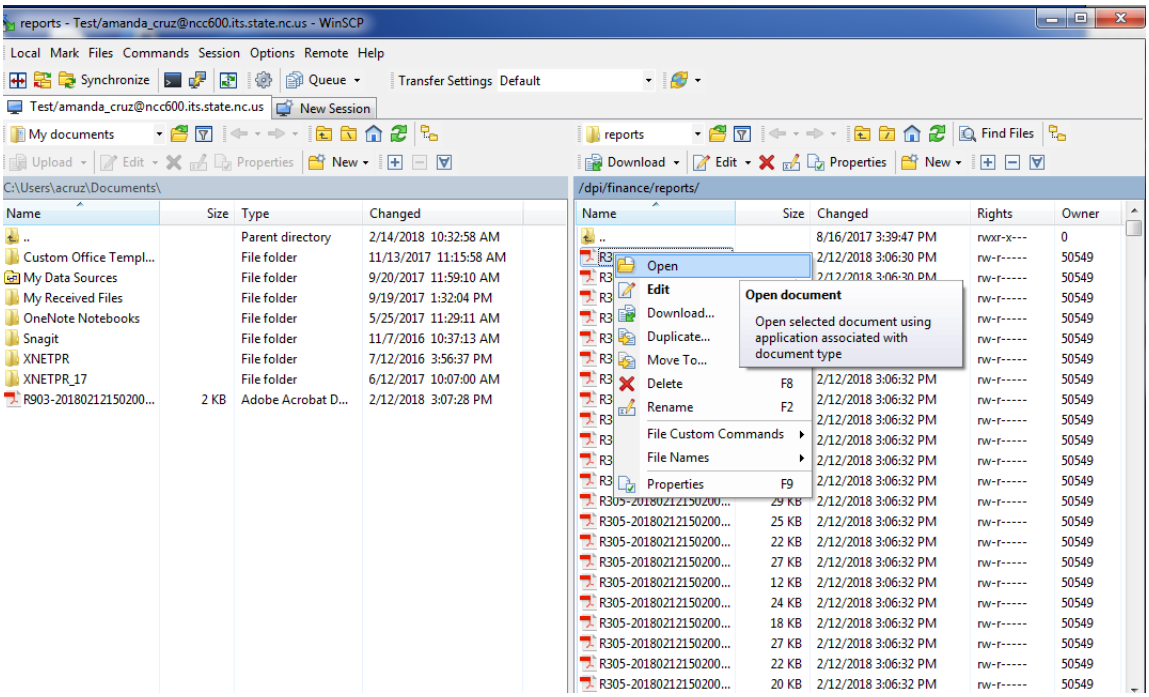
- Right click on the report and select open. **The report will not display properly if you double click on it.** You must right click on it and select open.



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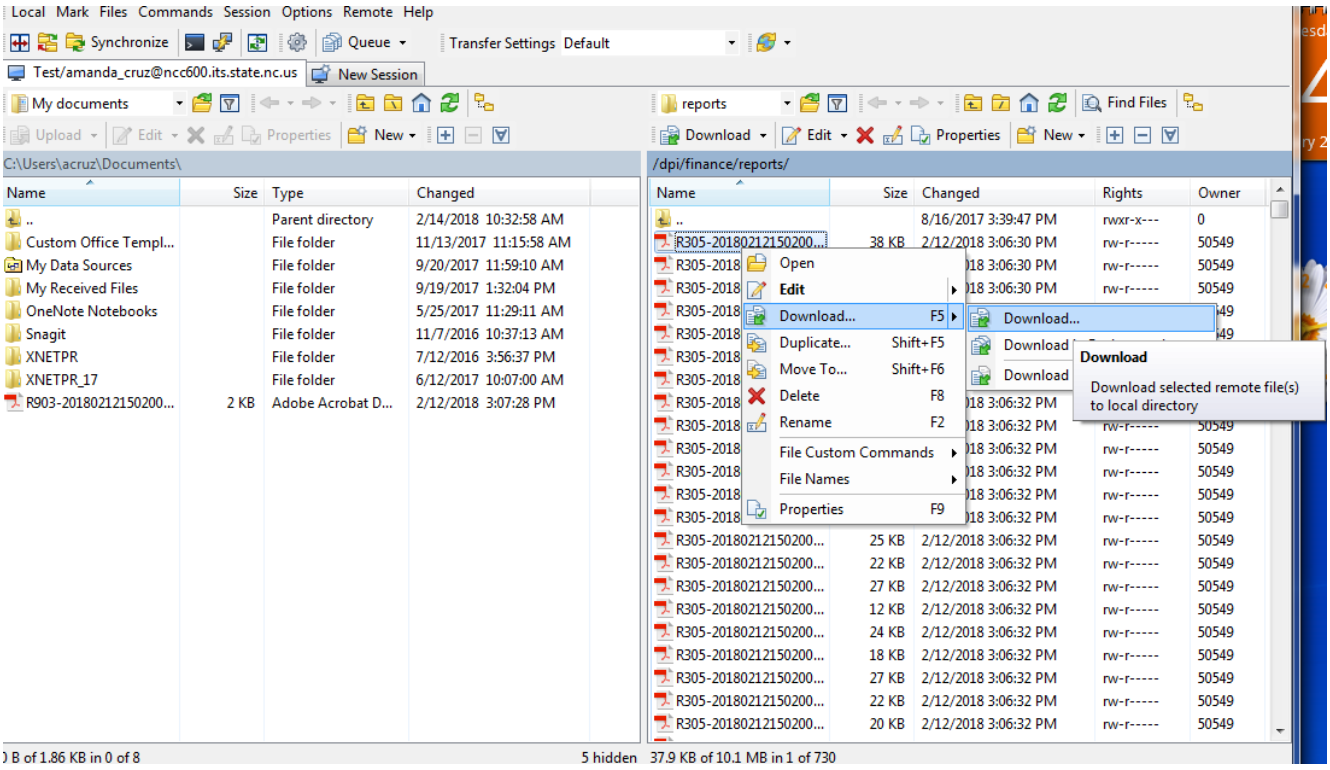
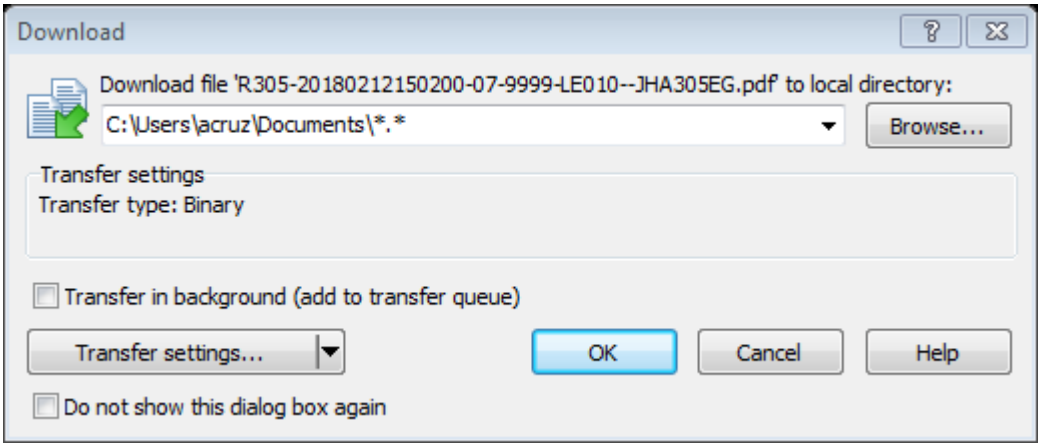


- Click Ok



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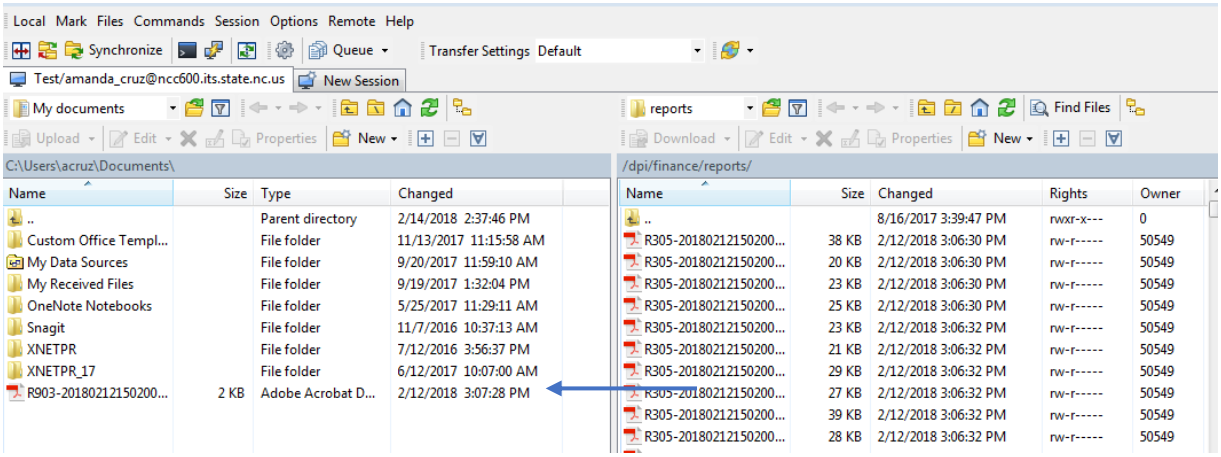

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