

Getting Started with the FSTP Site

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The secure site, or SFTP site, is a relatively quick way to transfer documents between districts and your program and is compliant with Idaho law regarding the security of students' personally identifiable identification (PII). Directions for using the site are below.

Getting started with a new account:

Step 1: Go to <https://sftp.sde.idaho.gov/login.html>

Step 2: Type in your account name. It is your email address.

Step 3: Type in your password. Your temporary password will come in a separate email.

Step 4: Click Login

Step 5: Go to the top right corner of the screen (see below) and click on Change Password. Set your password to something you will remember.

You are now in the folder where documents may be placed for your program. You can upload, download or delete files using the three icons below.



How to use the program:

1. **Uploading:** Once you have uploaded a file that needs to go to someone else, please email the regional ID&R coordinator or state migrant coordinator to him or her know where the file needs to go (i.e. information to a district, COE to another district or HEP/CAMP/MSHS, etc.). Whenever a file is transferred, it will be deleted from your folder, so most of the time it will be empty. ***If there is something there that you were expecting to send, chances are it hasn't been acted on, so feel free to contact the person again to make sure it gets done.***
2. **Downloading:** You will get an email from either a liaison, regional ID&R coordinator or state migrant coordinator saying that there is a file waiting for you. Log into the system and download the file. Then delete the file. The folder should be empty when you have received the file.



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Capacitar a estudiantes migrantes y sus familias para tener éxito en Idaho.

