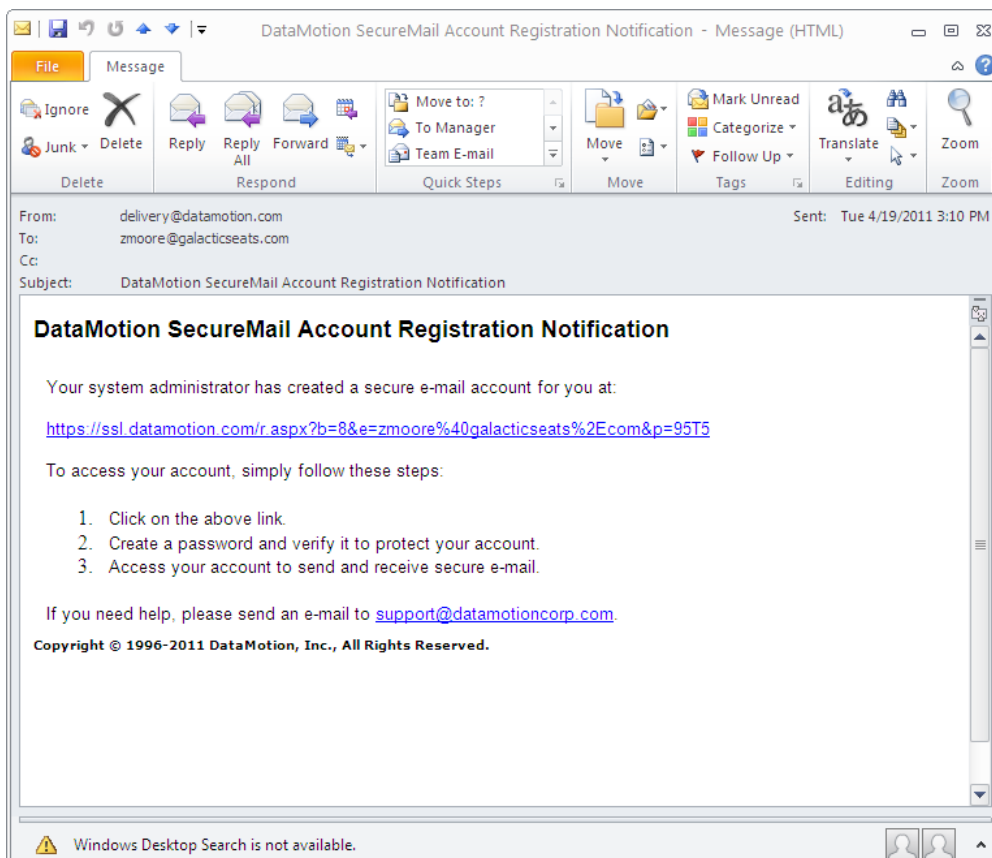


FILE TRANSFER SYSTEM

The State of New Jersey is phasing out the use of Tumbleweed for secure file transfers and replacing it with Data Motion. Starting with the 2012 data collection cycle, all SURE files must be submitted through a Data Motion account. Please contact Gary Nigh at gary.nigh@njhe.state.nj.us to have a free account assigned to your institution.

In order to complete registration we need to have the name of the responsible individual at your institution, as well as, their street address and phone number. The key to using the system is an email address. You may use any address, but you may consider using a general office address as opposed to the responsible individual's address.

Once a Data Motion account has been assigned to your institution, you will receive an email with a link to set up your account:



Follow the instructions to create a password and send me a test file at gary.nigh@njhe.state.nj.us.

Unlike Tumbleweed, there are no strict naming conventions; however, for clarity please use the following guidelines. Start each filename with a 4 or 5 letter abbreviation of your institution's name followed by the year of the data and a short name for the type of data. For example, Montclair's Fall 2012 SURE Enrollment file would be named Mont2012FallEnroll.txt. Data, as always, should be in plain text format (ASCII); however, a filetype or file extension of .dat or .prn is now acceptable .

Starting with the Social Security Number Update files due August 15, please use Data Motion for all file transmissions. The state Office of Information Technology has further details about Data Motion on their website at: <http://highpoint.state.nj.us/intranets/oit/services/sft/>