

## Help for EDU SecureTransport

### To register a new account

1. Visit <https://evaas.sas.com/sft>
2. Complete the registration form. Your user ID, submission code, and e-mail address are required.

**NOTE: The user ID and submission code are case sensitive and CANNOT be changed.**

**You must enter your e-mail address twice.**

3. Click Generate my password.
4. Your case-sensitive password will be displayed at the bottom of the page. Passwords expire every 42 days and can be generated only once within a 24-hour period.
5. Save the password for your reference.
6. Wait until you receive a confirmation e-mail. Your password will not take effect until then.

### To reset the password for an existing account

Follow steps 1 - 6 described above.

### To transfer an account to a new e-mail address

Follow steps 1 - 6 described above, making sure you fill out the new e-mail address.

### To retrieve your user ID or submission code

Send an e-mail to [edu\\_securetransportsupport@sas.com](mailto:edu_securetransportsupport@sas.com) and the user ID, submission code, or both, will be e-mailed to you.

### To upload a file

**NOTE: Do not upload files into the “from\_SAS” directory. Upload into the root folder you are initially presented with.**

**If you are experiencing transfer issues, log out and uncheck the “Use Java enabled version” box.**

1. Make sure you plan to upload only individual files. Directories and folders are not accepted.
2. Log on to: <https://sft.ondemand.sas.com>
3. Under **My Files and Folders**, click the drop down arrow and select the drive on which the file lives.
4. Navigate to the file and click it to highlight it.
5. Select **UPLOAD** from the upper left or click the right-facing arrow.
6. Upload any additional files using this same method.
7. Log out of your account or close your browser when you are finished.

### To download a file

1. Log on to: <https://sft.ondemand.sas.com>
2. Select the “from\_SAS” directory. This directory will contain one or more files.
3. Select the files you would like to download (you can select multiple files by holding down CTRL and left-clicking a file), and click **Download** or the left-pointing arrow to save them to your computer.
4. Log out of your account or close your browser when you are finished.