Data Upload Instructions to the Secure Online Data Transfer (SODT) Portal

Education Statistics and Analysis Branch

August 2019

Ontario

Contents

Purpose

The purpose of this document is to provide an overview of how to use the Secure Online Data

Transfer (SODT) Portal, to transfer and receive personal information securely.

Logging into Secure Online Data Transfer (SODT)

The SODT portal allows ministry clients to upload or receive personal data in a secure online manner.

For instructions on how to apply for a new SODT account or update an existing one, please see the Appendix A: New Users or Appendix B: Existing Users.

Board staff who already have access to SODT will need to request access to the specific folder within SODT that is associated with the data being submitted as it will not automatically appear when they first log in. Requests are to be sent to the OnSIS Team at onsis_sison@ontario.ca and should **include the name of the folder being requested (for example, 'Summer Learning Program' folder).**

The specific folder name would have been communicated in the memo advising of the new SODT collection. Board staff must ensure that files are uploaded to the appropriate folder. Documents placed in the incorrect folder, it will not be accepted.

Logging in:
1) Log into the [Secure Online Data Transfer (SODT) Portal](https://edcs.tcu.gov.on.ca/SODT) (https://edcs.tcu.gov.on.ca/SODT).
2) The Go-Secure Security Splash page will display.
3) Enter your Go-Secure ID and password (circled in red in Screenshot 1).

To change your language preference, please select either French or English on the top right corner (circled in blue in Screenshot 1). For those who may have forgotten or lost their password, select the link 'Forgot your ID or password' (circled in orange in Screenshot 1). This will take you to a page where you are asked to verify your GO Secure ID, which is your email address. Once you have verified your email, you will be asked to answer your security questions. If you haven't set up any security questions for your account, you will have the option to request a temporary password by clicking "Email me a password".

For any other information related to registering to Go-Secure and the SODT registration form, please refer to the appendices at the end of this document. If you are having issues logging into SODT, please contact the OnSIS Helpdesk (see Appendix C: OnSIS Contact Information).

Screenshot 1

Ontario

Français

Environment: gdc

GO SECURE

Providing secure online resources for individuals within the Ontario
Government and the Broader Public Sector.

GO Secure Profile

See your profile, change your password or security questions

GO Secure ID :

Password :

Sign In

Forgot your ID or password?

Don't have a GO Secure account? Register
Now.

Or, if you have a PKI certificate:

Log in with PKI

ACCESSIBILITY | PRIVACY | FAQ

© QUEEN'S PRINTER FOR ONTARIO, 2012-13 | ENV ID: GDC
LAST MODIFIED: 2019-07-14 05:17:40

Once logged in, the following page will appear. Depending on your access, you may have multiple areas available to access. In Screenshot 2 (circled in red) is the bar which identifies the areas you have access to through your account.

Screenshot 2

Ontario 🦫   Ontario.ca | Français

Welcome [_____] [Exit]   Secure Online Data Transfer

| Postsecondary Education Strategy / la Stratégi... | Summer Learning Program Data Collection | Summer Learning Program Data Collection | New Area | ... |

⤴ Rename   🔒 Access

:: **Postsecondary Education Strategy (PSE) / la Stratégie pour un accès équitable aux études postsecondaires**

:: **Uploaded Files**

File Name ⓘ	Size	Uploaded On	Uploaded By	Scan Status

:: **Upload File(s)**

[_____] Browse... A maxmimum of 100 files can be uploaded at a time.

Show Areas

Delete Area
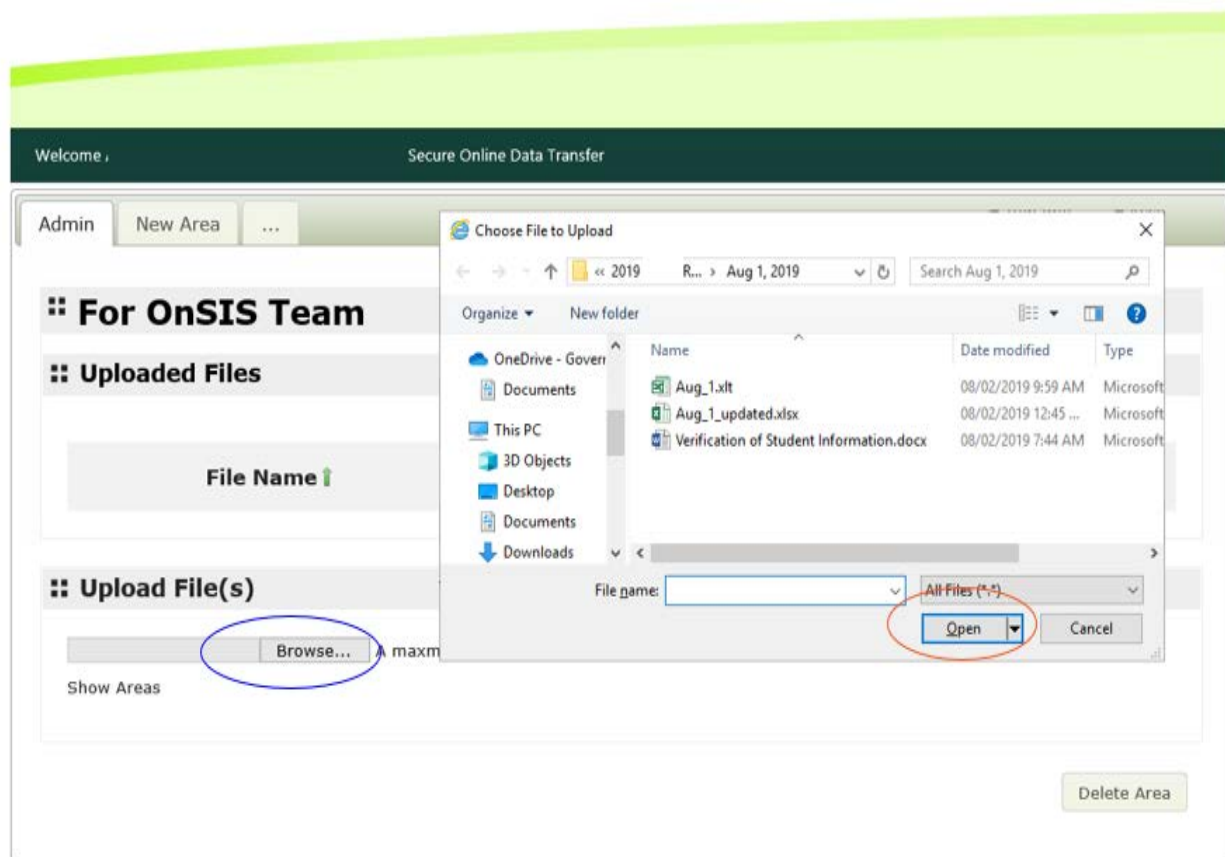
Uploading a Secure File

The Screenshot 3 shows you how to upload your file. Ensure only your final copy is uploaded. If you have access to multiple SODT areas that allow you to upload data for various collections, please ensure you choose the right area/folder for your upload.

Select the 'Browse' button to upload your file (circled in blue in Screenshot 3). A pop-up will appear. Select the file you want to upload. Once selected, click on the 'Open' button on the pop-up screen to continue (circled in orange in Screenshot 3). Your file will begin uploading.
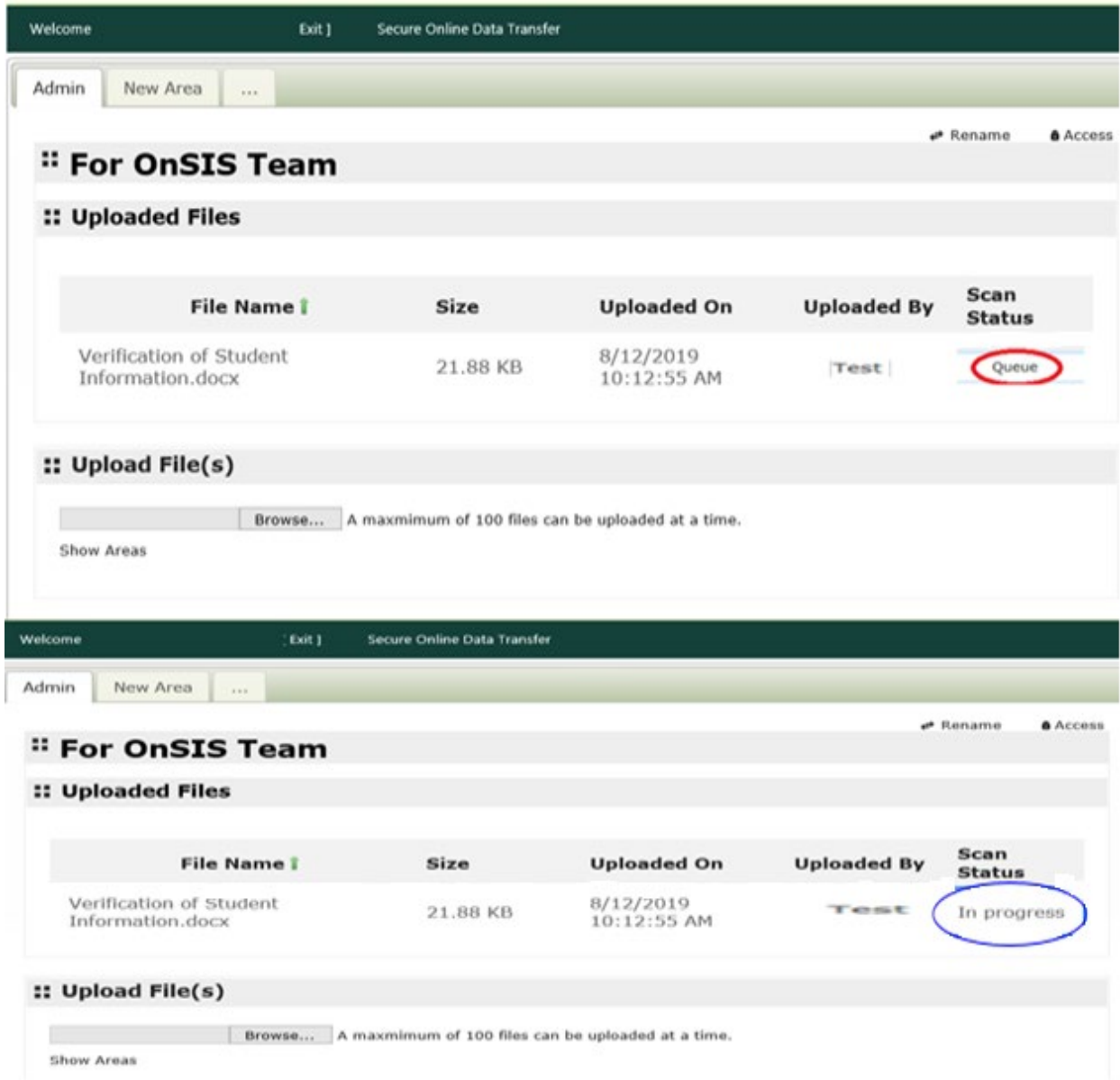
Screenshot 3

Note: The application will time out after 10 minutes of inactivity.

Uploading a file involves two steps, which are noted in the 'Scan status' field. With the first step, the file is in the 'Queue' followed by the second step where it begins to upload and is 'In progress' (circled in red and blue in Screenshot 4).

Screenshot 4

Note: Depending on the size of the file and/or how busy the servers are, the scan status could skip the 'Queue status' and go directly to 'In progress'.

Upload Complete

Once the scan status reads 'Verified' (circled in blue in Screenshot 5), your data has been uploaded to the Secure Online Data Transfer (SODT) portal. At this point the process is complete. You can log off by selecting the exit button below (circled in orange in Screenshot 5).

Screenshot 5
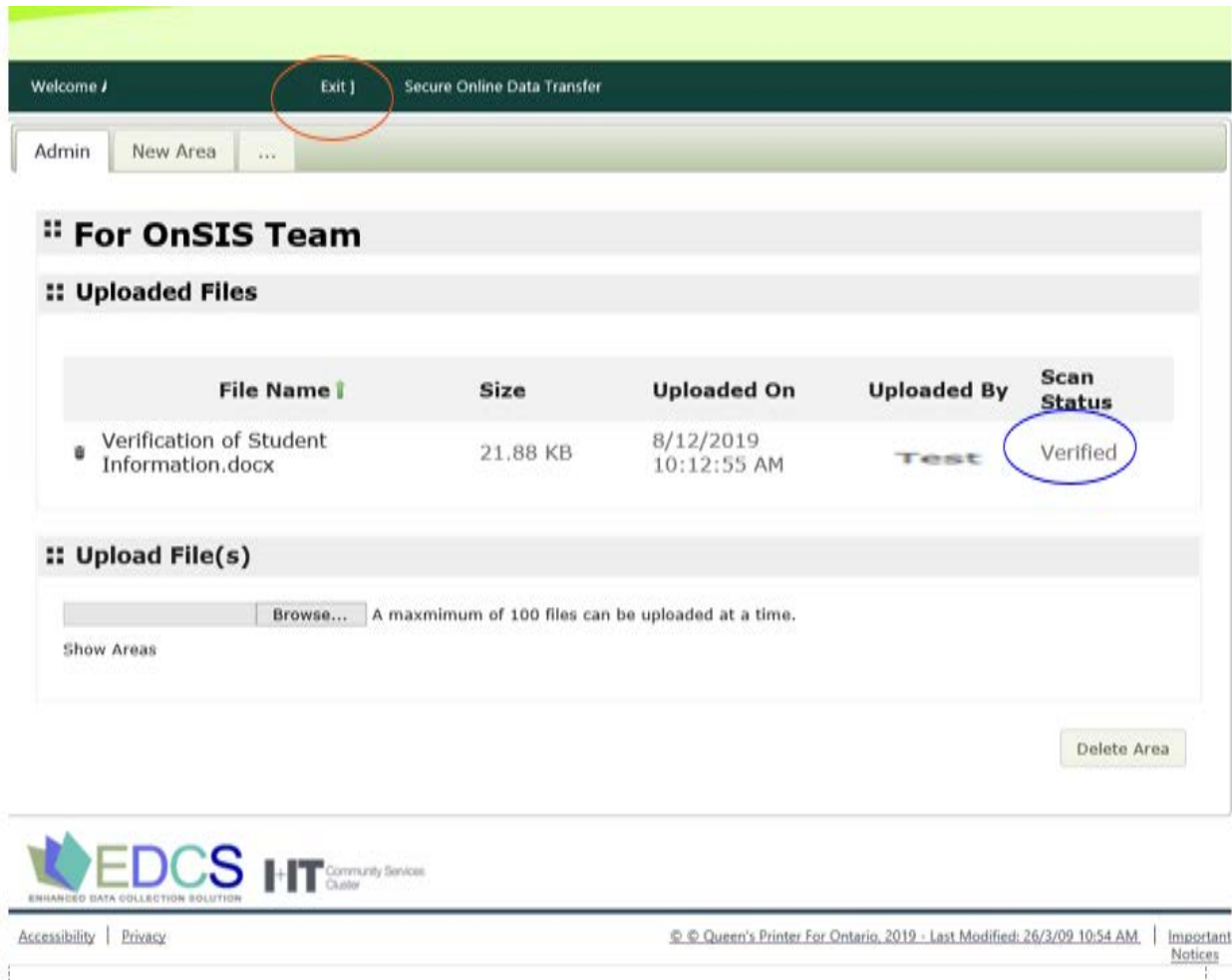
Note: Please send an email to the OnSIS Team notifying them that a file has been uploaded: onsis_sison@ontario.ca.

To Open or Save a File Uploaded to SODT

To open or save a downloaded file from SODT, please follow these steps:

1) Locate the downloaded file in SODT that you want to open or save to your PC and use your cursor to double click anywhere on the title / header of the file (circled in blue in Screenshot 6).

2) A pop–up screen will appear at the bottom of the page asking you if you would like to: Open the file, save the file or cancel the request (circled in red in Screenshot 6).

3) Once you made your selection to open or save the file, the document will appear.

Screenshot 6

Deleting A File

To delete a file, select the trash can symbol to the left of the uploaded file (circled in orange in Screenshot 7).

A pop-up screen will appear prompting to confirm to permanently delete the file. Select the 'Delete' button (circled in blue in Screenshot 7) to begin deleting the file.

Screenshot 7

Appendix A: Access for New SODT Users

First:

- register for a [GO Secure Account](https://www.iam.security.gov.on.ca) (https://www.iam.security.gov.on.ca). Note, this is a one-time registration process
- set up your password recovery security questions and answers.
- enter your information in the required fields: first name, last name and your official board email address (for example firstname.lastname@schoolboard.org)
- the e-mail address used to create your account is your GO Secure ID username for logging in

Once your GO Secure Profile registration is completed:

- contact the OnSIS Help Desk for Form SODT - Secure Online Data Transfer Tool
- complete section 1, 'New User Account Only', ensuring the first name, last name and email address you provide on this form is the same as your registered GO Secure Profile account
- review, sign and date this section of the form relating to user's acknowledgement (see Terms and Conditions of Use on reverse page of the form)

Section 2 must be completed and signed by the Director of Education or by the board Local User Authority (LUA). Be sure to indicate which SODT Portal(s) the user requires access to (for example, Early Development Instruments (EDI), Summer Learning Program (SLP), Postsecondary Education Strategy (PSE) or SODT Portal to Download OENs); you may manually write it on the form or attach a letter to your request.

Section 3 is for Ministry Use Only.

- Scan and send the signed form back to the ministry via e-mail (onsis_sison@ontario.ca) in PDF format.
- Illegibility or incomplete information will delay form processing.

Note: The Ministry will not be able to set up your new user account with the required application role assignment if you do not register with GO Secure first.

Appendix B: Access for Existing SODT Users

To update an existing account and add or remove SODT Portal:

- Download the form 'Form SODT – User account for Secure Online Data Transfer Tool' from the What's New section in OnSIS. You can also contact your board's Local User Authority (LUA) or the OnSIS Help Desk to obtain a copy.
- Complete section 1 by first selecting the 'Update User's Account' checkbox. Ensure the first name, last name and email address you provide on this form is the same as your registered GO Secure Profile account.
- Review, sign and date this section of the form relating to User's Acknowledgement (see Terms and Conditions of Use on reverse page of the form).

Section 2 must be completed and signed by the Director of Education or by the board's LUA.

- Please note: if you have access to existing SODT portal(s) and wish to maintain it, please be sure to indicate by writing the existing portal(s) on the form or attaching a letter to your request. Also, please indicate which SODT portal(s) are to be added or removed (for example: Early Development Instruments (EDI), Summer Learning Program (SLP), Postsecondary Education Strategy (PSE) or SODT Portal to Download OENs).

Section 3 is for Ministry Use Only.

- Scan and send the signed form back the ministry via e-mail (onsis_sison@ontario.ca) in PDF format.
- Illegibility or incomplete information will delay form processing.

Note: For an existing account that requires a Name Change and/or Email Address Change; you will first need to update your GO Secure Profile account before submitting a new security form. The Ministry will not be able to authenticate the changes on your name and/or email address if you do not update your GO Secure profile first.

Appendix C: Contact Information

If you require additional information, please contact the OnSIS Help Desk:

Phone: 416-212-6366

Toll Free: 1-888-275-5934

Email: onsis_sison@ontario.ca

Business Hours: 8:00 a.m. to 4:30 p.m. - Monday through Friday

Address:

Stakeholder Relations and Data Collections Unit

Ministry of Education

Education Statistics and Analysis Branch

777 Bay Street, 4th Floor, Suite 422

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