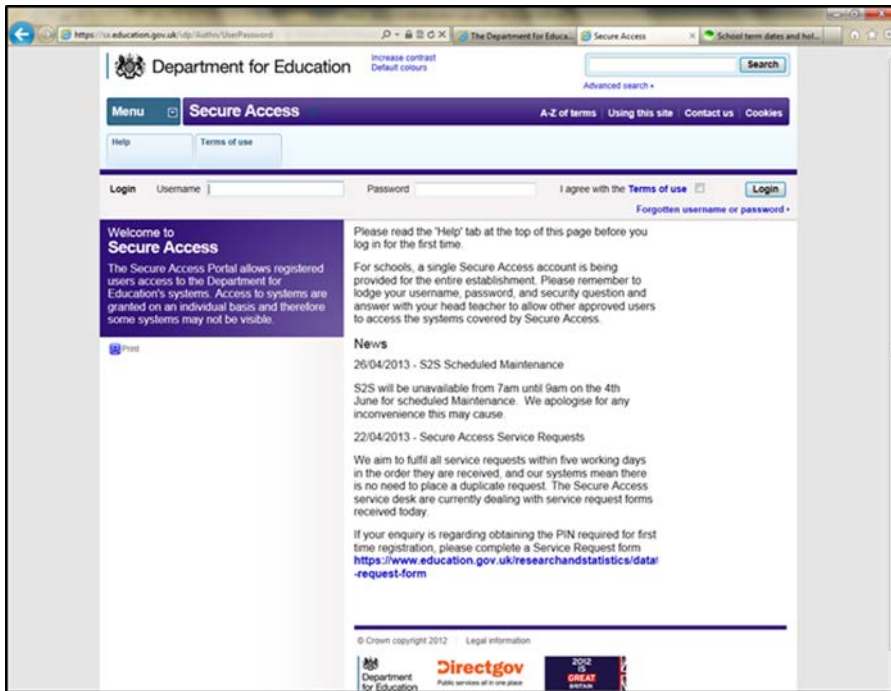


Return of EYFSP, Phonics and Key Stage 1 – Secure Access Guidance

Schools should use **S2S** via Secure Access to return EYFSP, Phonics and Key Stage 1 data to the LA. This should be done by following the guidance below.

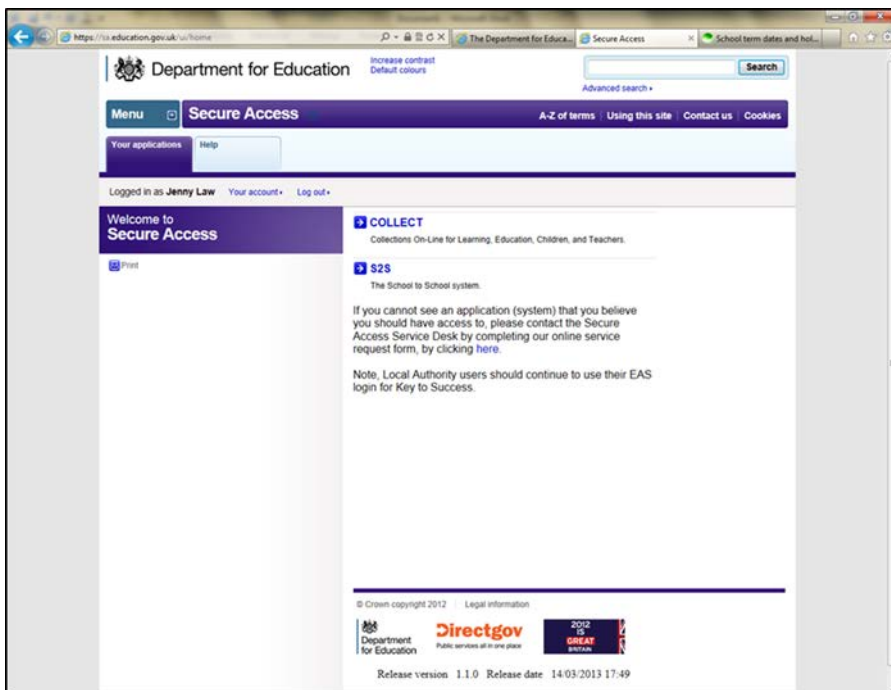
Log onto [Secure Access](#)

You will now see the Secure Access login page.

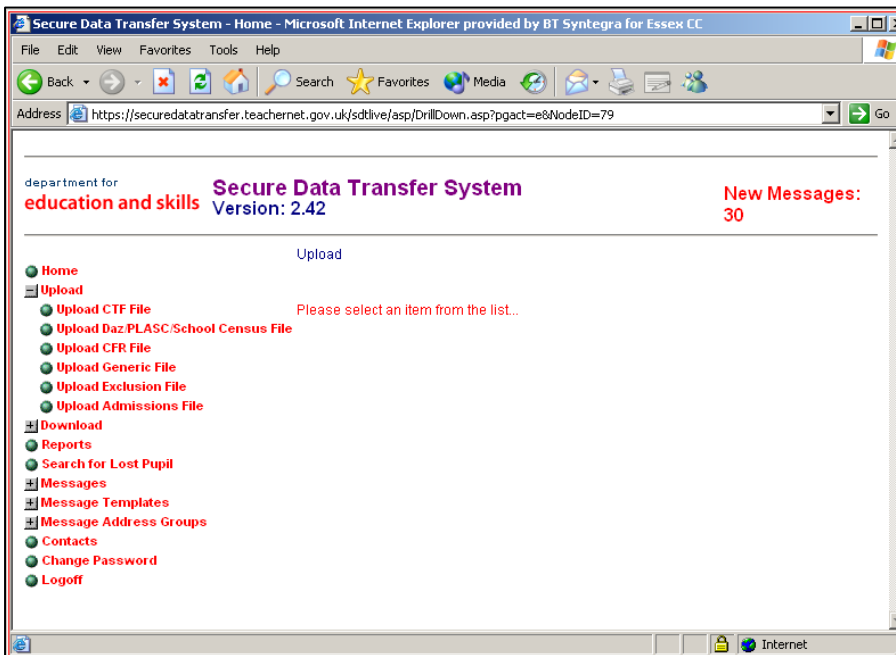


Enter the Secure Access username and password for your school and click **login**.

(Remember to tick the terms of use box)

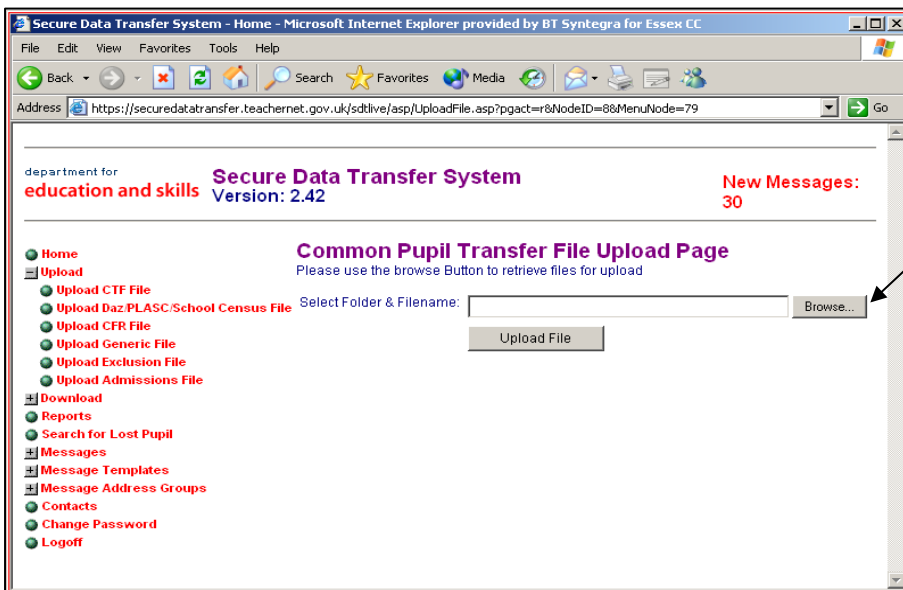


Click on S2S



Select '**Upload**' from the menu on the left hand side of the screen.

From the Upload menu on the left hand side of the screen, select '**Upload CTF File**'.



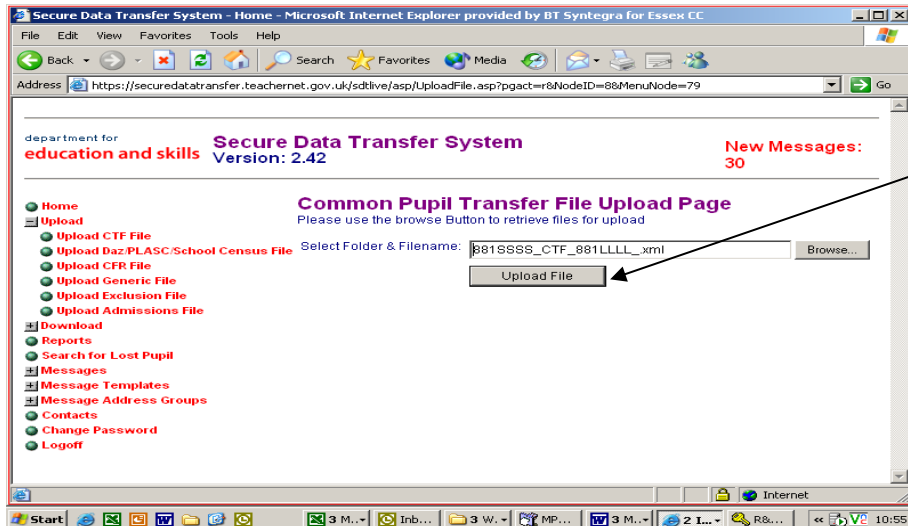
IMPORTANT

Schools **must** use the '**Browse**' function to find file. If you type in the file path this results in an empty file being returned.

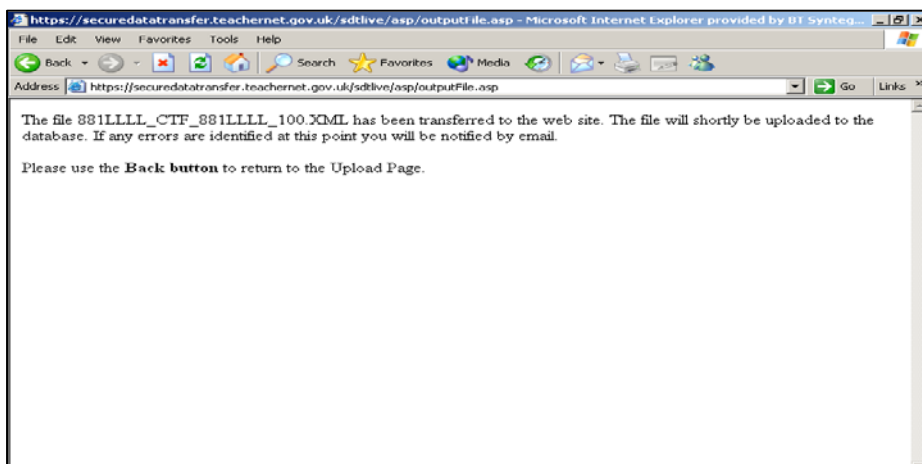
- Use the **Browse** function to find the EYFSP, Phonics or KS1 file stored on your directory. The file name should be in the following format **931SSSS_CTF_931LLLL_NUM.XML**
 - SSSS is your school DfE number.
 - NUM is a file name e.g. 001, 002, or 100, 101, which increases each time a file is created. (To check you have located the most recent version, hover over the file name with your cursor to see 'date modified'.)
 - LLLL signifies the file is being sent to the LA.

This file name must not be changed.

- Once the file has been located, click on the file name and click **'Open'** and the box **'Select Folder & File Name'** will be populated with the file.



- Click **'Upload file'**.
- A warning box will appear to say it could take up to five minutes to upload. Click **'OK'**.
- Once the upload is complete a message will appear to say the file has been transferred to the web site. **It is important that you wait for this message** because if you exit the screen before it may cause no data to be transferred.



- When the file has been successfully transferred to the website, use the Back button on your toolbar to return to the previous page and choose **'Logoff'** from the menu on the left.