



February 18, 2020

Bulletin No. 20-033

**TO: District Direct Certification Contacts  
(for participating K-12 Districts submitting Schedule H)**

**Subject: Direct Certification Files (February 2019) on FileZilla**

Direct Certification Files from Human Services have now been processed by County Information Services and San Bernardino County Superintendent of Schools Technology Services and are available on FileZilla.

The County has provided both the Zip Code and District Boundary files to all districts. The Zip Code files provide all students showing an address that contains a zip code area that your school district serves. If you choose to download the District Boundary files which limits the students to street addresses served by the district, you will want to pull down both the Match and Reject files for this sort. The reject file includes students with addresses such as post-office boxes that could not be matched to a street boundary. That might be served by your district. The County is also providing the listings in 4 formats, PDF, excel, and the two CSV data files for those who download into a data system. These are the same file formats provided last year.

The district prefix is a 2-character key field that is used to identify the district in front of the reports filename. Report file names convention will be: <district prefix>\_<report name>.<extension>. The example below is for ADELANTO School District.

	Adobe Acrobat 7.0 or greater	Excel	Fixed Length CSV with quotes and commas	Fixed Length CSV without quotes and commas
Zip Code	AD ZipCode.pdf	AD ZipCode.xls	AD ZipCode.csv	AD ZipCode.File
District Boundary	AD_MATCH.pdf	AD_MATCH.xls	AD_MATCH.csv	AD_MATCH.File
	AD REJECT.pdf	AD REJECT.xls	AD REJECT.csv	AD REJECT.File
Food Stamps	AD_FoodStamps.pdf	AD_FoodStamps.xls	AD_FoodStamps.csv	AD_FoodStamps.File

The District will need to choose and then download the file type that will work with their Food Service data system. The pdf, xls, or csv file extensions each contain the same student information regarding eligible student based on the choice of using the Zip Code Sort or the District Boundary Sort.

**If you have problems accessing the FileZilla, MS Helpdesk at (909) 386-9600 or ms.helpdesk@sbcss.net, can walk you through the process. If you have misplaced your login or password information, please call Chrisann Gerfers at (909) 386-9688. The passwords cannot be emailed. Attached are instructions on how to install FileZilla.**

Sincerely,

**Ted Alejandre**  
**County Superintendent of Schools**

*Thomas G. Cassida, Jr.*  
**Director**  
**Business Advisory Services**

TGC:SK:lc

j:\bulletin\2019-20\20-033\ Feb 2020 Direct Certification Files on FileZilla

*Business-Personnel Educational Software Technology Network Consortium*  
BEST NET

## Instructions for Users to Access the External Services Server using FileZilla

Technology JPA had provided an External Services server (EXTSVCS) to allow Districts to share personally identifiable information (PII), or sensitive personal information (SPI) with other departments within the San Bernardino County Superintendent of Schools. Current services include:

- Credentials
- Retirement
- Food Services
- California Department of Education

The External Services server is a temporary location and should not be used for permanent storage.

### INSTALLING FILEZILLA

Before you begin, you must first install the FileZilla software. There is no cost for this application. To install, click on the link below.

<https://filezilla-project.org/download.php?type=client>

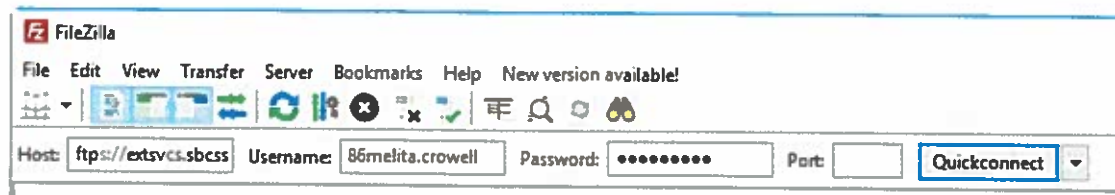
Click on [Download FileZilla Client] and then click [Download] again. Once prompted, select [Run]. Once the software is installed follow the login instructions below.

### LOGGING INTO THE EXTERNAL SERVICES SERVER

To log into the EXTSVCS server using FileZilla, enter the following information into the fields across the top of the Quick Connect window.

Host: `ftps://extsvcs.sbcss.k12.ca.us`  
 Username: <provided by your contact at SBCSS>  
 Password: <provided by your contact at SBCSS>

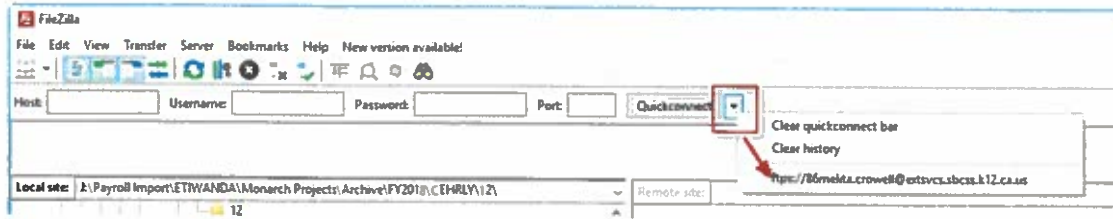
Click [QuickConnect].



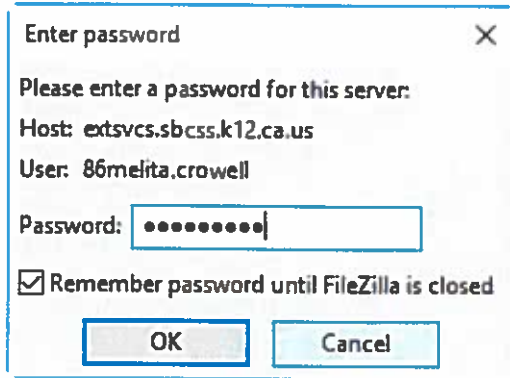
The next time you log in you can click the drop-down arrow next to [QuickConnect], select your login.

*J:\FileZilla\FileZilla Instructions\_EXTSVCS.doc*

**Business-Personnel Educational Software Technology Network Consortium  
BEST NET**

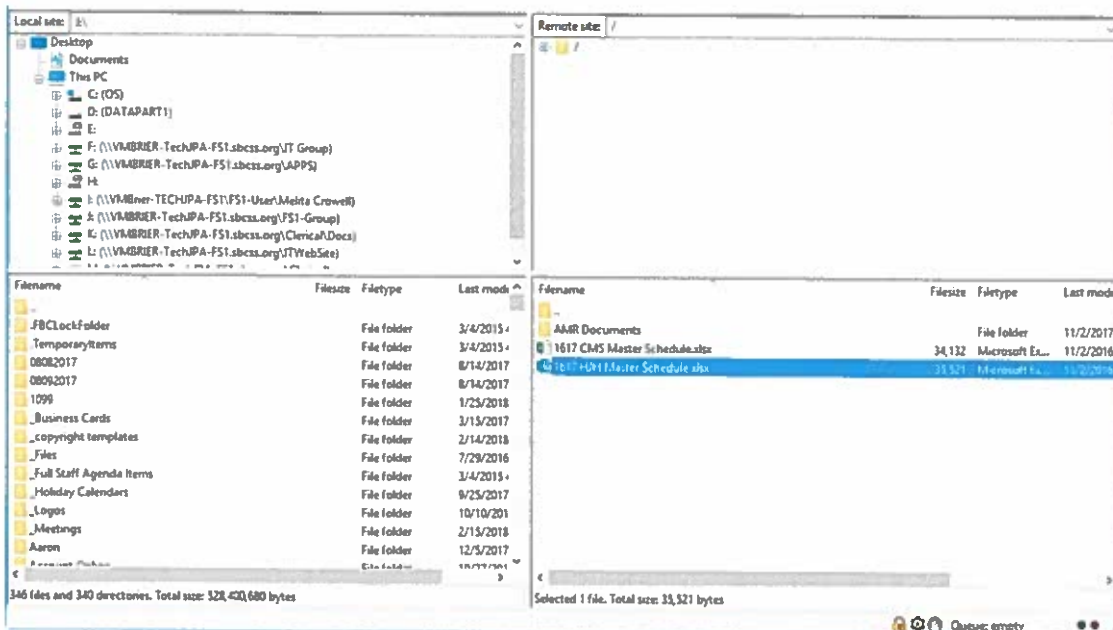


It will then prompt you for your password. Enter your password and click [OK].



**FINDING YOUR REPORTS**

When you first log into FileZilla, the left side of the window displays your computer folders and the right side of the window are the reports on the External Services server (only the folders that you have permissions to will display).



Double-click on a folder to open that folder. Double-click on the “..” to move up one level.

**J:\FileZilla\FileZilla Instructions\_EXTSVCS.doc**

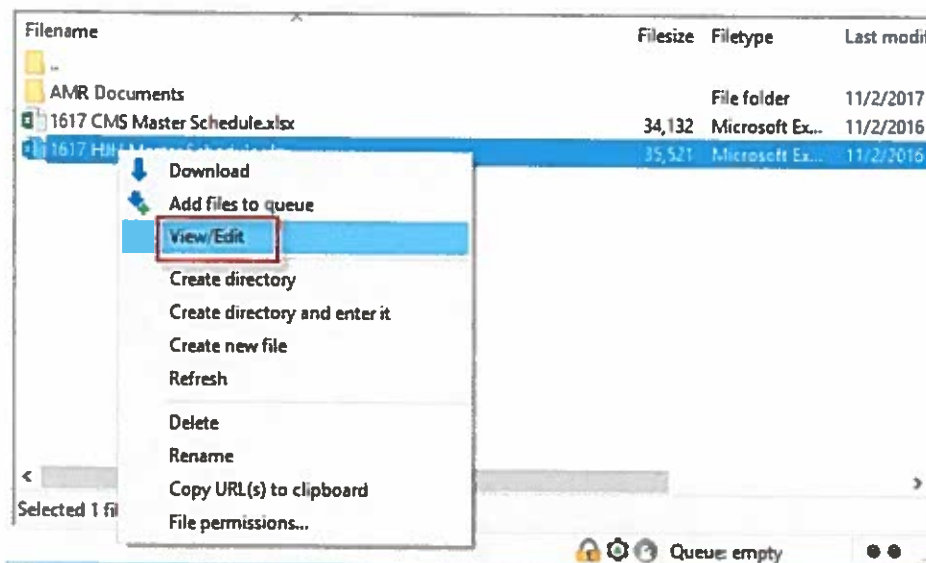
**Business-Personnel Educational Software Technology Network Consortium  
BEST NET**

Filename	Filesize	Filetype	Last modified	Permissic
..				
2013_07		File folder	1/7/2015 4:09:21 PM	
2013_08		File folder	1/7/2015 4:09:26 PM	
2013_09		File folder	1/7/2015 4:09:31 PM	
2013_10		File folder	1/7/2015 4:09:37 PM	
2013_11		File folder	1/7/2015 4:09:42 PM	
2013_12		File folder	1/7/2015 4:09:45 PM	

**VIEWING DOCUMENTS**

You may view each file or save them to your computer.

To view a report, navigate to the file in the folder. Right click on the file name and choose View/Edit. You may also delete a file by choosing Delete.



The report will open in a new window. Once the report is open, you can choose to Save, Print, or close the report.

**DOWNLOADING DOCUMENTS**

You may also save a report or entire folder to your computer. On the left side of the screen navigate to the folder where you want to save your file(s). We recommend that due to the confidential information in the production reports you save the files to a network location that requires a user name and password to access.

Next, click on the file or folder on the right side of the window and drag it to the file location on the left side of the window. The file or folder will copy over.

*J:\FileZilla\FileZilla Instructions\_EXTSVCS.doc*

Please remember that these reports contain sensitive data items that if compromised, could lead to identity theft. Districts need to safeguard this data with that in mind when storing these files on their networks.

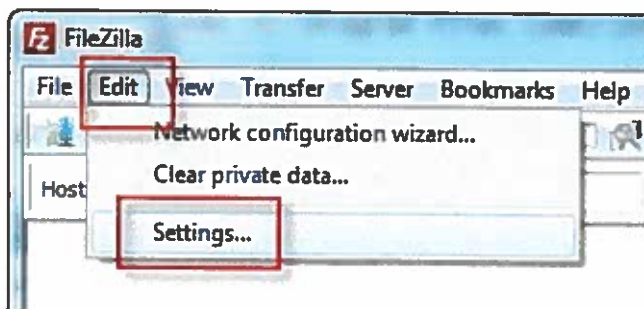
### **UPLOADING DOCUMENTS**

To upload a document for the County Schools staff to retrieve, navigate to the folder containing the file on the left side of the screen. Drag the file on the left side to the folder on the right side of the screen. The file will display in the folder on the right side and is ready to be retrieved.

### **CHANGING THE DEFAULT VIEWING APPLICATION TO INTERNET EXPLORER**

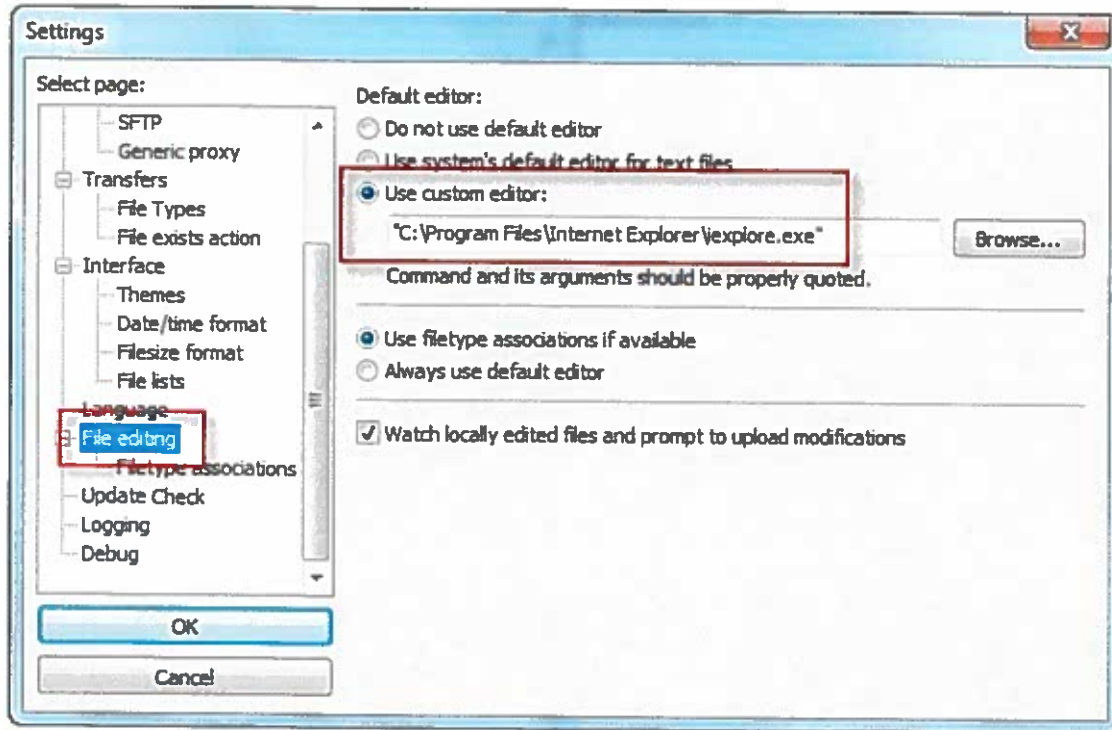
When you right click a file to View/Edit a report, FileZilla will automatically open a new window to display your report in a text editor. You may also print your report from this window; however, it does not allow you to print only a selected portion of your report. In this case you can change the default application to Internet Explorer which will give you more printing options.

In FileZilla, select [Edit] then [Settings].



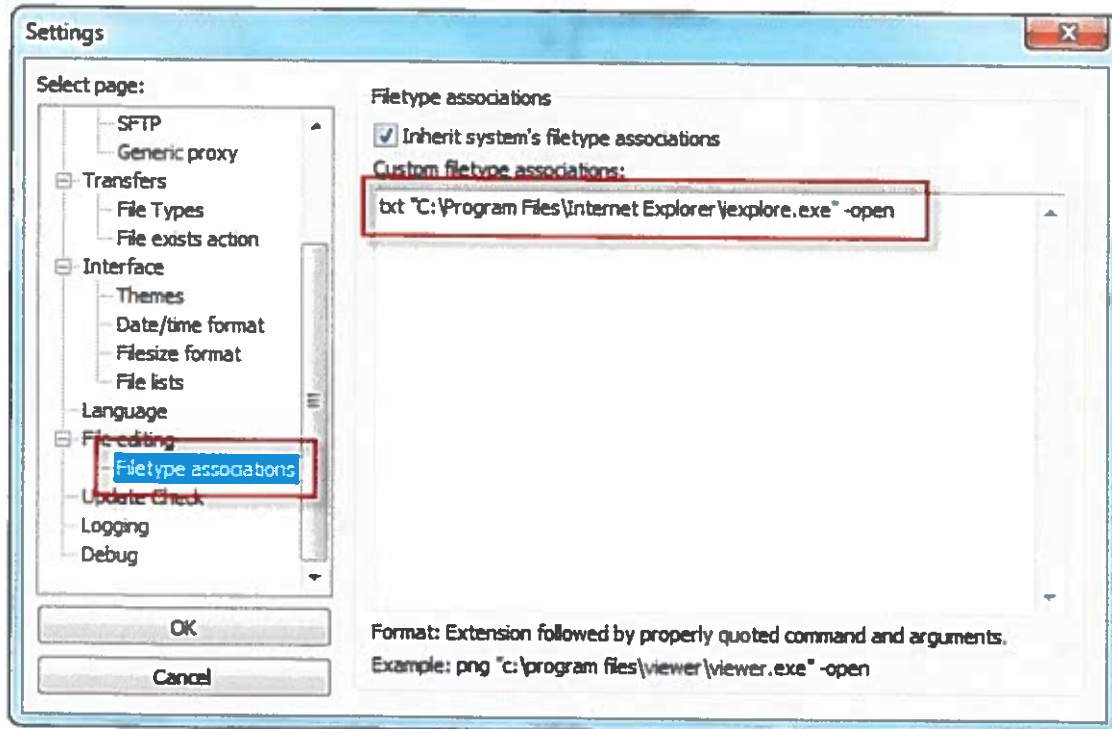
Under Select Page on the left side scroll down to File Editing. Select "Use custom editor" and paste the following text in the box:

```
"C:\Program Files (x86)\Internet Explorer\iexplore.exe"
```



Under Select Page on the left side select “Filetype associations”. Delete any text that is currently in the box and paste the following text in the window:

```
txt "C:\Program Files\Internet Explorer\iexplore.exe" -open
```



Click [OK]. Now when you right click a report and choose View/Edit it will use Internet Explorer to view the report. You will be able to choose to print just a selection, certain pages or the entire report.