



## Online Enrolments In-The-Cloud



# Table of Contents

---

## Contents

Proprietary Information .....	3
Intended Audience .....	3
Revision History .....	3
Document Purpose .....	3
Conceptual Network Diagram .....	4
Capture .....	5
Prepare/Output .....	5
Transfer.....	5
Import.....	5
Process.....	5
Transferring Online Applications to artena.net.nz.....	6
Protocol .....	6
Credentials.....	6
Security .....	6
Quota.....	6
Layout .....	6
Method .....	6
SFTP .....	6
SCP .....	7

## Proprietary Information

This publication is copyright. Except as permitted by the Copyright Act, no part of it may in any form or by any electronic, mechanical, photocopying, recording or any other means be reproduced, stored in a retrieval system or be broadcast or transmitted without the prior permission of the publisher, Student Management Software Solutions Ltd (SMSS).

All information in this publication is subject to alteration without notice. Although we endeavour to provide accurate and timely information, we do not warrant its accuracy at the date it is received. SMSS owns the copyright to all information contained in this publication except where the information has been explicitly stated as being derived from other parties. Attribution to SMSS must be given to any information reproduced.

## Intended Audience

Technical Staff

## Revision History

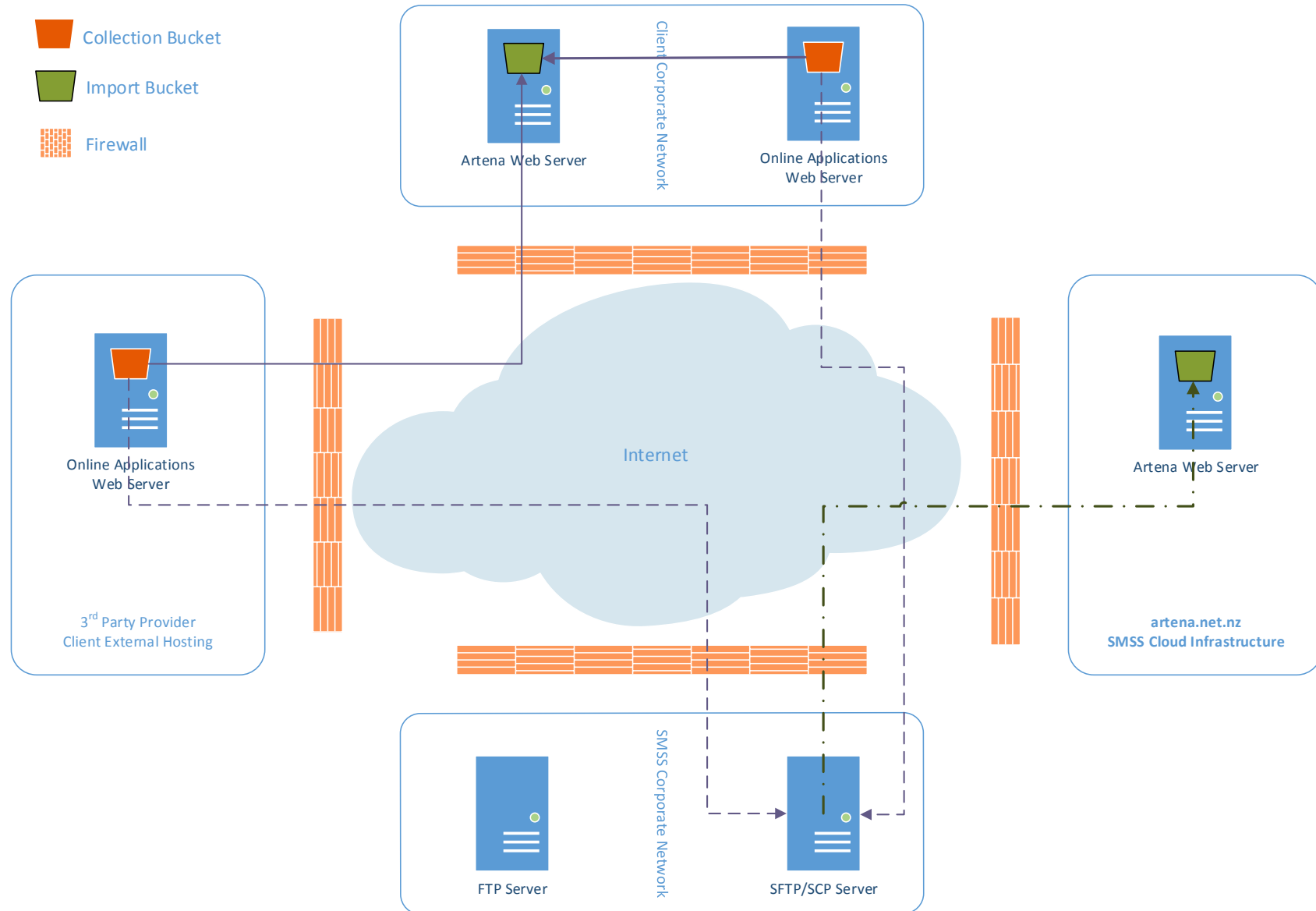
Description	Revision date	Version	Author
Initial version	09/04/2014	1.0	Emil Malinov
Review – minor wording & formatting	08/05/2014	1.0	Harvey Buchman

## Document Purpose

The purpose of this document to explain how Online Enrolments work In-The-Cloud. Both the application data collection and import points (buckets) may be located in the cloud and be far removed from each other. As application files are collected they need to be transferred, in a secure way, from the collection to the import bucket. This document illustrates and describes

- where the major components may be located and how they are related, in general
- and how to transfer application data from a client's collection bucket to their SMSS Cloud Infrastructure import bucket, at [artena.net.nz](http://artena.net.nz), in particular

## Conceptual Network Diagram



SMSS clients that wish to provide Online Enrolments functionality to their students, and have opted not to use SWArtena, can implement the functionality to match their specific requirements. The web server that runs the Application Form and captures the student's input may be located within the client's corporate network or its DMZ, or hosted by a 3<sup>rd</sup> Party Provider. The web server that runs the Artena instance may run within the client's corporate network, or be hosted on the SMSS Cloud Infrastructure at artena.net.nz

When the web server running the Artena instance is located within the client's corporate network, or is hosted by a 3<sup>rd</sup> Party Provider, the responsibility for transferring applications to the Artena instance lies with the client.

SMSS provides a convenient and secure method of transfer from any location to its Cloud Infrastructure at artena.net.nz

The whole process may involve the following broad steps

## Capture

A web application of some sort, accessible to prospective and existing students, captures enrolment application data and stores it in a database, along with any supporting documents (possibly to the file system). Refer to the **Online Enrolments Setup Guide** for more information.

## Prepare/Output

Captured applications are processed and saved to an OnlineApplication.xml file, with specific format, and placed in individual folders together with the corresponding supporting documents (if any). Refer to the **Online Enrolments Setup Guide** for more information.

## Transfer

OnlineApplication.xml files and supporting documents are transferred from the location of capture (Capture Bucket) to the Artena Instance (Import Bucket).

## Import

Pending applications in the Import Bucket are imported into Artena (emptying the bucket). Make arrangements with SMSS to either run the import on demand or schedule it to run automatically if you are hosted at artena.net.nz.

The import process can send a notification to a nominated email address. Provide SMSS with an email address if you wish to receive such notifications.

## Process

Artena User processes the pending applications using the Artena Instance and either accepts or rejects them.

## Transferring Online Applications to artena.net.nz

### Protocol

Transfer of Online Applications to artena.net.nz is done via

- SSH File Transfer Protocol (SFTP) - [http://en.wikipedia.org/wiki/SSH\\_File\\_Transfer\\_Protocol](http://en.wikipedia.org/wiki/SSH_File_Transfer_Protocol)
- or Secure Copy (SCP) - [http://en.wikipedia.org/wiki/Secure\\_copy](http://en.wikipedia.org/wiki/Secure_copy)

### Credentials

The SMSS client's existing FTP account credentials will be used.

### Security

In addition to the security provided by the SSH transport the source of the connection must be identified. Similar to FTP arrangements, as part of setting up Online Enrolments, the client must provide SMSS with the IP Address the transfer connection will originate from.

### Quota

Storage quota of 100 MB in total is enforced per client. Notifications can be sent at 85%, 95%, and 100% utilization. Provide SMSS with an email address if you wish to receive such notifications.

### Layout

The Import Bucket is called **import\_online\_applications** and is located in the user's home directory

```
/home/<username>/import_online_applications
```

### Method

Each application must be transferred only once. Transferring the same application more than once will result in the same application being imported more than once, if it was imported already.

Using a GUI client is arguably more user friendly, while using a command line client is easier to automate via script and can be scheduled to run automatically. Examples of both given below.

### SFTP

Using **FileZilla Client** - <https://filezilla-project.org/>

Create a site with the following details

Name	Anything that makes sense to you
Host	218.101.3.42
Port	2211
Protocol	SFTP – SSH File Transfer Protocol
Logon Type	Normal
User	<username>
Password	<password>

Connect and transfer any application folders from your Local Site to the Remote Site into the Import Bucket.

### SCP

Using **pscp** - <http://www.chiark.greenend.org.uk/~sgtatham/putty/download.html>

Assuming that the Collection Bucket contains the following

```
C:
|-- collection_bucket
|   |-- 001
|       |-- OnlineApplication.xml
|   |-- 002
|       |-- OnlineApplication.xml
|       |-- SupportingDocument1.pdf
```

With **pscp** on the system PATH, and **C:\collection\_bucket** as the current directory execute the following command

```
pscp -r -P 2211 ./ <username>@218.101.3.42:/home/<username>/import_online_applications/
```

Note: Run **pscp** without any arguments to get a full listing of options.