

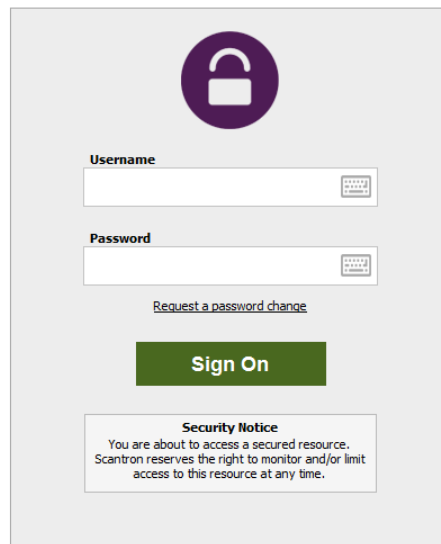
Databridge – Secure transfer site

<https://databridge.scantron.com/>

Note: Variations in browser type and display settings may result in the screenshots in this instruction document not matching the display on your screen.

Sign On

The Sign On page is the first page you will see from the site. This page contains fields for your Username and Password, a "Sign On" button for entry and a link to request a password change.

A screenshot of the Sign On page. At the top center is a purple circular icon containing a white padlock. Below this are two input fields: "Username" and "Password", each with a small eye icon to its right. Under the Password field is a link that says "Request a password change". Below the link is a green rectangular button with the text "Sign On" in white. At the bottom is a "Security Notice" box with the text: "You are about to access a secured resource. Scantron reserves the right to monitor and/or limit access to this resource at any time."

After you enter the username and password provided to you by your Scantron project manager and press the "Sign On" button, your username and password will be transmitted securely (via HTTPS) to Databridge.

The first time you log on successfully, you will be prompted to change your password.

Passwords:

- Must be at least 8 characters.
- Must not contain or resemble Username.
- Must contain at least one letter and one number.
- Must not match any of the previous 5 passwords.
- Expire every 180 days

You are required to change your password now.



My Account (Jane Doe)

Change Password...

Requirements:

- Must be at least 8 characters.
- Must not contain or resemble Username.
- Must contain at least one letter and one number.
- Must not match any of the previous 5 passwords.

Enter your **New Password**:

Enter your **New Password Again**:

Now press the "Change Password" button:

Upon a successful log on, you will be taken to your home folder.



Signed onto Scantron as Jane Doe (jdoe). My Account | Sign Out

Welcome to the Scantron Secure Transfer Site!

[Home](#)

[Folders](#)

[Logs](#)

Search

Find File/Folder

[Online Manual](#)

[Tech Support](#)

[Home](#)

Announcements

Welcome to Scantron's DataBridge

We changed the IP assigned to DataBridge on July 25th 2015

The IP changed from 216.32.128.157 to 208.90.119.50

If your company requires this IP to be "white listed", please contact your Network Administrators with the above information

If you are prompted to install a new ActiveX Wizard, please accept and install. This will help prevent some issues that can result from using an older version of the wizard for file transfers.

Posted by Tim Jones at 7/25/2015 1:29:46 AM

/Home/Jane Doe

[Parent Folder](#)

There are no files or folders in this folder.

Upload a File

Select a folder:

Choose a file:

Enter any notes:

If your sign on attempt fails, you will see an error message.

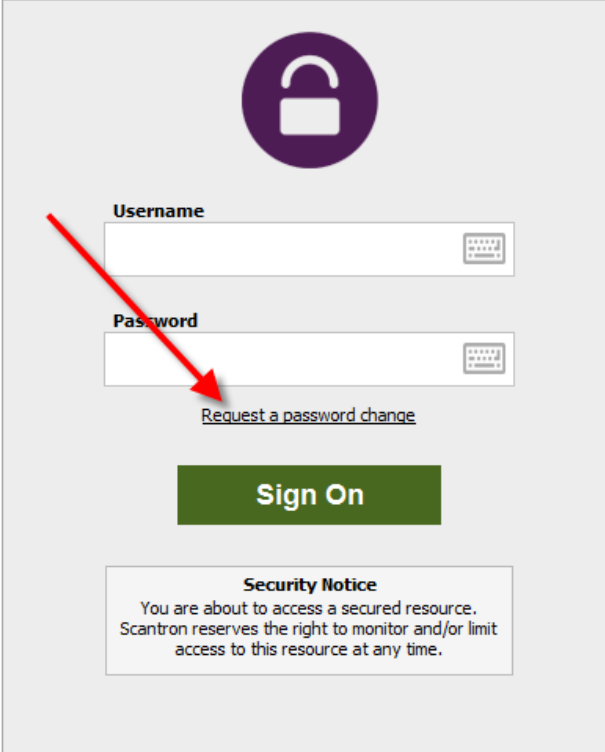
Invalid username/password or not allowed to sign on from this location.

If you sign on unsuccessfully 5 times within 10 minutes, you will be locked out of Databridge. If you are locked out of your account, please contact databridge@scantron.com or your assigned project manager for assistance.

Request a Password Change

The “request a password change” link lets you easily update your password when you receive notification that it is expiring.

The “request a password change” link will **not** help you recover a forgotten password. If you have forgotten your password, please contact databridge@scantron.com or your assigned project manager for assistance.



The screenshot shows a sign-on interface with a purple padlock icon at the top. Below it are two input fields: 'Username' and 'Password', each with a keyboard icon on the right. A red arrow points to the 'Request a password change' link located below the password field. Below the link is a green 'Sign On' button. At the bottom, there is a 'Security Notice' box with the text: 'You are about to access a secured resource. Scantron reserves the right to monitor and/or limit access to this resource at any time.'

The “request a password change” link is only enabled on active accounts set up with this functionality. If the link does not work or you receive a Password Change Request Denied email, please contact databridge@scantron.com or your assigned project manager.

If the link works for you, you will be redirected to a page where you can enter your username and then click on "Request Password Change".



? Forget Your Password?

Password Change Request

Please enter your username below and then click the "Request Password Change" button. An email message with more information about the password reset process will be sent to your registered email address. This message may ask you to click on a link to reset your password. If it does, you have 30 minutes to do so before the link expires. If no link is provided in the message, or if you do not receive a message within 15 minutes, you will need to contact your administrator to reset your password.

Username:

Request Password Change

[Return to the sign on page](#)

You will receive an automated email after you click "Request Password Change." Click on the link in the email within the allotted 30 minutes and you will be redirected to a page where you can enter a new password.

Subject: Password Change Request Confirmation

Password Change Request Confirmation

A request has been made to automatically change the password for your "jdoe" account. If this is correct, please use the link below within 30 minutes to enter a new password and then sign on to the system.

(<https://databridge.scantron.com/human.aspx?orgid=6166&transaction=signon&pxc=35365517921315319325795886694346>)

Regards,
Scantron Notification Service

Wizard Install Options

The first time you log in to Databridge, the server will notice that the Upload/Download Wizard is not installed and will prompt you to install it. **This wizard tool makes web transfers faster and adds the ability to upload and download several files in a single action rather than individually.**

Active X

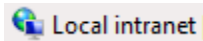
Internet Explorer users will be prompted to install the ActiveX wizard while users of other browsers will be prompted to install the Java wizard. You will be given options to enable or disable the wizard. If your company does not allow you to install ActiveX, you will need to choose the option to "Disable the Wizard". If you pick the option that says, "Disable the Wizard (this session only)" the message prompt will continue to come back until you have chosen to enable or disable fully.

Wizard Installation

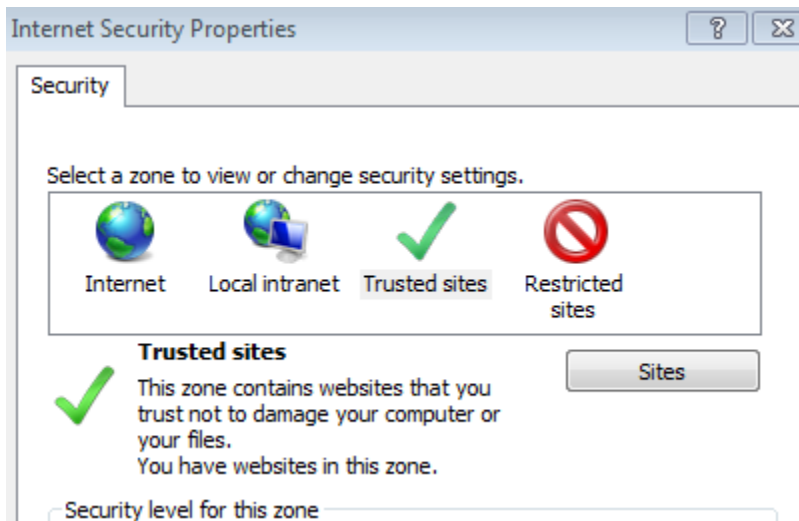
I noticed (due to missing cookies) that you don't have the ActiveX Wizard installed. Would you like to...

- [Try to install the ActiveX Wizard](#)
- [Disable the Wizard](#)
- [Disable the Wizard \(this session only\)](#)
- [Try to install the Java Wizard](#)

In some instances with the Internet Explorer browser, you may have to perform an extra step before you can use all features of the Wizard, such as the ability to download multiple files at once. The extra step is to add Databridge into your "Trusted Sites". To change your security settings to allow Databridge as a Trusted Site, double-click on the "Internet" or "Intranet" label (with the globe) at the bottom of your IE browser window.



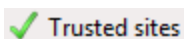
An "Internet Security Properties" dialog window will be displayed. Click the "Trusted Sites" icon (the green checkmark) and then click the "Sites" button.



A list of existing trusted site will appear and the Databridge site should be listed in the "Add this website to the zone" text box. Click the "Add" button to finish trusting the Databridge site and use the "Close" and "Ok" buttons to complete the action.



When complete, you should see a "Trusted Sites" label (with a green checkmark) in place of the "Internet" or "Intranet" label (with the globe at the bottom of your IE browser window.



Java

If you are not using Internet Explorer, the first time you log in to Databridge you will see a page with a link to install the Java Upload/Download Wizard. You will be given options to enable or disable the wizard. If you pick the option that says "Disable the Java Wizard (this session only)", the message prompt will continue to come back until you have chosen to enable or disable fully.

Wizard Installation

I noticed (due to missing cookies) that you don't have the Java Wizard installed. The Java Wizard requires that you have Sun Java 1.4.2 or later installed. Would you like to...

-  [Try to install the Java Wizard](#)
-  [Disable the Java Wizard](#)
-  [Disable the Java Wizard \(this session only\)](#)

Uploading Files

There are two quick ways to upload files:

1. Upload Wizard
2. Upload a File

Upload Wizard

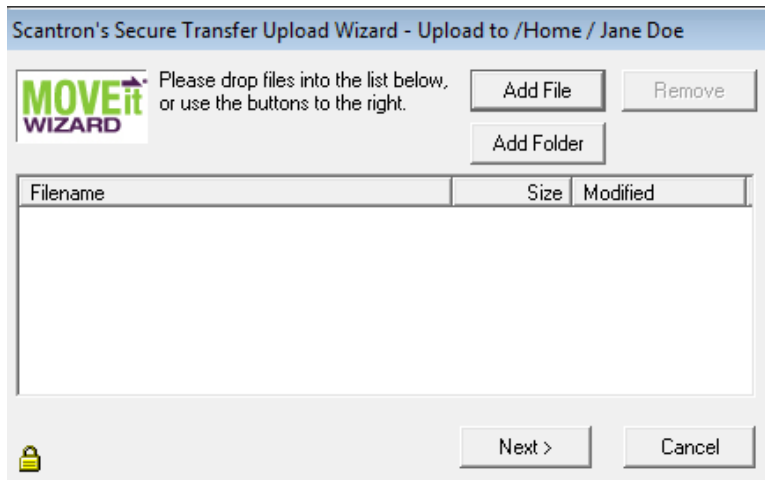
This option will only be available if you chose to enable the ActiveX or Java Wizard. Click on "Launch the Upload Wizard..."

Upload Files...

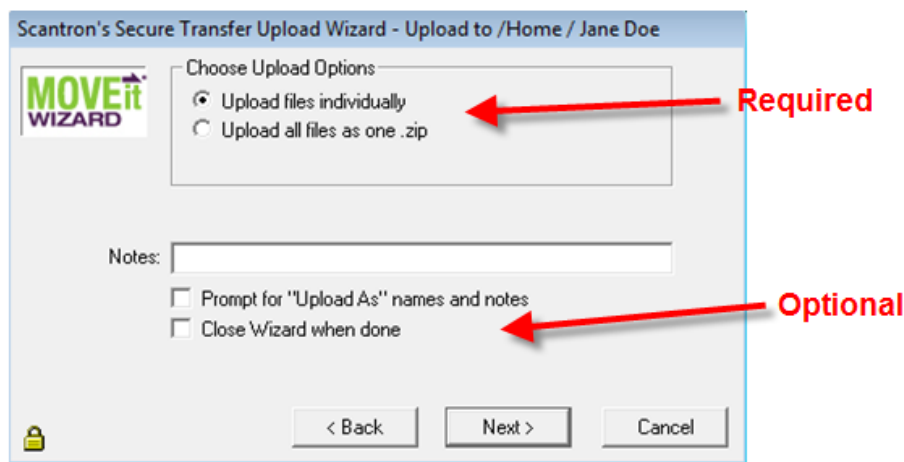
Select a folder: ▼

Launch the Upload Wizard...

The upload wizard pop-up will appear and you can drag the file to this box or you can click on "Add File" and navigate your computer drives until you find the file you wish to upload. Click the "Next >" button.



Under most circumstances, you will use the "Upload files individually" option. If you are uploading multiple files and would like to upload them as a zip file, you can choose "Upload all files as one .zip" and Databridge will zip the files for you. There is an option on this screen for you to enter a custom note or modify the notification so the name is something other than the file name. Once you have selected the upload options click "Next >". The Wizard will indicate if the transfer is successfully completed or if the upload failed. If complete, you can hit the "OK" button. If the process fails, try again. If you need assistance, contact databridge@scantron.com or your assigned project manager.



Upload a File

This option will only be available if you do not have the ActiveX or Java Wizard enabled. Click on "Select a folder:" to choose where you would like the file loaded. If your Databridge account has multiple folders and you have access to them, you will have the option to select from multiple folders. If your account is set-up with a single folder, you will be presented with your home folder. Click on the "Choose a file: Browse" button to select the file you would like to upload. The "Enter any notes:" field is not mandatory however you can choose to include a note if you wish.

Upload a File

Select a folder:

Choose a file:

Enter any notes:

Click "Upload" and the file will be posted to the folder you selected.

/Home/Jane Doe					
	Name	File ID	Created	Size/Contents	Creator
	↑ Parent Folder				
	CompanyABC_Contact File.xlsx	272842624	3/14/2016 6:46:35 AM	8.2 KB	Jane Doe

Downloading Files

There are three ways to download files from Databridge.

Option 1:

When you receive an email notification that a new file has been posted to you, you can click on the link at the bottom of the email. The link will open a webpage where you will need to provide your username and password for entry.

New File Notification

A new file from John Doe has arrived into the "/ Home / Jane Doe" folder.

Name: CompanyABC_Q4 Report.pdf
Tracking ID: 272651817
Original Size: 471,087 bytes
Uploaded By: John Doe (john.doe@company.com)

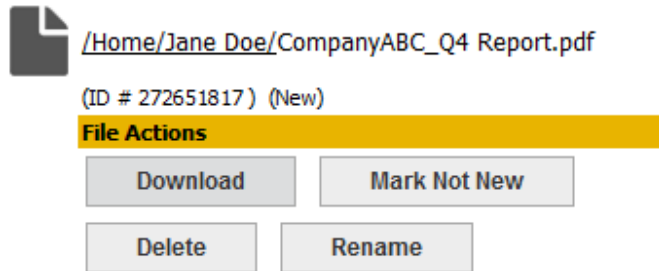
For non-repudiation purposes, it cannot be confirmed that the file received by MOVEit DMZ is identical to the file uploaded by John Doe because the client used to upload this file (Internet Explorer 7.0) either does not support integrity checking, or doesn't have its integrity checking option enabled. If you believe the client used to upload the file supports integrity checking, please ensure that the integrity checking option is enabled in future transfers if delivery with non-repudiation is important. Please use the free Scantron's Secure Transfer Upload Wizard with Internet Explorer or a Java-Enabled browser, or a MOVEit file transfer product in future transfers if delivery with non-repudiation is important.

Please use the following URL and your username/password to DOWNLOAD or view the current status of this file, including its full upload and download history.

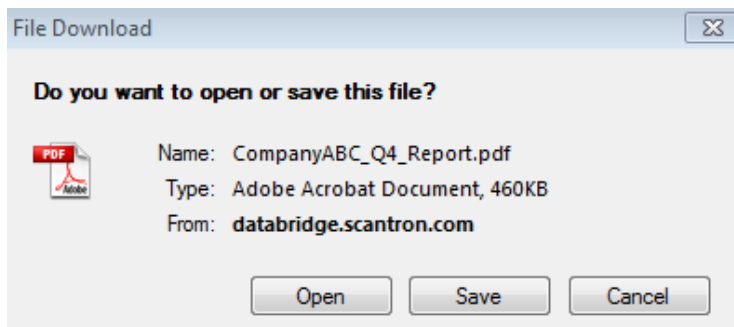
(<https://databridge.scantron.com/human.aspx?OrgID=6166&Arg12=fileview&Arg07=272651817&Arg06=271696680&username=jdoe>)

Regards,
Scantron Notification Service

Once you have successfully logged in to Databridge, you will see the message below. Select "Download" from the File Actions.

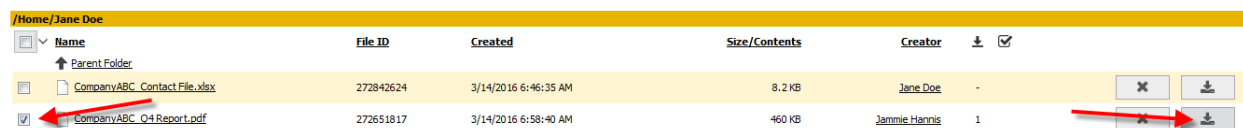


If you do not have a wizard enabled, you will receive a pop-up that asks if you would like to open or save the file. Always **Save** the file to your local machine for archival. The Databridge site only retains files for a set period of time (the standard is 30 days) before automatically deleting them. If you have a wizard enabled, you will not receive this "File Download" pop-up, it will automatically request that you save the file and ask where you would like it saved on your local machine.



Option 2:

When you log into the Databridge site, you will be able to view the files that are available to you. You can select files to download from the list on the left side of the screen. After you select the file, click the "download" icon on the right side of the screen. If you do not have a wizard enabled, you will receive the "File Download" pop-up. If you have a wizard enabled the download will be automatic.



Option 3:

When you log into the Databridge site, you will be able to view the files that are available to you. You can download the file by clicking directly on the name of the file you wish to download. If you do not have a wizard enabled, you will receive the "File Download" pop-up and if you do have a wizard enabled the download will be automatic just as I mentioned above.

/Home/Jane Doe						
Name	File ID	Created	Size/Contents	Creator	↓	✓
↑ Parent Folder						
CompanyABC_Contact File.xlsx	272842624	3/14/2016 6:46:35 AM	8.2 KB	Jane Doe	-	
CompanyABC_Q4 Report.pdf	272651817	3/14/2016 6:58:40 AM	460 KB	Jamie Harris	4	

System Email Notifications

You will receive multiple system generated email notifications from the Databridge site.

1. Upload Confirmation

You will receive this email when you successfully upload a file to Databridge, if your account is setup to receive notifications.

File Upload Confirmation

Your file has been saved into the "/ Home / Jane Doe" folder and the appropriate people have been notified.

Name: CompanyABC_Contact File.xlsx
 Tracking ID: 272842624
 Original Size: 8,346 bytes

2. New File

You will receive this email when a file is uploaded, if your account is setup to receive notifications.

New File Notification

A new file from John Doe has arrived into the "/ Home / Jane Doe" folder.

Name: CompanyABC_Q4 Report.pdf
 Tracking ID: 272651817
 Original Size: 471,087 bytes
 Uploaded By: John Doe (john.doe@company.com)

3. Delivery Receipt

You will receive this email when someone successfully downloads a file you upload, if your account is setup to receive notifications.

File Delivery Receipt

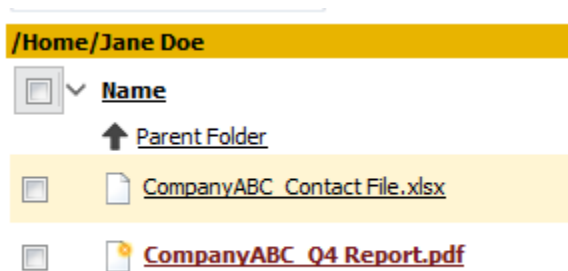
It was confirmed that Jane Doe DOWNLOADED "CompanyABC_Q4 Report.pdf" from the "/ Home / Jane Doe" folder. (Download recorded at 3/14/2016 7:05:41 AM.)

4. Other Notifications

- a) If a file is uploaded to the site, never downloaded and removed based on retention rules (standard is 30 days), a notification is sent to the original uploader.
- b) If a file is deleted by a user but not downloaded from the site, a notification will be sent to the original uploader.
- c) Passwords are good for a period of 180 days. A notification will be sent out at 170 days to request the user to update their password.
- d) Passwords are good for a period of 180 days. If a user's password is not updated within the 180 days, a notification will be sent to the user indicating that their account has been locked. The user will need to contact databridge@scantron.com or their assigned project manager to regain access. Once a user is locked out, they will **not** receive any future system notifications when new files are posted. It is important to keep the account active at all times. In the instance that a user has not accessed the site for 400 days, the user's account will automatically be deleted from the system.

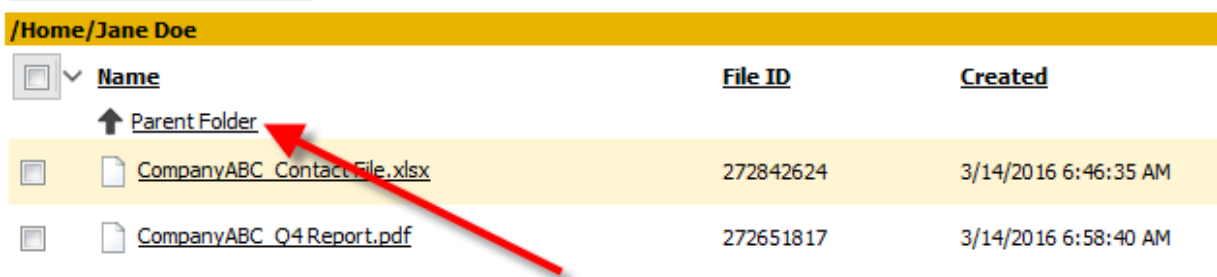
System Home Page Notifications

When you log into Databridge, any new files will show in bold. Once you view or download the file, the file will no longer be displayed in bold.



Multiple Folder Access

There will be some instances where a user will have access to multiple folders on the Databridge site. You can access different folders on the site by clicking on the "Parent Folder" option of your home page.



You will then be presented with a list of folders you have permission to access. You can then choose which folder you would like to access from this list.

Folders

[Home/](#)

Go To Folder...

<input type="checkbox"/>	Name	File ID	Created
	Parent Folder		
<input type="checkbox"/>	CompanyABC	271612069	3/10/2016 7:23:32 AM
<input type="checkbox"/>	Jane Doe	271696680	3/10/2016 7:15:05 AM

Another method to search for multiple folders would be to click on the “Folders” link on the left hand side of the page.

Signed onto Scantron as Jane Doe (jdoe).

Home

Folders

Logs

Search

Find File/Folder

Go To Folder...

Online Manual

Tech Support

Announcements

Welcome to Scantron's DataBridge

We changed the IP assigned to DataBridge on July 25th 2015

The IP changed from 216.32.128.157 to 208.90.119.50

If your company requires this IP to be "white listed", please contact your Network Administrators with the above information

If you are prompted to install a new ActiveX Wizard, please accept and install. This will help prevent some issues that can result from using an older version of the wizard for file transfers.

Go To Folder...

/Home/Jane Doe

<input type="checkbox"/>	Name	File ID	Created	Size/Contents
	Parent Folder			
<input type="checkbox"/>	CompanyABC_Contact File.xlsx	272842624	3/14/2016 6:46:35 AM	8.2 KB
<input type="checkbox"/>	CompanyABC_Q4 Report.pdf	272651817	3/14/2016 6:58:40 AM	460 KB

You will then be taken to a folders page where you should click the “Home” link.

Folders

[Home/](#)

Go To Folder...





<input type="checkbox"/>	Name	File ID	Created
<input type="checkbox"/>	Home	371020166	10/31/2007 11:33:59 AM

You will then be presented with a list of folders you have permission to access. You can then choose which folder you would like to access from this list.

 Folders

/ [Home/](#)

Go To Folder... ▾

 Name	File ID	Created
 Parent Folder		
 CompanyABC	271612069	3/10/2016 7:23:32 AM
 Jane Doe	271696680	3/10/2016 7:15:05 AM