

# Workforce Community Foundation Loan Repayment Program

## UPLOADING DOCUMENTS TO THE ILLINOIS STUDENT ASSISTANCE COMMISSION (ISAC)

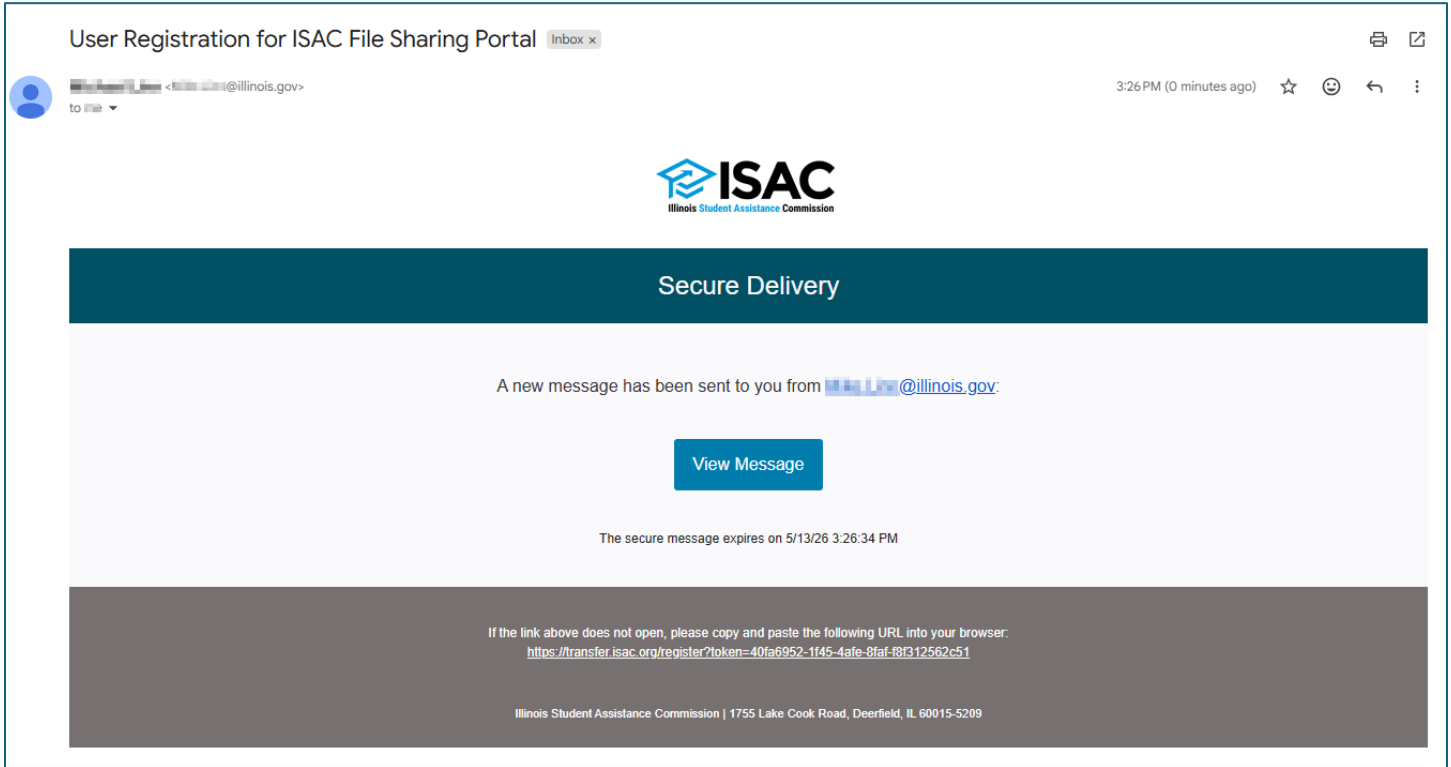
You will need an account on ISAC's Secure File Transfer system to upload documents. An ISAC representative will initiate the account setup for you, and you will need to complete the process. Your account ID will need to match your email address, and the account password will need to meet the following requirements.

- Minimum Password Length: **8**
- Minimum Upper-Case Letters: **1**
- Minimum Digits: **1**
- Special characters: Not required but those that are allowed are ~@#\$\$%^&\*()-\_+=+<>?/\;:[]{}.,
- Expires every: **90 days**

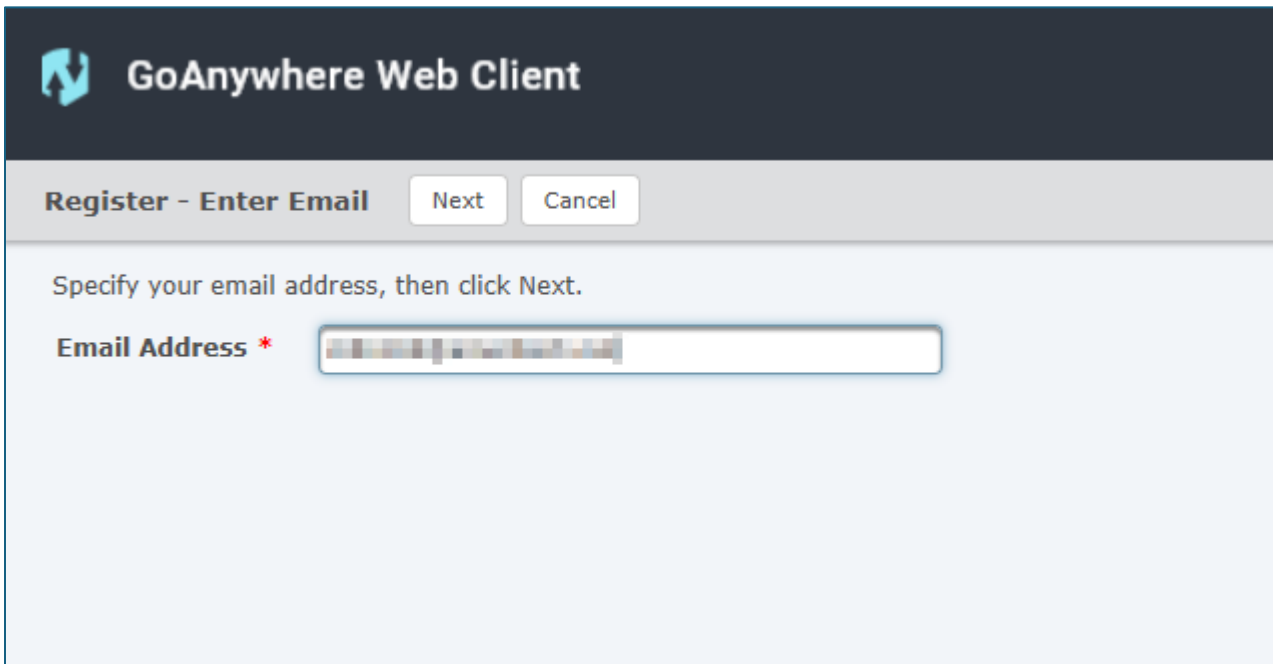
The account also requires the use of two-factor authentication based on the use of a Time-Based One-Time Password (TOTP) authenticator app that generates a unique six-digit code every 30 seconds. There are many TOTP authenticator apps including the following though ISAC does not give any recommendation on which to use.

- **Google Authenticator**
- **Microsoft Authenticator**
- **Authy**
- **Duo Mobile**
- **Symantec VIP**

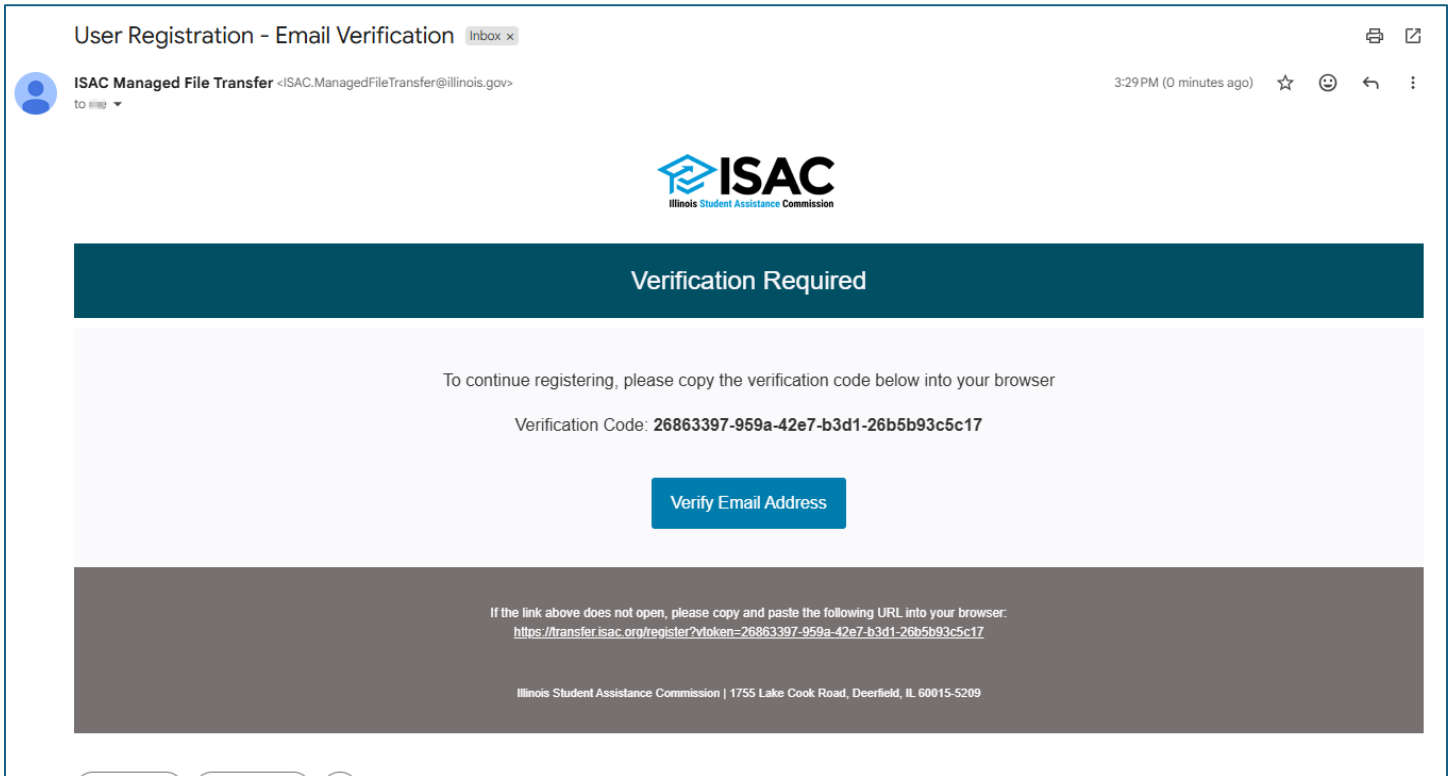
When the account setup is initiated, you should receive an auto-generated email in your Inbox with the subject **User Registration for ISAC File Sharing Portal**. Click the **View Message** link in that email.



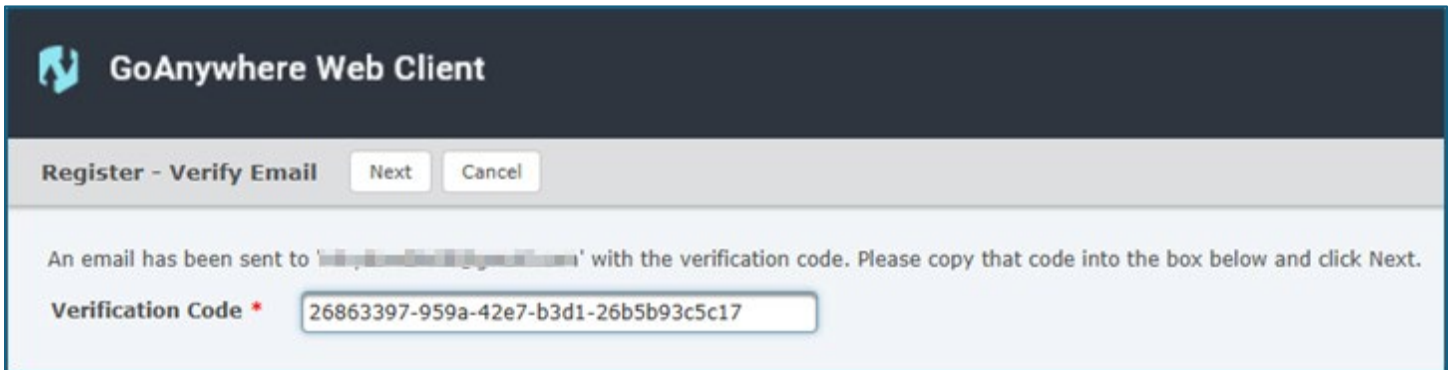
This will take you to ISAC’s Secure File Transfer registration page. Enter your email address and click Next.



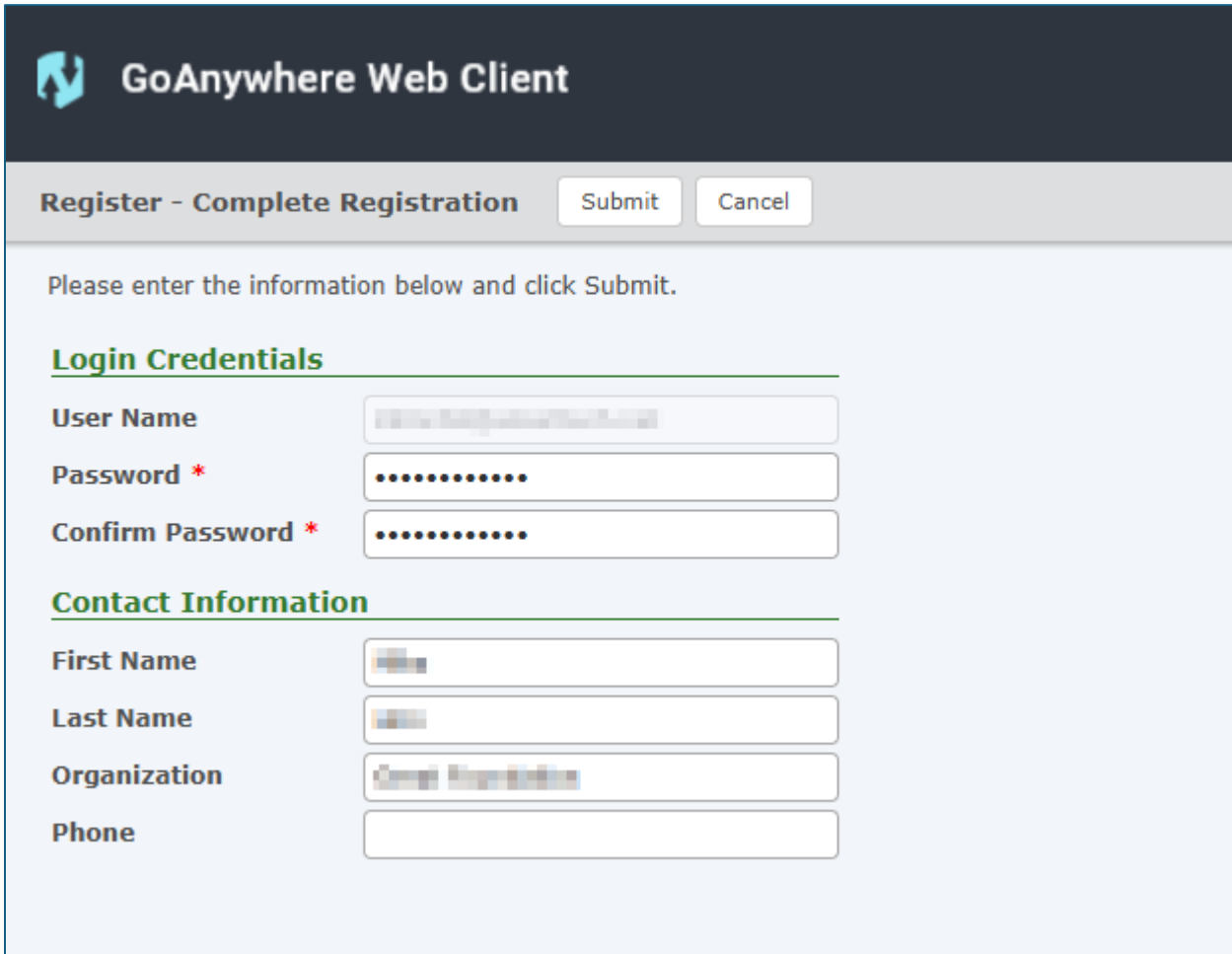
The next screen will inform you an email was sent to you with a verification code. Check your Inbox for that second email that has the subject **User Registration - Email Verification**. Highlight the verification code in the email and copy it to your clipboard.



Paste the verification code in the registration screen and click Next.



In the last registration screen, enter and confirm a new password. Optionally, you can add your contact information and click Submit when you are finished.



The screenshot shows the 'GoAnywhere Web Client' interface. At the top, there is a dark header with the logo and the text 'GoAnywhere Web Client'. Below this is a light gray bar containing the title 'Register - Complete Registration' and two buttons: 'Submit' and 'Cancel'. The main content area is light blue and contains the instruction: 'Please enter the information below and click Submit.' There are two sections: 'Login Credentials' and 'Contact Information'. The 'Login Credentials' section has three input fields: 'User Name', 'Password \*', and 'Confirm Password \*'. The 'Contact Information' section has four input fields: 'First Name', 'Last Name', 'Organization', and 'Phone'. All input fields are currently empty or contain placeholder text.

**GoAnywhere Web Client**

**Register - Complete Registration**

Please enter the information below and click Submit.

**Login Credentials**

User Name

Password \*

Confirm Password \*

**Contact Information**

First Name


Last Name


Organization

Phone

Your registration will be in a pending state until approved. When it is approved, you will receive a third email that has the subject **User Registration - Approved**. You can use the **Login** link in the email or visit <https://transfer.isac.org/> directly in your web browser.

User Registration - Approved Inbox x

 **ISAC Managed File Transfer** <ISAC.ManagedFileTransfer@illinois.gov> 3:32 PM (0 minutes ago) ☆ 😊 ↶ ⋮

  
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### Account Approval Notification

Your account has been approved


You can now login with the user name: <https://transfer.isac.org/>

[Login](#)

If the link above does not open, please copy and paste the following URL into your browser:  
<https://transfer.isac.org>

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This will take you to ISAC's Secure File Transfer login page. Enter your username, which is your email address you used to register, and then click Next. Enter your password on the next screen and click Login.



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[Forgot Password?](#)

By clicking the Login button you acknowledge that you have read the [disclaimer](#).

Powered by [GoAnywhere](#)

You will then be prompted to register your authenticator app. You will then need to add a credential in your authenticator app and choose the option to scan a QR code. Scan the QR code from ISAC's Secure File Transfer screen and the app should add it and display a six-digit code. Enter that code in ISAC's Secure File Transfer screen and click Submit. Your account then is fully activated, and you will be signed in.



Register your Authenticator App, such as Google Authenticator, by scanning the code below. After registering, the codes generated will be used to verify your identity.



[View Secret](#)

Enter verification code from Authenticator App

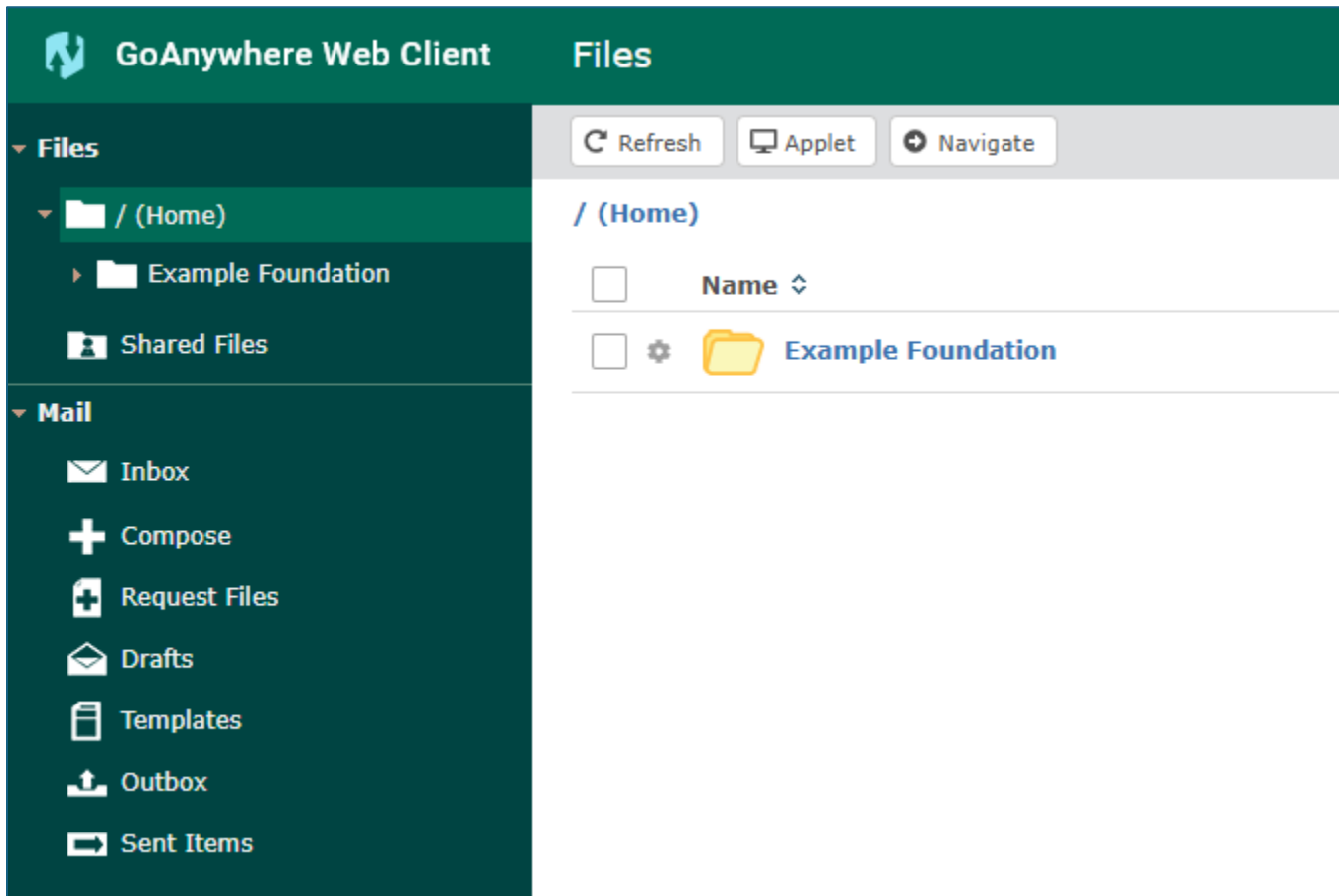
CANCEL

SUBMIT

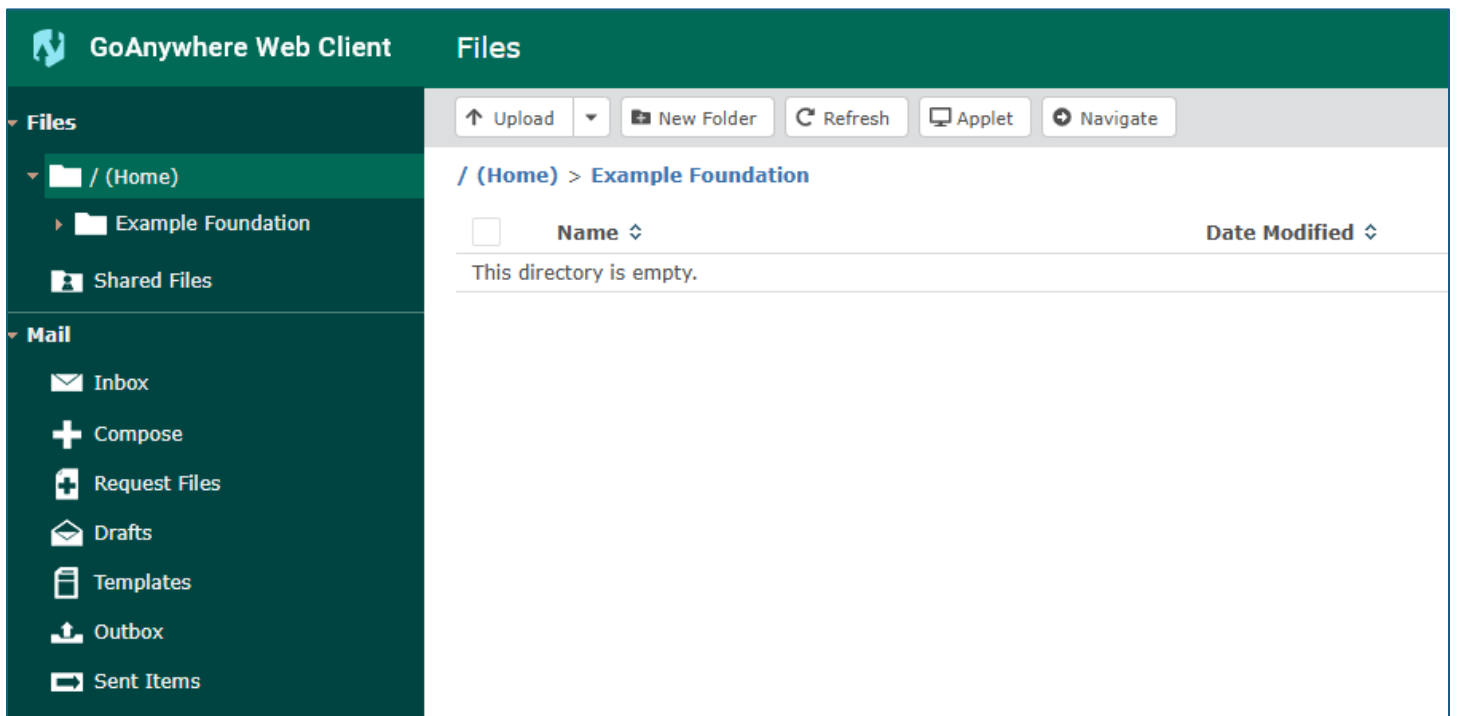
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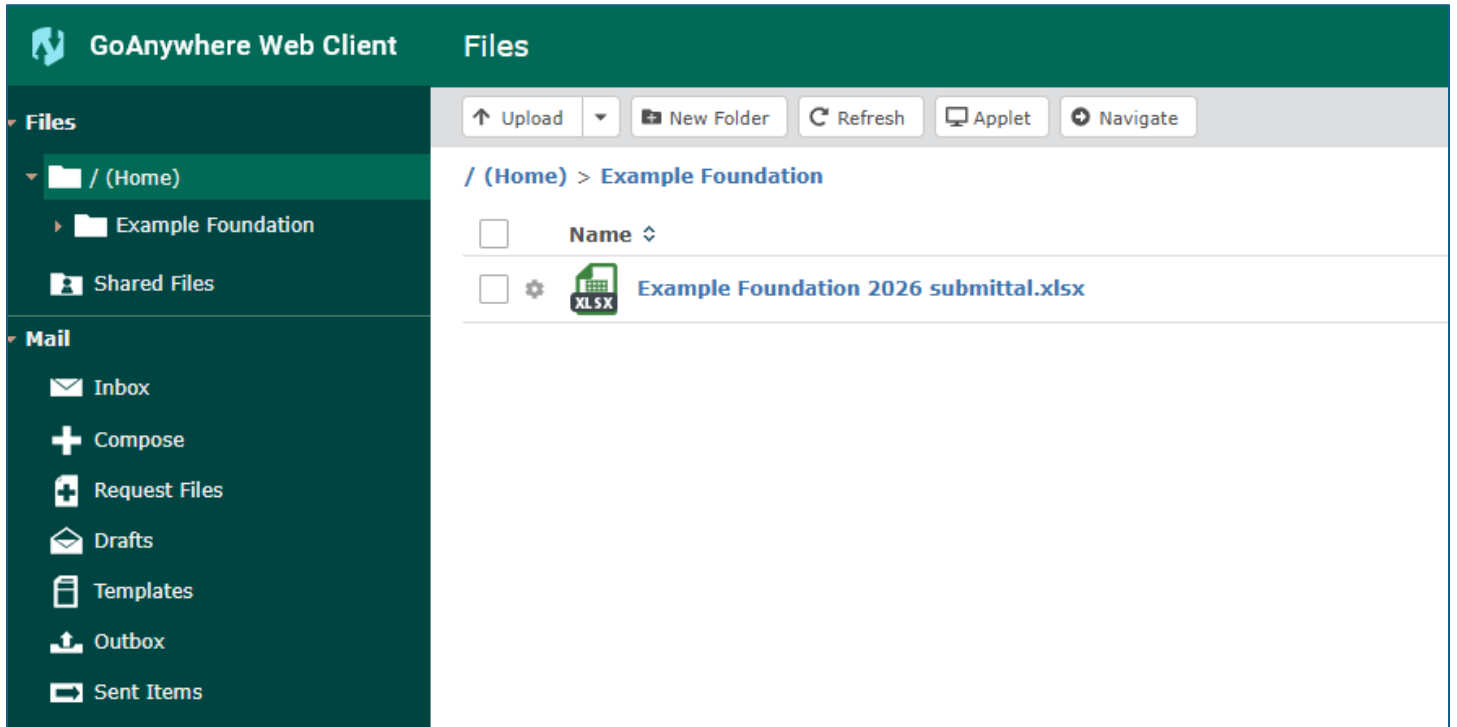
You can choose to upload a document at this point or at a later date. To upload a document, click the **Files** link in the upper-left part of the screen. You should see a folder with the name of your Community Foundation. Click that folder to open it.



You should then see an **Upload** button. Click that button and select the document you want to upload.



The document will upload and be displayed. After 30 seconds, the document will be moved and made available for an ISAC representative to process.



To logout, click the User Menu the upper-right part of the screen and choose Logout.

