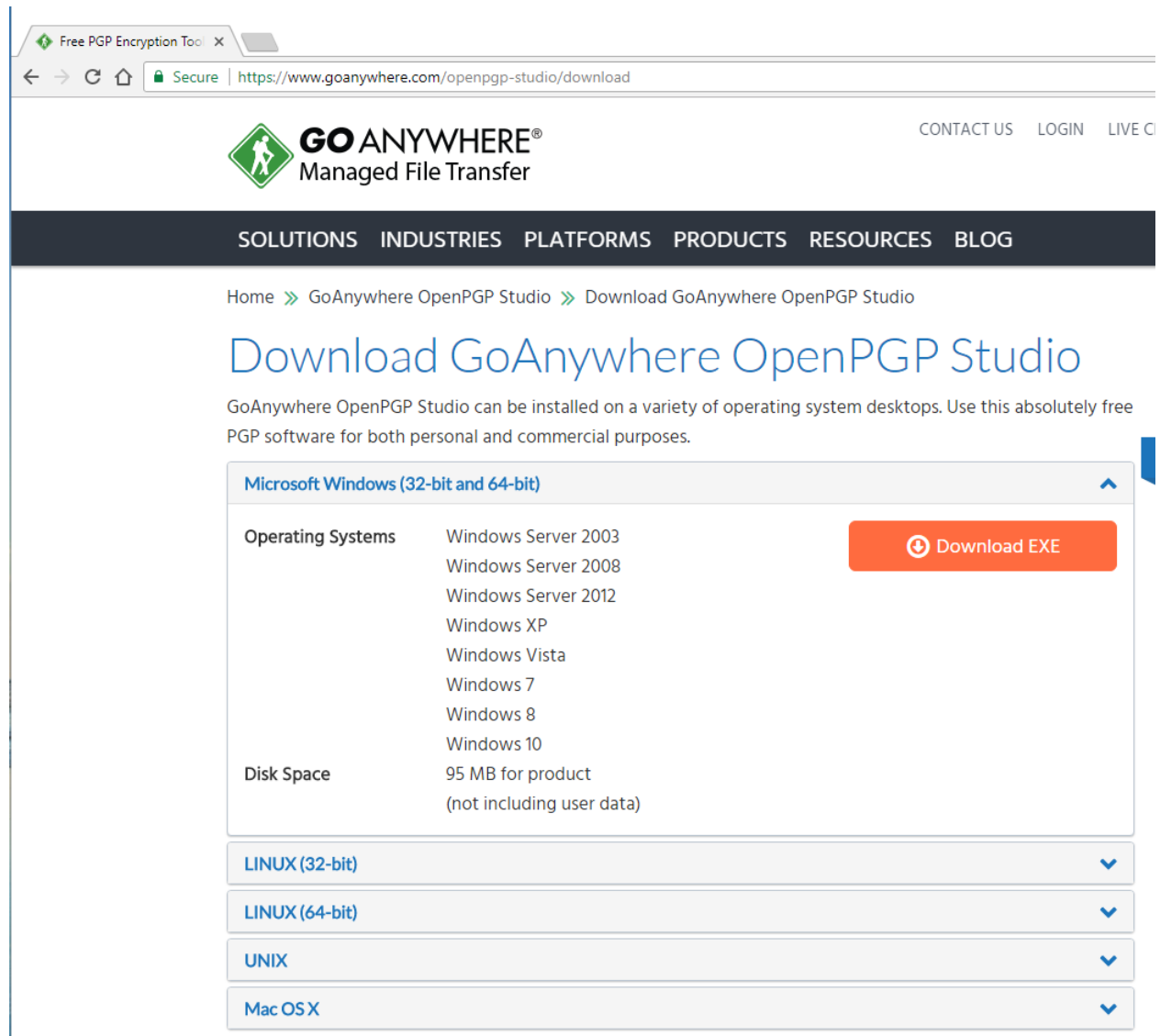


These steps may require installation of software on your computer. Please work with your IT department to ensure the software is installed correctly.

To ensure the data remains safe in transit and at rest on MCC's servers we are requesting that the data be encrypted using PGP encryption. You are free to use any PGP encryption software to protect the data but for this document we are going to show the process using GoAnywhere OpenPGP Studio which is available at: <https://www.goanywhere.com/openpgp-studio/download>

Open your web browser and go to <https://www.goanywhere.com/openpgp-studio/download>



Download the software that is appropriate for your operating system. The above screen shot shows the software to download for Windows.

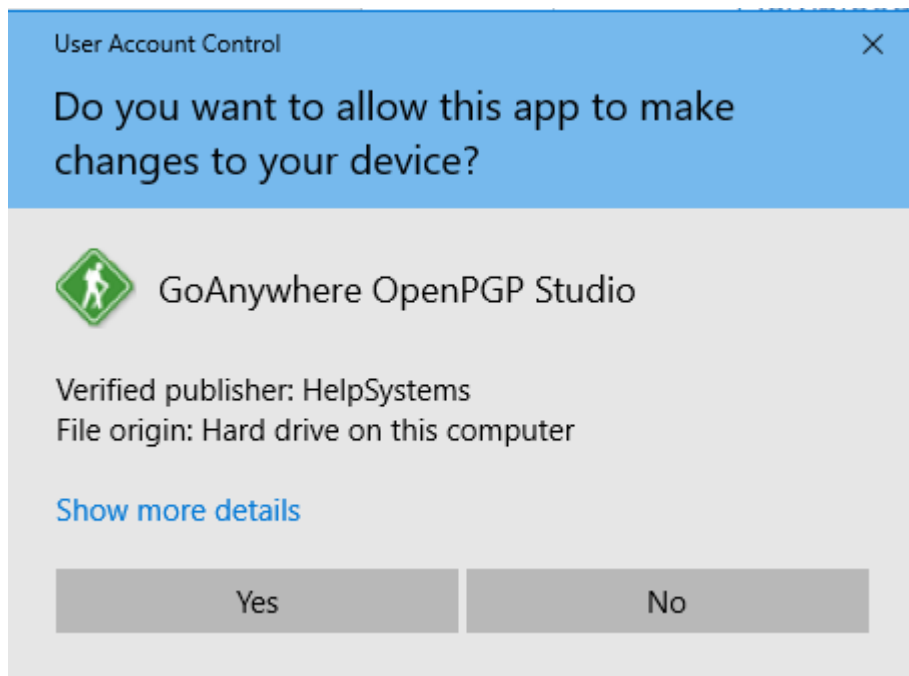
Click the Download EXE button:

The screenshot shows the GoAnywhere OpenPGP Studio download page. The main content area is titled "Download GoAnywhere OpenPGP Studio" and includes a description: "GoAnywhere OpenPGP Studio can be installed on a variety of operating system desktops. Use this absolutely free PGP software for both personal and commercial purposes." Below this, there is a table for "Microsoft Windows (32-bit and 64-bit)" with columns for "Operating Systems" and "Disk Space". The "Operating Systems" column lists: Windows Server 2003, Windows Server 2008, Windows Server 2012, Windows XP, Windows Vista, Windows 7, Windows 8, and Windows 10. The "Disk Space" column indicates "95 MB for product (not including user data)". A red arrow points to a "Download EXE" button. The page also features a navigation menu with "SOLUTIONS", "INDUSTRIES", "PLATFORMS", "PRODUCTS", "RESOURCES", and "BLOG". A sidebar on the right contains "OpenPGP Studio" and "Download" sections.

| Microsoft Windows (32-bit and 64-bit) |  |
|---------------------------------------|--|
| Operating Systems                     | Windows Server 2003<br>Windows Server 2008<br>Windows Server 2012<br>Windows XP<br>Windows Vista<br>Windows 7<br>Windows 8<br>Windows 10 |
| Disk Space                            | 95 MB for product<br>(not including user data)   |

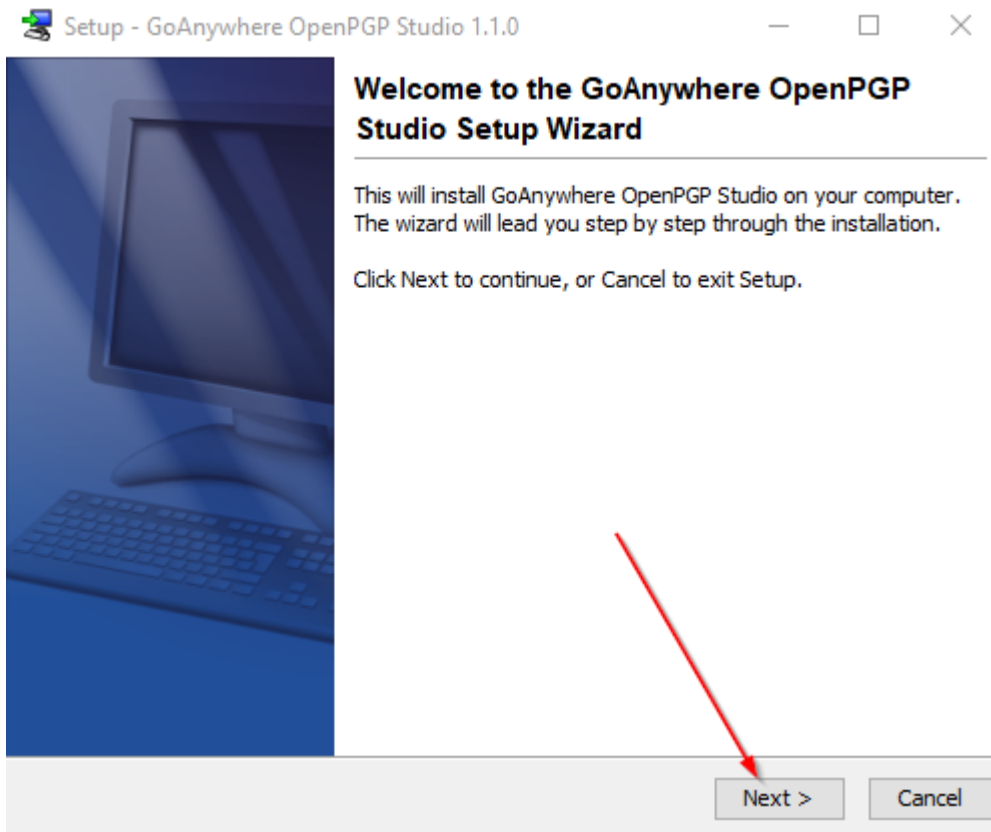
Go to your download directory and find the file you just downloaded. Double click the click to run the installer.

When you run the installer you may get the following window:



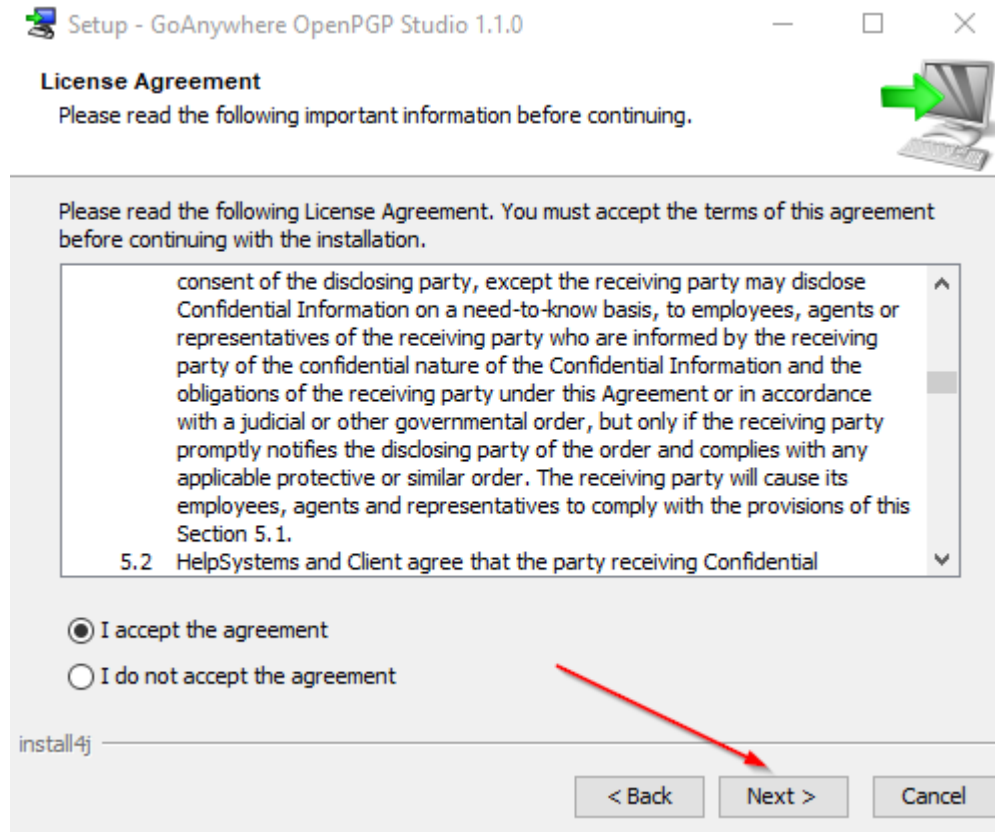
Click the "Yes" button to continue.

On the next window click the Next Button:

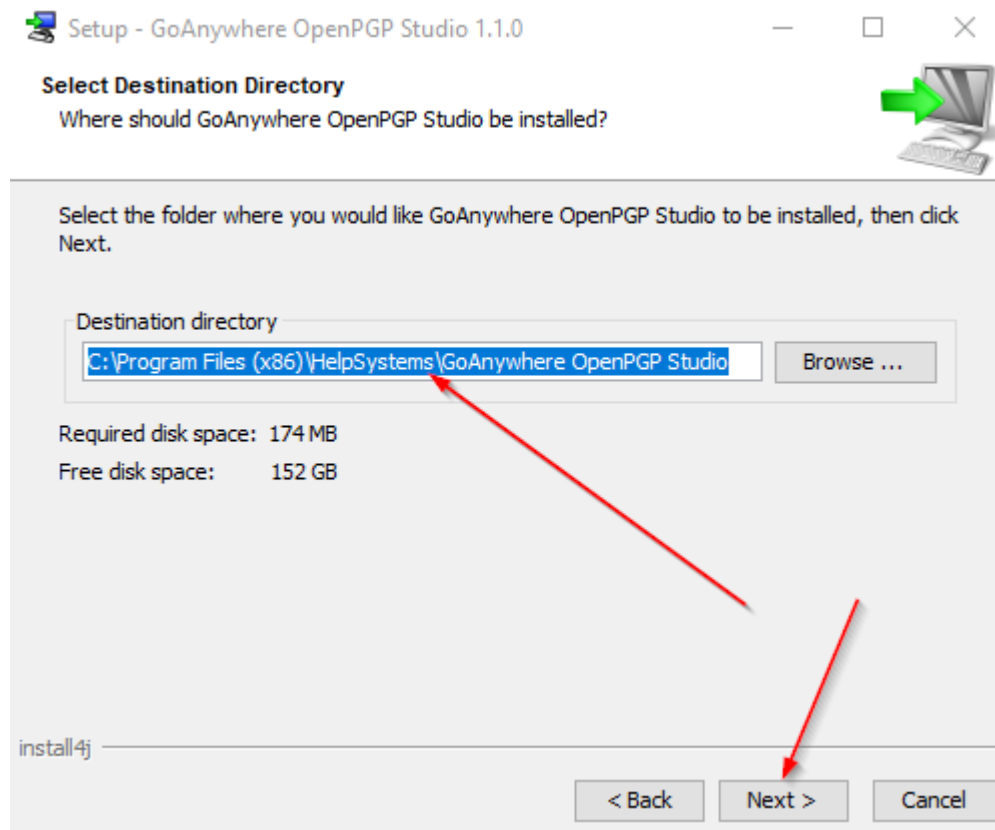


At this point you should read the Software Licensing and Services agreement. If the terms are acceptable for your organization then select the "I accept the agreement option". If the terms are not acceptable please find another PGP encryption software that your organization finds acceptable and follow the installation instructions.

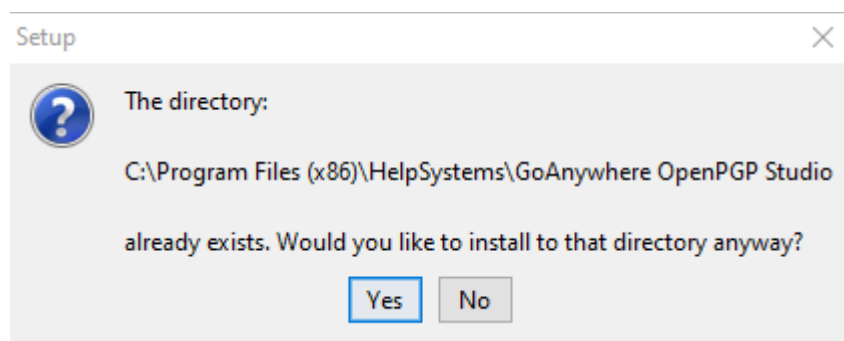
If you accept the License Agreement you should now press the Next button:



Either use the default directory in the next window or choose where you would like the software installed and press the Next button:

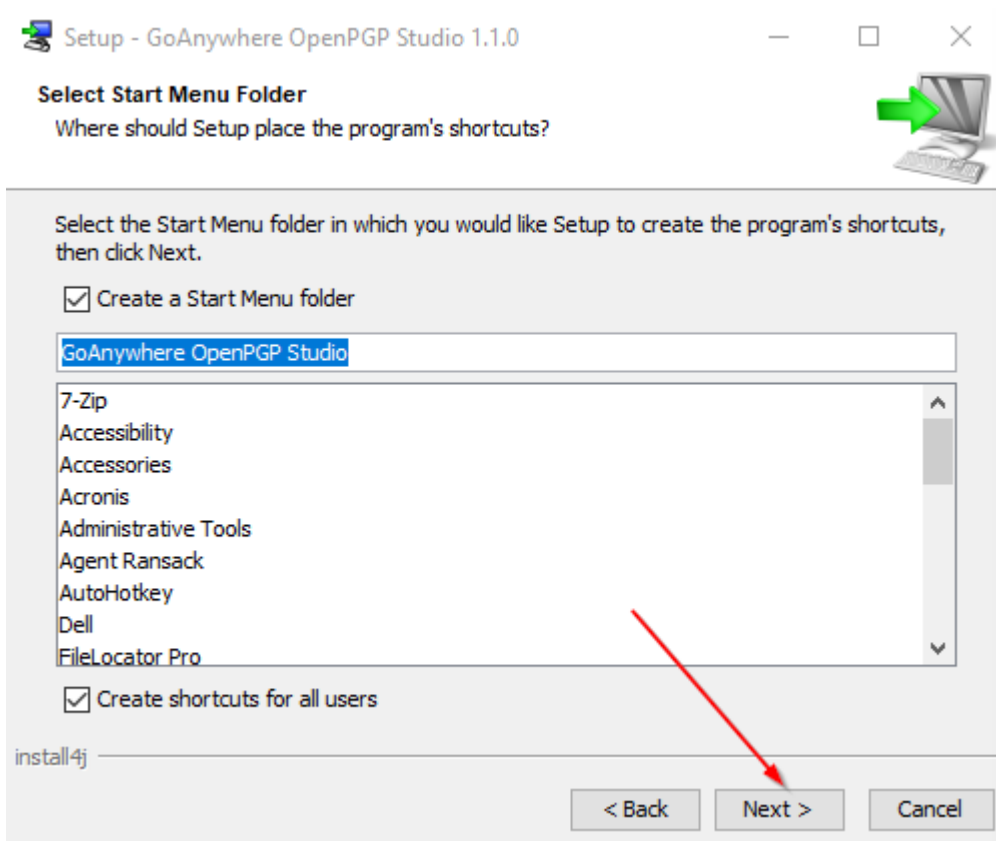


If you get this screen:



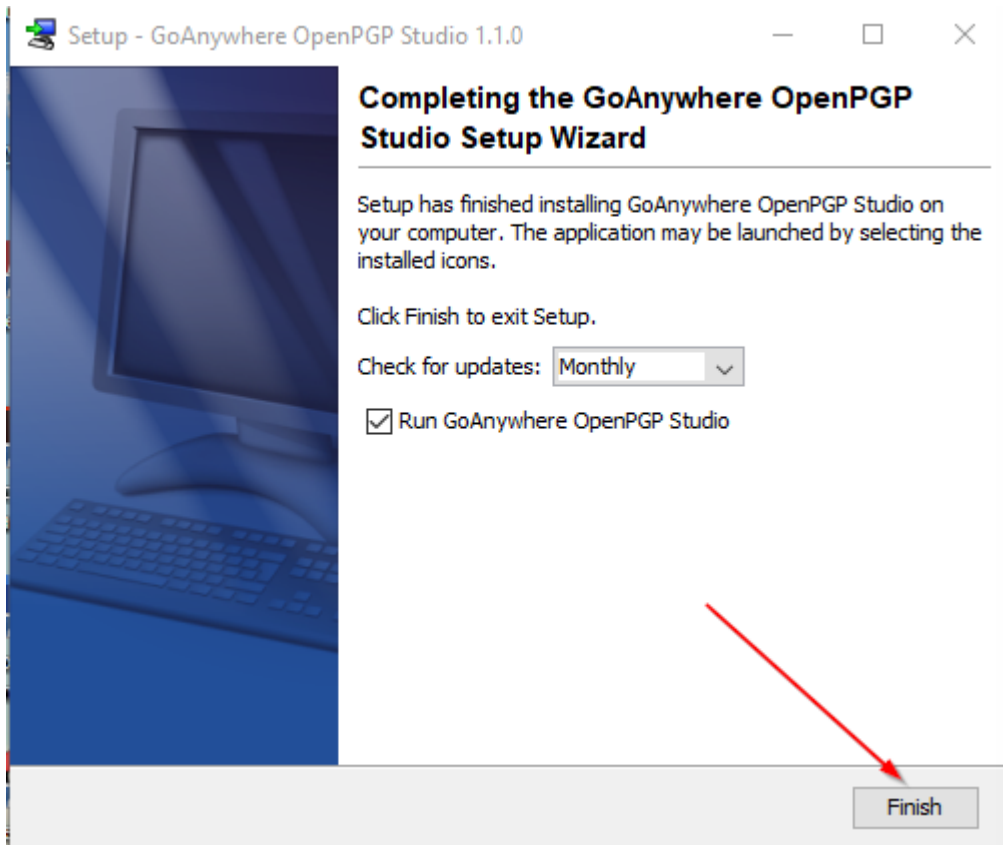
Please confirm that is the directory where you want the files stored and then select Yes.

On the next screen keep the defaults and press next:



This should start the installation.

One the next window select often you would like to check for updates and then press Finish:



Open PGP student should be launched.

You are now ready to import the MCC Public Key which is included below:

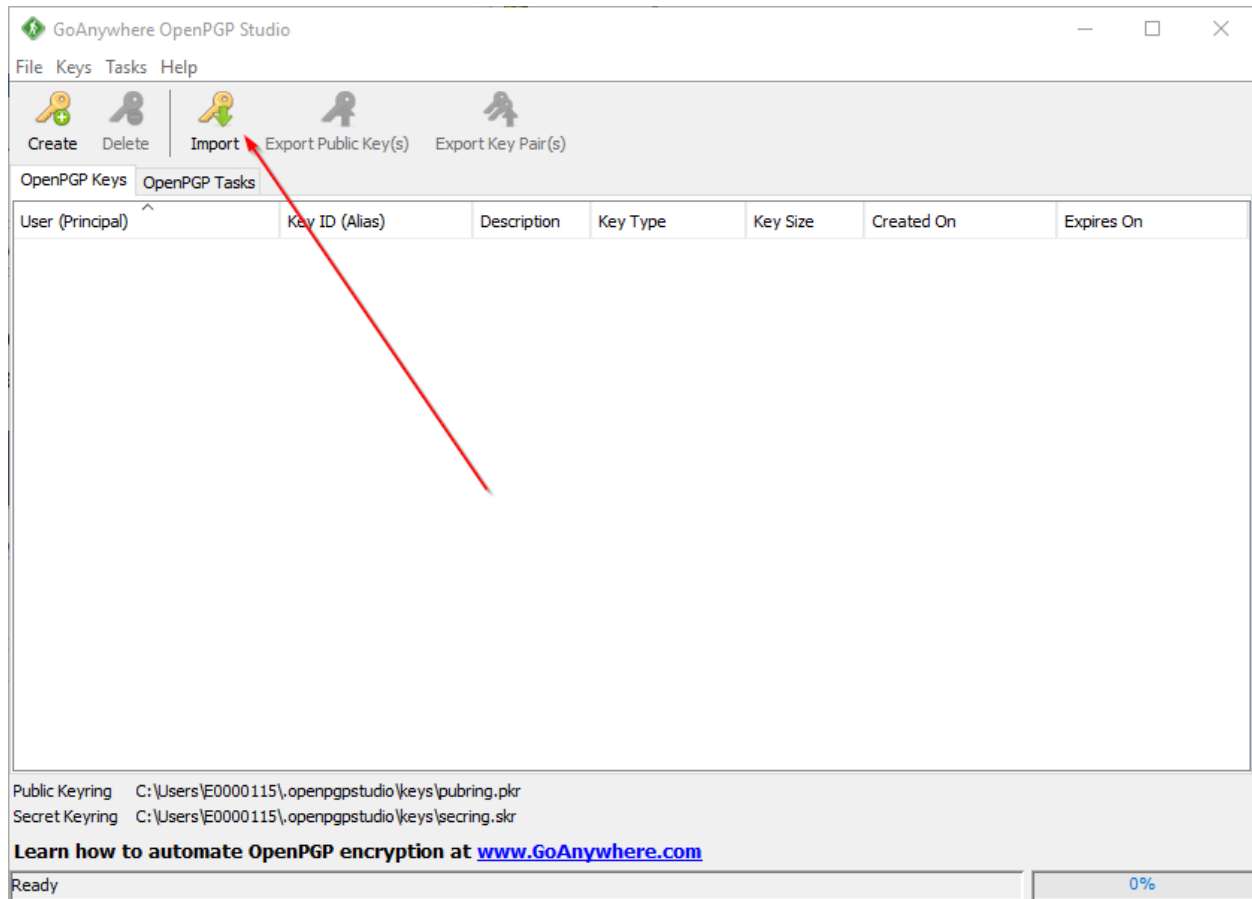


To get this file onto your computer click and hold the mouse button on the file , drag it to your desktop and release the mouse button..

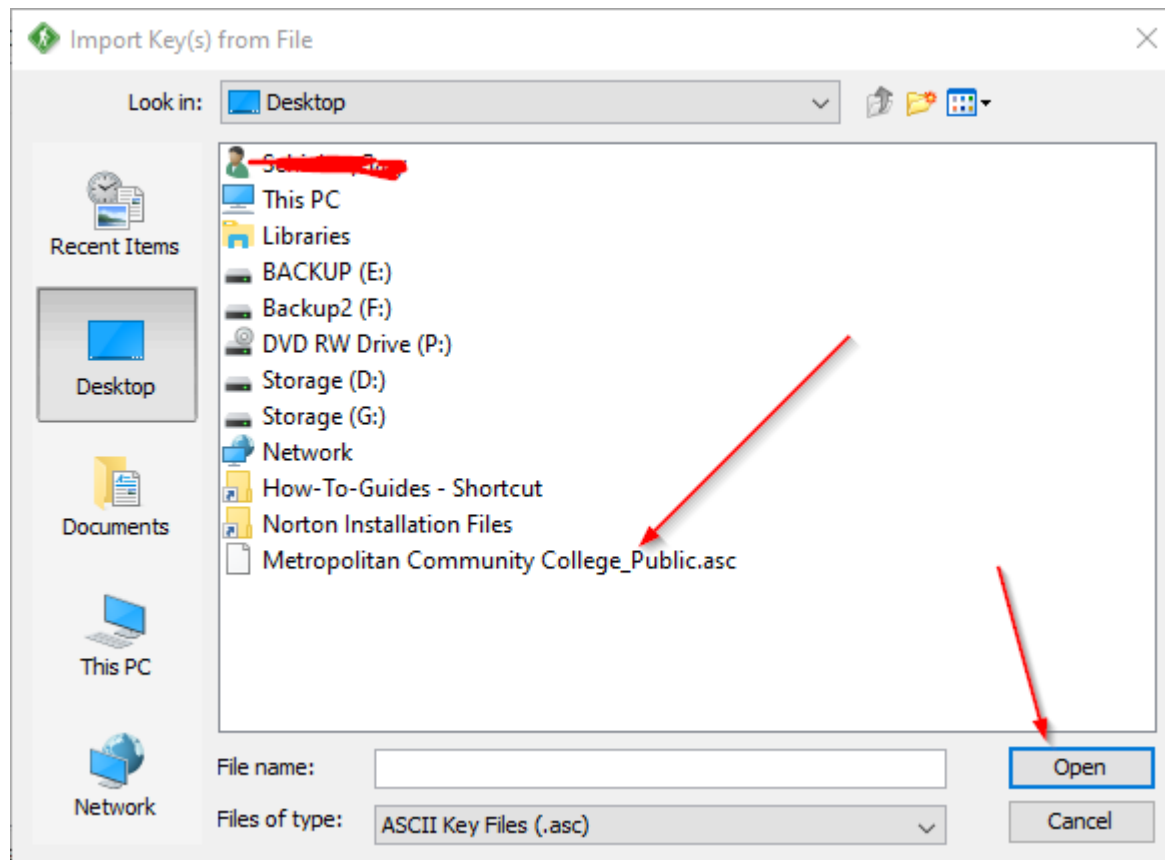
Go to OpenPGP Studio and click the Import button:



## SECURE FILE TRANSFER TO MCC

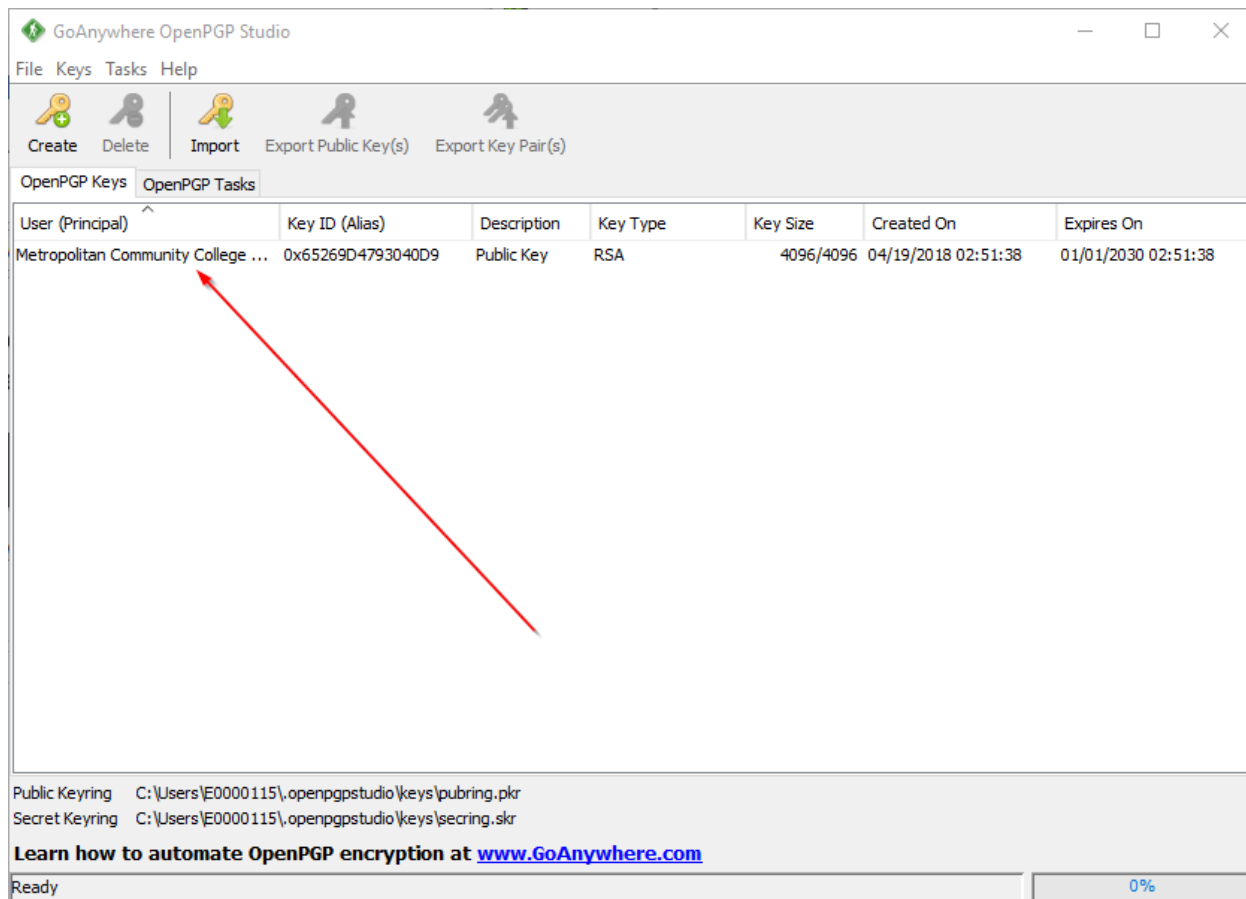


Find the MCC Public key that you just put on your desktop, select it and press the open button:



The MCC Public key is now in OpenPGP Studio:

## SECURE FILE TRANSFER TO MCC



GoAnywhere OpenPGP Studio

File Keys Tasks Help

Create Delete Import Export Public Key(s) Export Key Pair(s)

OpenPGP Keys OpenPGP Tasks

| User (Principal)                   | Key ID (Alias)    | Description | Key Type | Key Size  | Created On          | Expires On          |
|------------------------------------|-------------------|-------------|----------|-----------|---------------------|---------------------|
| Metropolitan Community College ... | 0x65269D4793040D9 | Public Key  | RSA      | 4096/4096 | 04/19/2018 02:51:38 | 01/01/2030 02:51:38 |

Public Keyring C:\Users\E0000115\.openpgpstudio\keys\pubring.pkr  
Secret Keyring C:\Users\E0000115\.openpgpstudio\keys\secring.skr

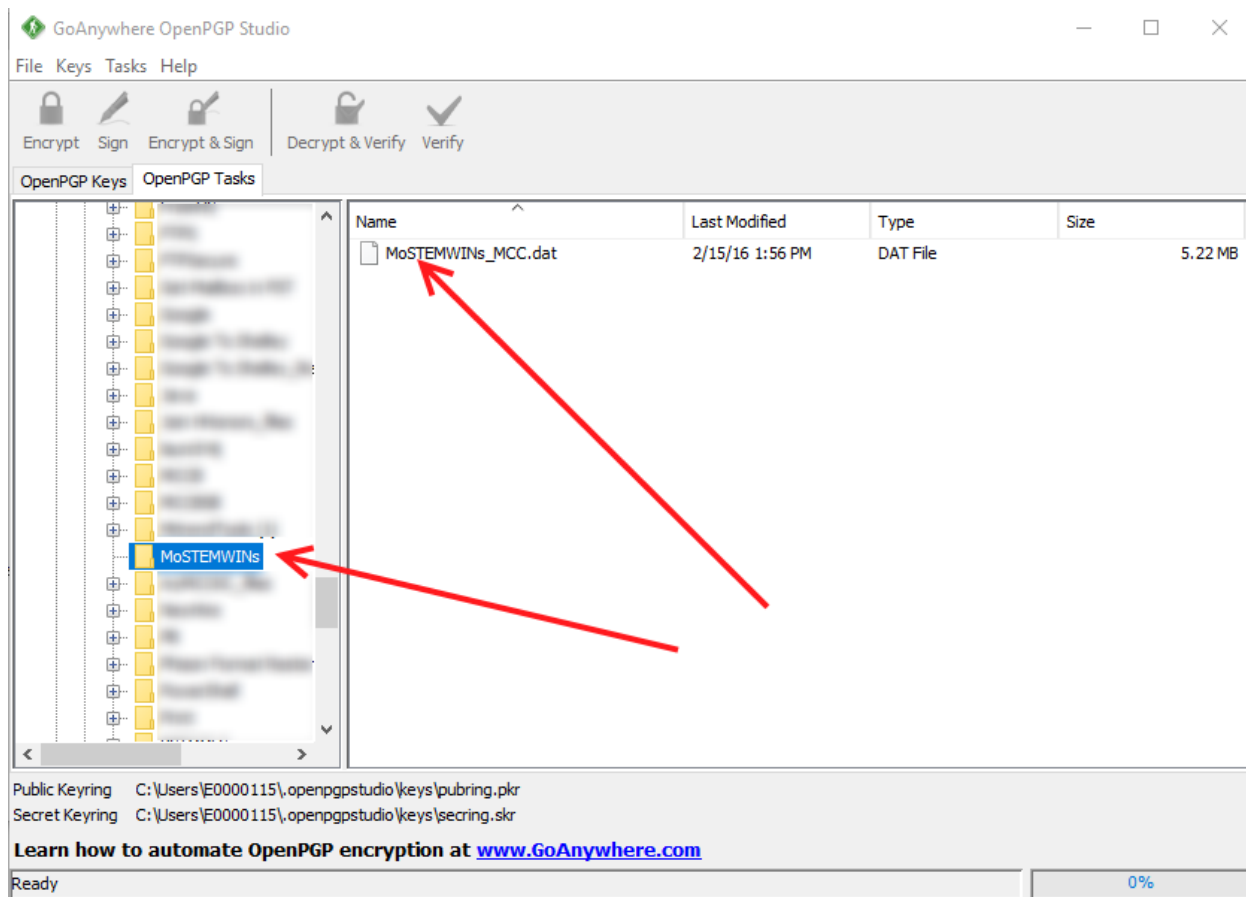
Learn how to automate OpenPGP encryption at [www.GoAnywhere.com](http://www.GoAnywhere.com)

Ready 0%

Now go to the OpenPGP Student “OpenPGP Tasks” tab:

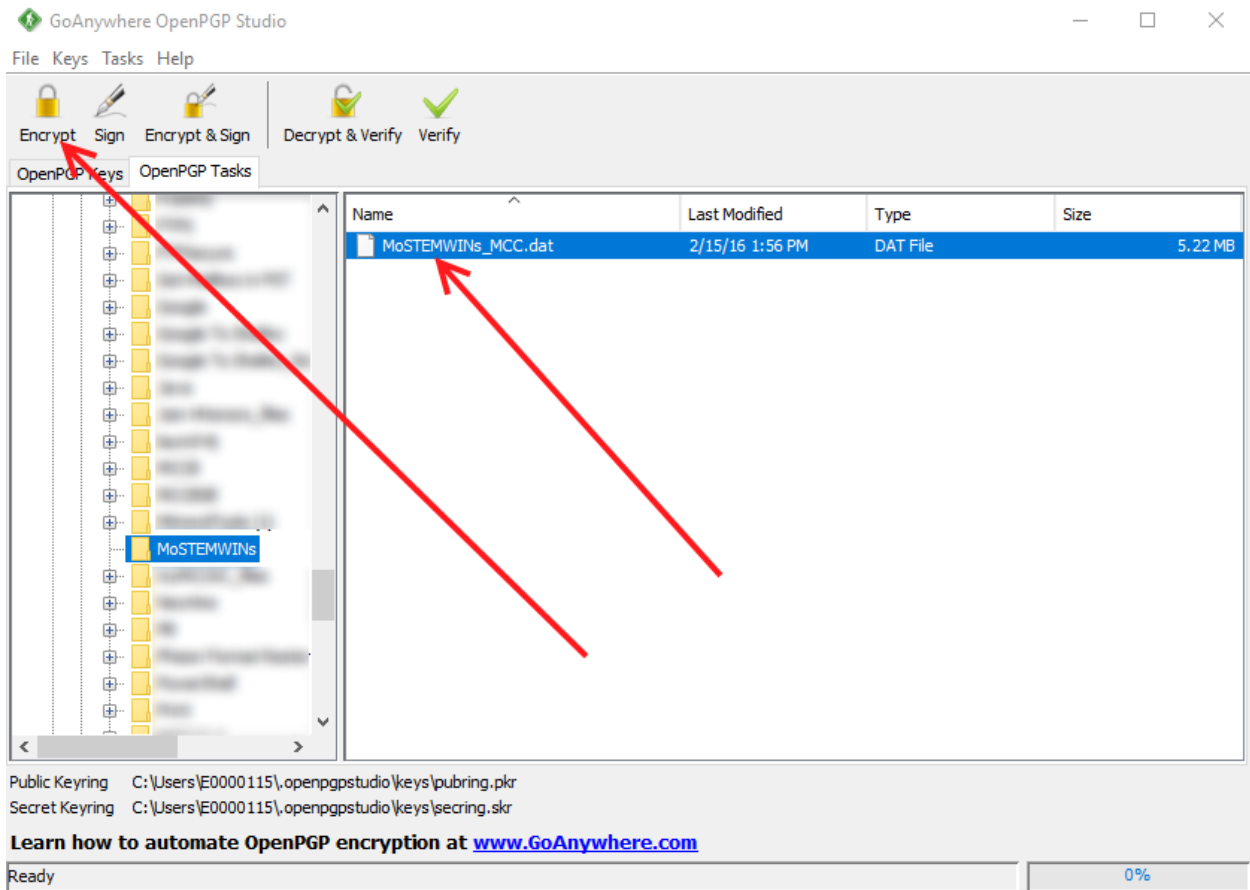
Change until you get to the directory with the data you are wanting to send to MCC:

## SECURE FILE TRANSFER TO MCC

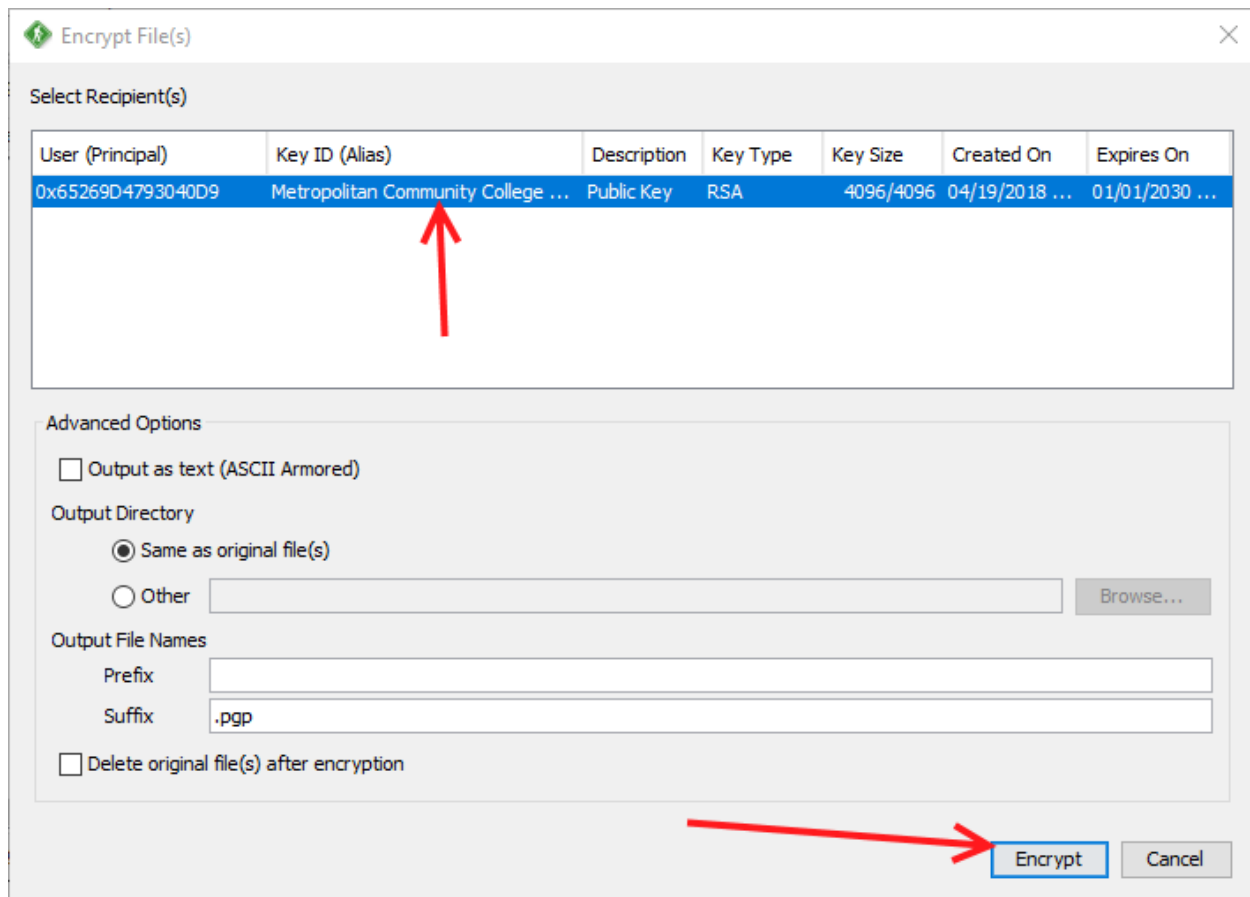


Select the file you want to encrypt and then select the Encrypt button:

## SECURE FILE TRANSFER TO MCC



On the next window leave the defaults and make sure the Metropolitan Community College Public Key is selected then press encrypt:



You will now get a results window:

## SECURE FILE TRANSFER TO MCC

The screenshot shows a window titled "Encryption Results" with a close button in the top right corner. Below the title bar, there is a section titled "Encryption Results" containing a table with the following data:

| # | Source                                     | Destination                                    | Source Deleted | Error, if any |
|---|--|--|----------------|---------------|
| 1 | G:\downloads\MoSTEMWINS\MoSTEMWINS_MCC.dat | G:\downloads\MoSTEMWINS\MoSTEMWINS_MCC.dat.pgp | N              |               |

Below the table is a "Summary" section with a table of statistics:

|                             |                    |
|-----------------------------|--------------------|
| Number Of File(s) Processed | 1                  |
| Successful                  | 1                  |
| Failed                      | 0                  |
| Start Date and Time         | 4/19/18 3:16:34 PM |
| End Date and Time           | 4/19/18 3:16:35 PM |
| Time Taken                  | 0 seconds          |

At the bottom right of the window, there are "Save" and "Close" buttons. A red arrow points from the "Destination" column of the first row in the table to the "Close" button.

The file in the destination box is the one to send to MCC.

With your email tool go to the destination directory and attach the file with .pgp extension. Make sure the file you attach has the .pgp extension so that you know that the data is encrypted and protected. Email the file to MCC.

MCC will receive the file, decrypt it just to make sure the file is readable and store it encrypted on a secure file server.