

Accessing your CVS report

During Clearing you will want regular access to your provider's Clearing Vacancy Search (CVS) reports. Each report will be available through our Secure File Transfer (SFTP) service on an hourly basis, to give you access to the information you need.

Accessing the UCAS SFTP

Open Internet Explorer and enter the URL, following the format in the image below – until the term 'incoming/'.



To securely access your provider's individual report, replace '<filename>' with three things:

1. Your institution code, followed by an underscore.
2. The letters 'CVR' and a full stop.
3. Your provider's six-digit security key¹

The URL will end with in the format of: 'X99_CVR.abc123'.

Please note: If you are receiving error messages or 'page cannot be found' messages, and you have checked the address and file name in step 3 are correct, it may be that your provider's firewall is blocking SFTP sites, specifically UCAS' SFTP server. Please check with your IT colleagues to make sure you have access to SFTP sites.

Downloading the report

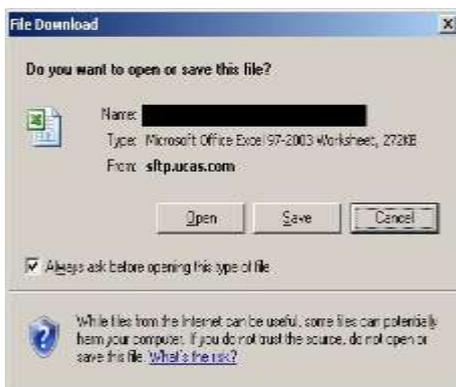
Once you've entered the correct URL, you'll be presented with the screen below. Enter the sign in details.

- **username:** anonymous
- **password:** your email address

¹If you're unsure of your six-digit security key, please contact our HEP Team on 0344 984 1111.



Once you've entered the details, the file will download, displaying the screen below. To view the file in the correct format, click 'Save' when prompted.



You then need to change the file name. To do this, replace the security code (the last three digits of the document name) with '.CSV'. This will allow you to view the file in Microsoft Excel.

Please note: The process of downloading and saving the file may vary depending on the type and version of web browser you are using. You may wish to ask for assistance from your IT colleagues if your process varies from the one detailed above.

If you have any technical issues, please contact the HEP team on 0344 984 1111 or raise a ticket in our [ServiceNow portal](#).