Accessing your CVS report

During Clearing you will want regular access to your institution's Course Vacancy Search (CVS) reports. This year we are making each report available from a SFTP service on an hourly basis, to give you access to the information you need.

Below is a user guide to show you how to access and download the CVS reports.

Accessing the UCAS SFTP

First of all you will need to open Internet Explorer and enter the URL that follows the format of the image below – up until the term 'incoming/'

To securely access your institution's individual report replace the term '<filename>' with three things:

1. Your institution code, followed by an underscore
2. The letters 'CVR' and a full stop
3. Your institutions six digit security key[1]

The URL will end with something like: 'X99_CVR.abc123'

Please note: If you are receiving error messages or 'page cannot be found' type messages and you have ensured the address in and file name in step three are correct, then it may be that your institution's firewall is blocking SFTP sites, specifically UCAS' SFTP server. You may wish to check with your IT colleagues that you have access to SFTP sites.

Downloading the report

Once you've entered the correct URL, you'll be presented with the screen below:
The login details you need to enter are:

> **Username:** anonymous
> **Password:** your email address

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

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

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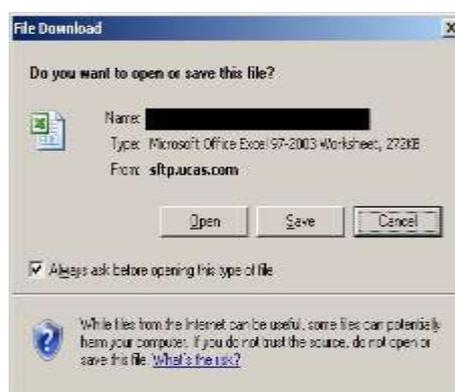
Please note: The process of downloading and saving the file may vary depending on the type and version of web browser you are using. You may wish to ask for assistance from your IT colleagues in the first instance if the process varies from the one detailed above.

If you have any technical issues, please contact the HEP team on 0344 984 1111