

Moving Files into Horizon Black

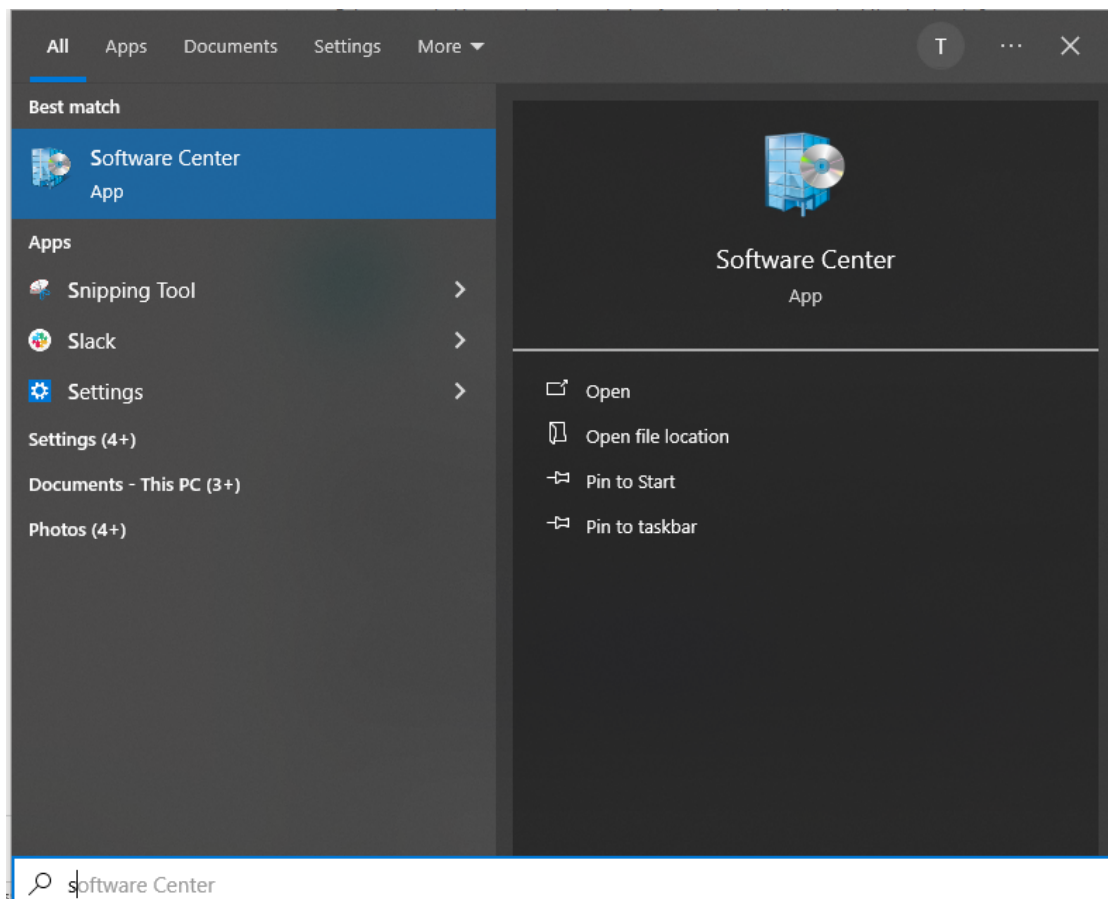
Rebecca Tucker - 2026-01-29 - [Horizon VDI](#)

Transferring data into the Horizon Black environment is a multi-step process.

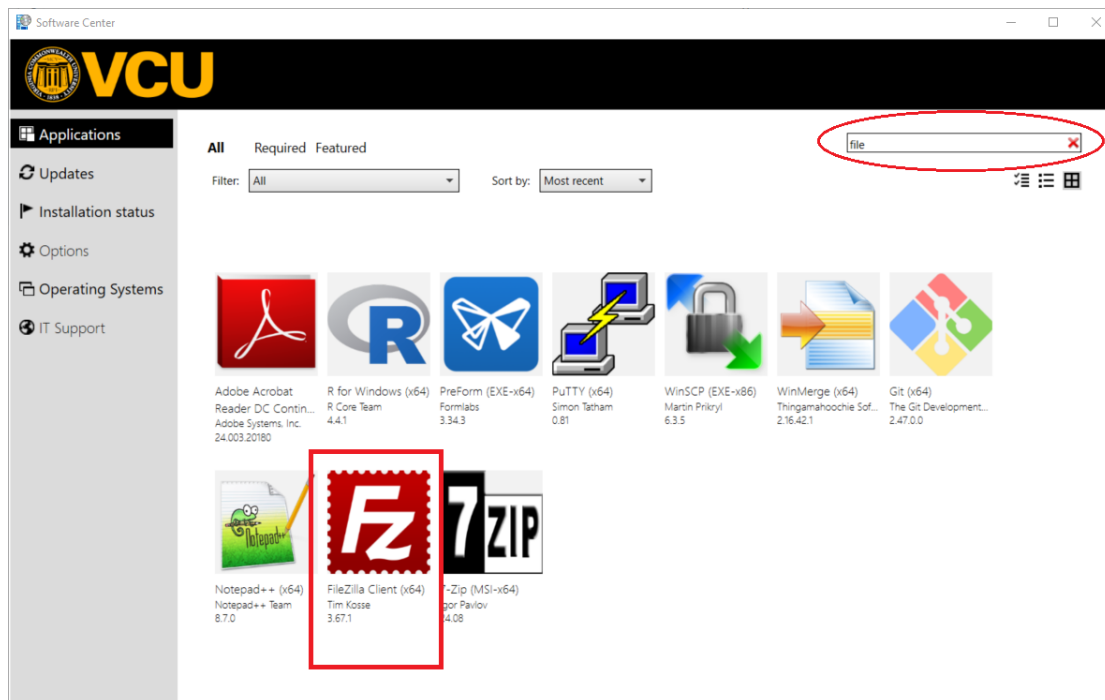
- Transfer the data to the ingest server using a SFTP client (FileZilla from a VCU-managed machine shown below).
- Map a network drive within your Horizon Black VM to access the files.

Step-by-step Directions

On your local machine, navigate to Software Center



Search for and Install FileZilla



Open FileZilla from your Start menu

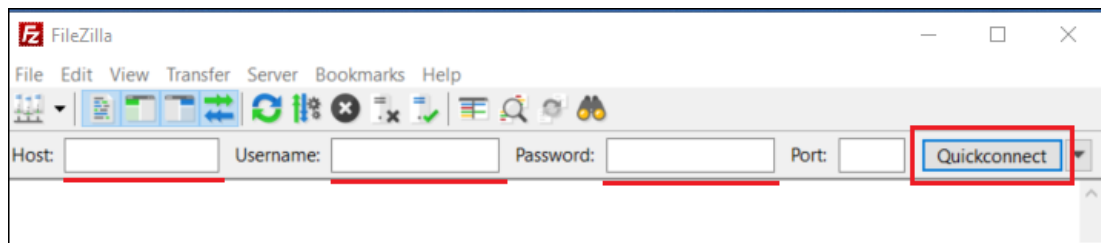
Enter the following:

Host: `sftp://SOMVDI-Ingest.RAMS.adp.vcu.edu`

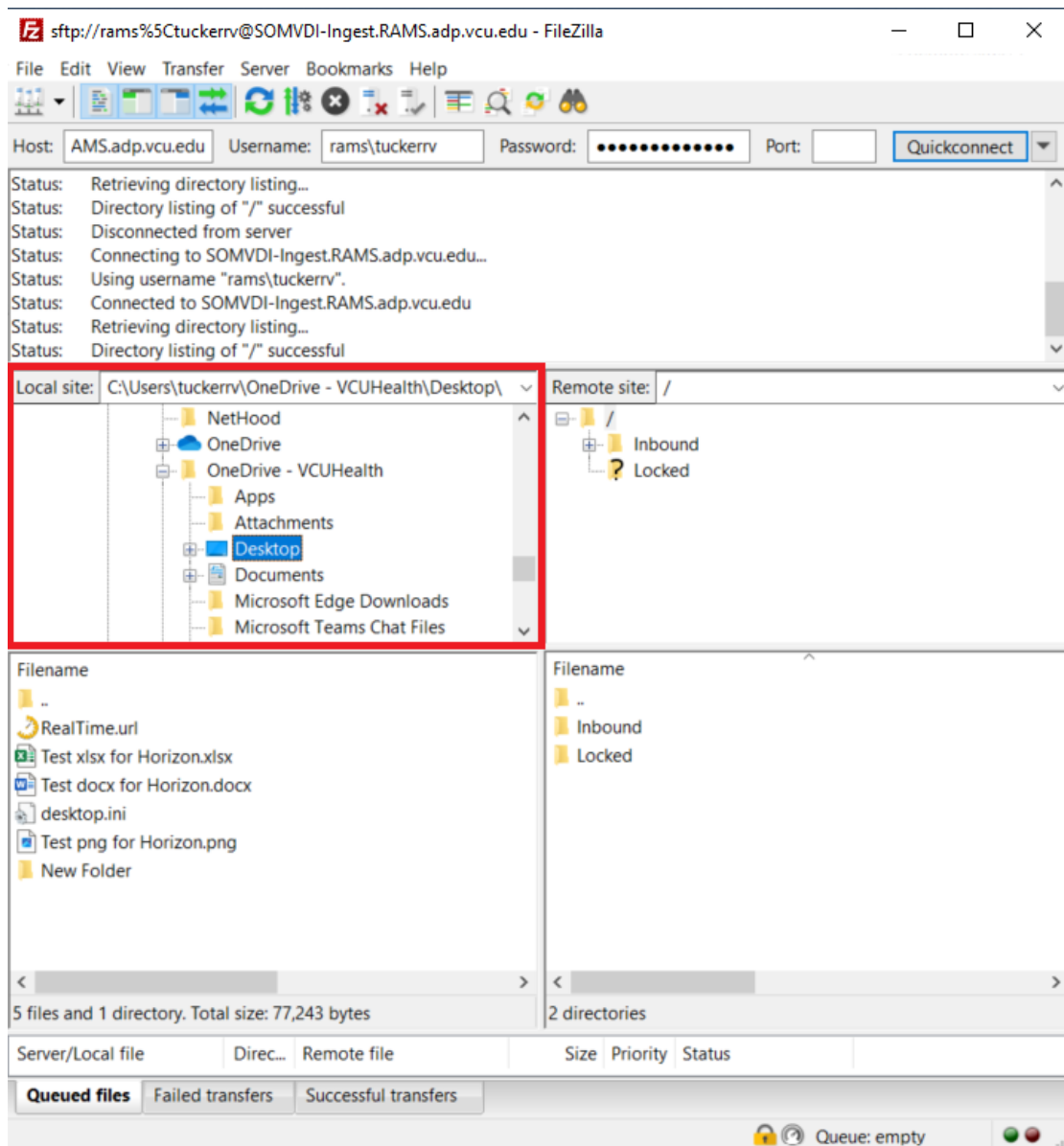
Username: `rams\your VCU eID` (ex: `rams\tuckerrv`)

Password: *your VCU password*

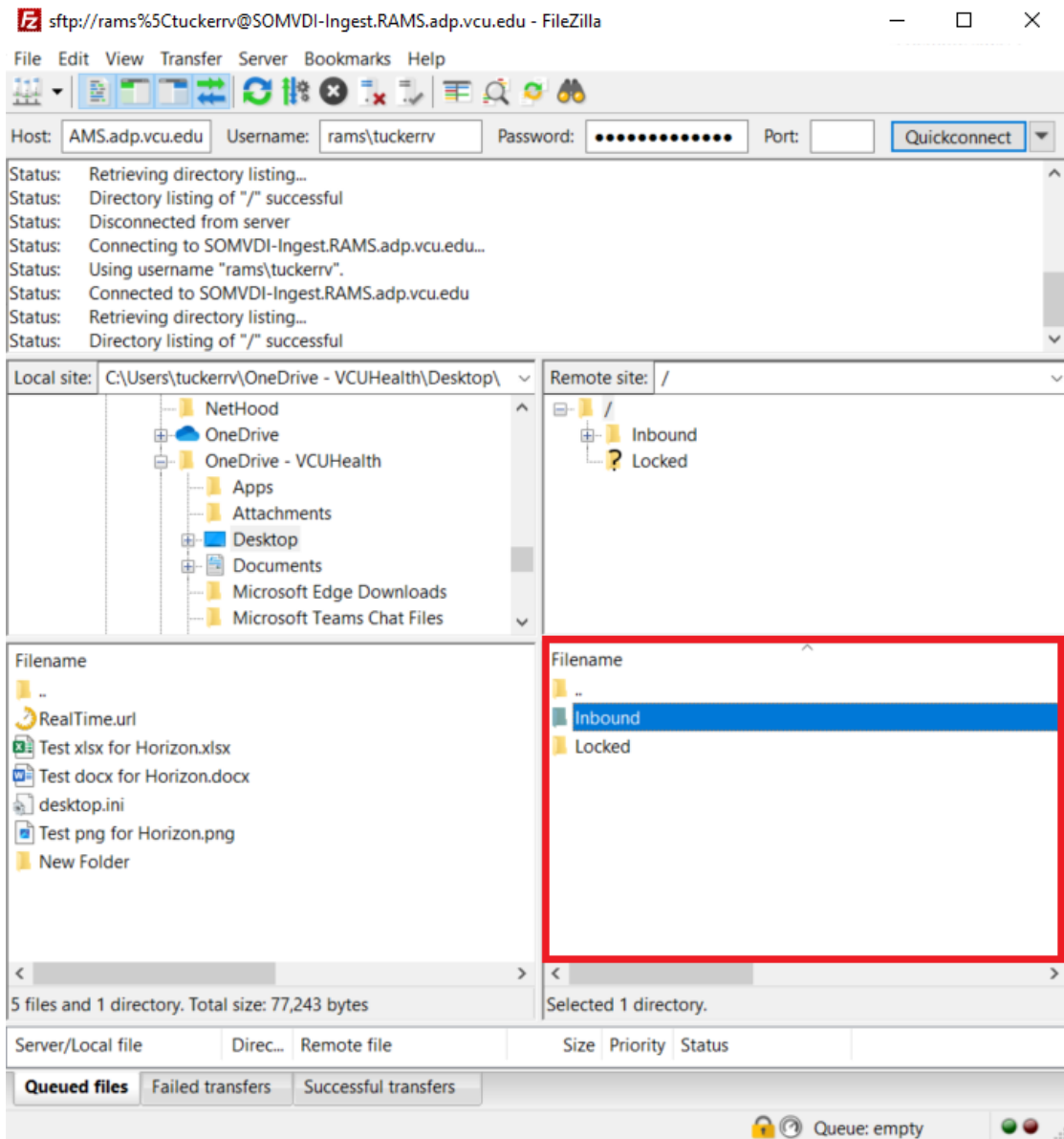
Select Quickconnect



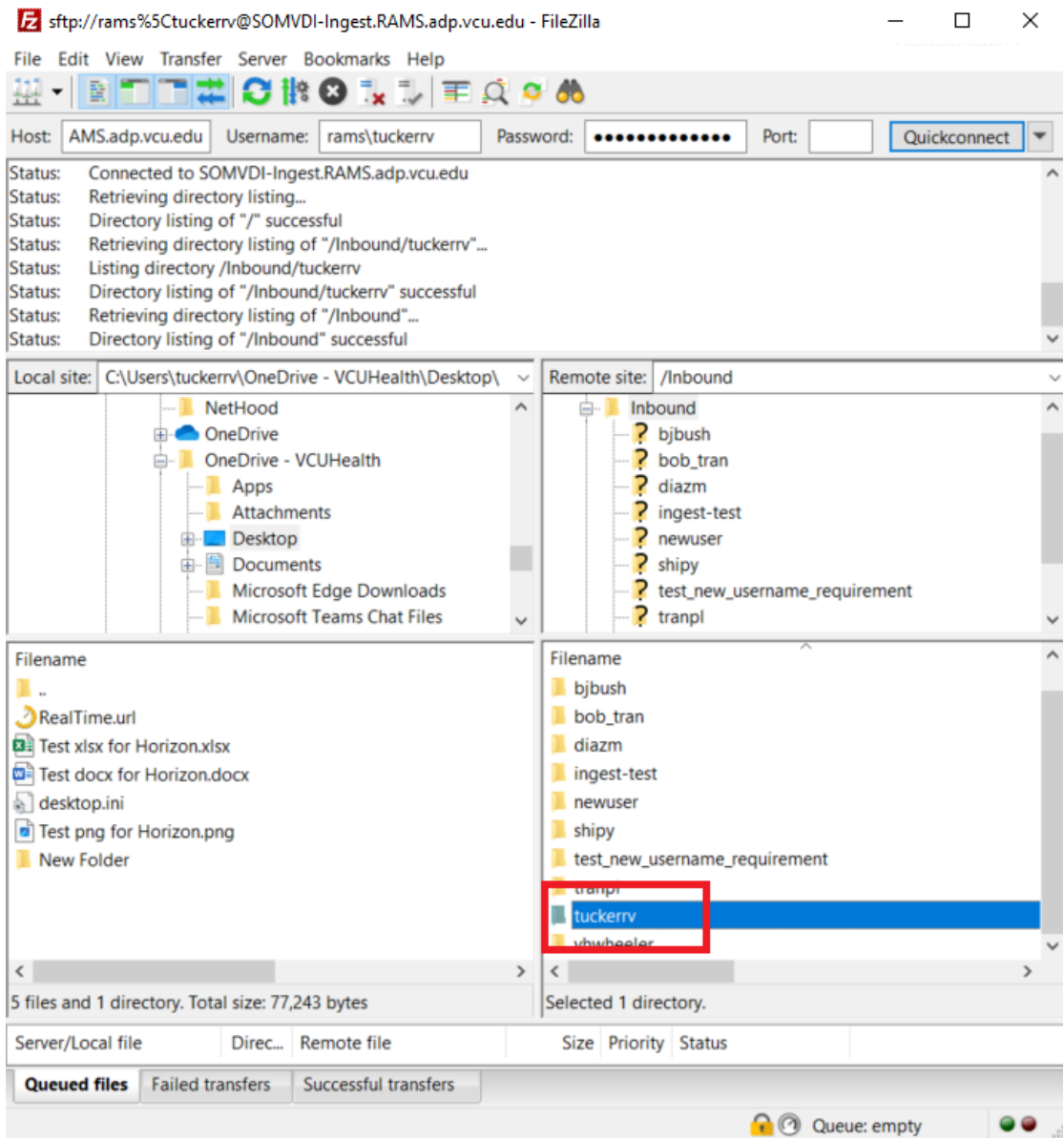
Navigate to the location on your local computer where your files are saved



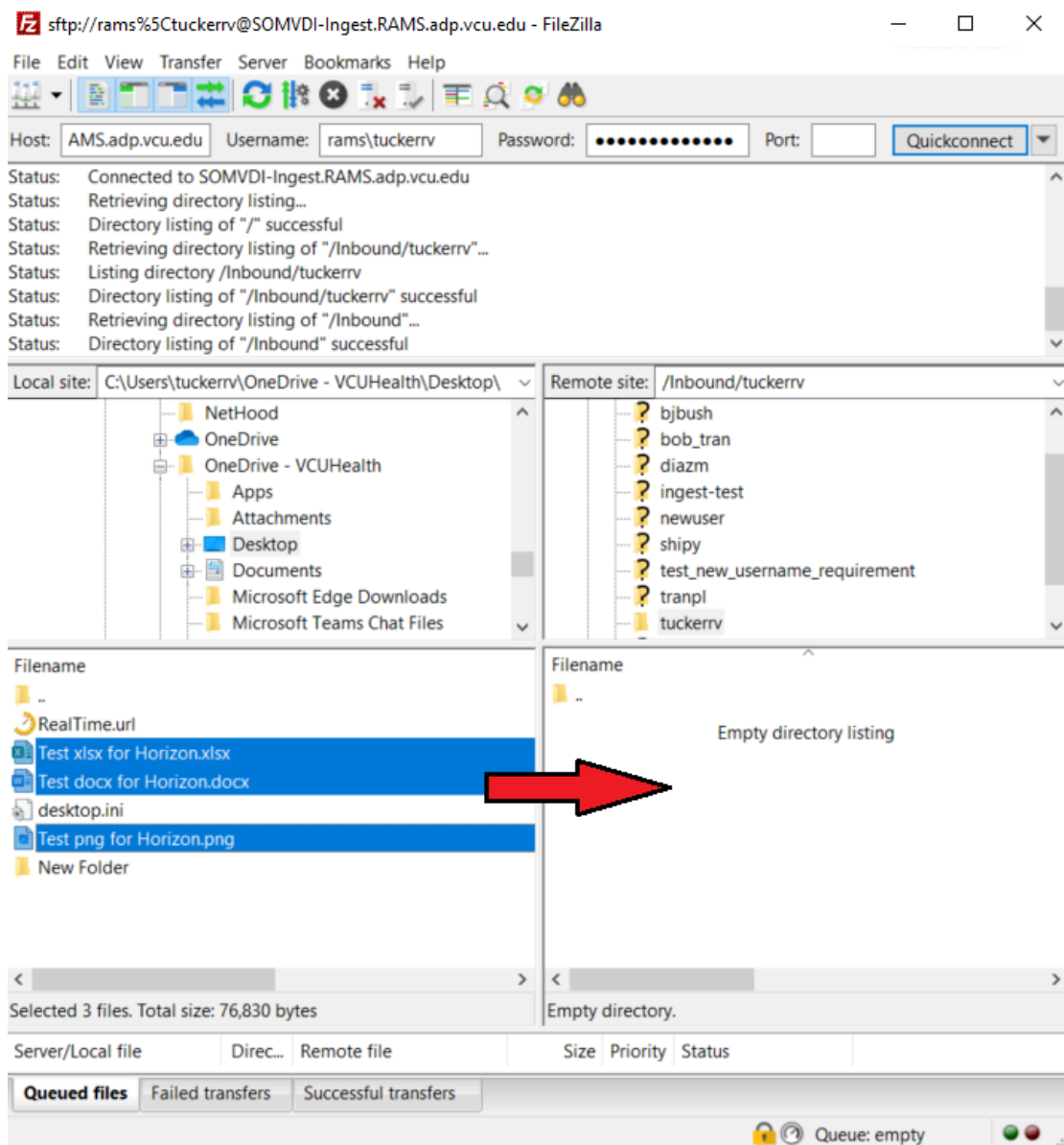
Open the Inbound folder



Open your VCU eID folder



Select / Drag-and-Drop the files into your VCU eID folder



Files will be automatically virus scanned and moved into the Horizon environment.

Then,

- Log into the Horizon Black Environment.
- The “Projects” drive should be mapped to X:. If not, see the [Map a Network Drive](#) article for steps to map it manually.
- Open the X:\Inbound\[your VCU eID] folder to locate the data you uploaded.
- Move the data to the appropriate project folder for storage and use. Appropriate folders are located at:
 - X:\VCU_IRB[IRB Number]\Study Working

o X:\VCU_Non_IRB[Horizon Project Code]\Study Working