

Secure Data Transfer - Using MOVEit to Send and Receive Files

The Secure Data Transfer project utilizes MOVEit as the managed file transfer software solution used by the California State University (CSU) to securely transmit files with sensitive data, e.g. exchange applications, passport copies, etc.

For messages not containing sensitive information or documents, continue to email CSUexchange@calstate.edu.

Image 1

For more information about MOVEit, refer to the [video](#).

Log in to MOVEit

- To log in, go to <https://transfer.data.calstate.edu/secure/human.aspx>
For best results, use Edge or Chrome.
- Your username will be your personal email address. Then enter your password.
- First time users: The first time you login to MOVEit, you will be prompted to change your password. Passwords must be at least 9 characters long AND passwords must contain AT LEAST ONE NON-ALPHANUMERIC CHARACTER (such as \$ or !).

The screenshot shows a login interface with the following elements:

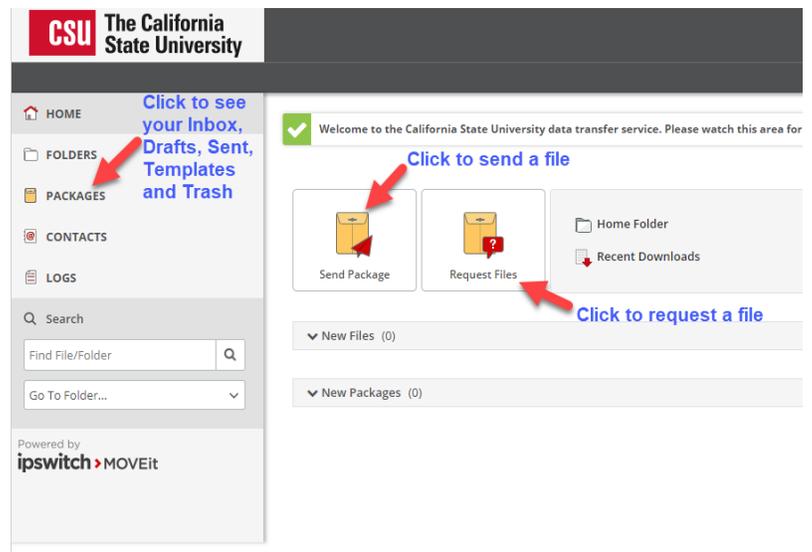
- Username:** A text input field with a placeholder 'Username' and a small icon on the right.
- Password:** A text input field with a placeholder 'Password' and a small icon on the right.
- Security Notice:** A small text box containing the text: 'You are about to access a secured resource. The California State University reserves the right to monitor and/or limit access to this resource at'.
- Sign On:** A prominent red button with the text 'Sign On' in white.

If you experience any issues, please take a screenshot of your error and report the issue to: CSUexchange@calstate.edu.

Image 2

MOVEit Landing Page

- After you have successfully logged on, you'll be able to access MOVEit to send exchange applications and related documents/attachments.
- MOVEit identifies your message as a "Package". The process to send a "Package" is very similar to sending an email. Send your applications (package) to mortiz@calstate.edu. If she is out of the office, send your package to rbouwmeester@calstate.edu.
- Click on "PACKAGES" to view the inbox, sent box, drafts, templates and trash.



Sending a Package

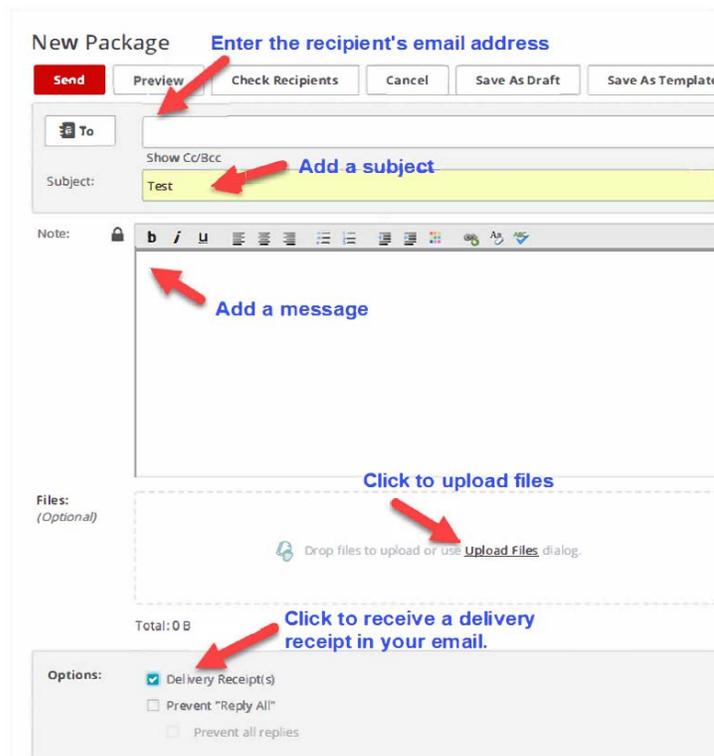
Image 3

- Start by clicking the “Send Package” icon.



- Fill in the information as you would an email.
- If you want to attach a file, click on “Upload Files” and select the files.
- As an option, you can choose to click on “Delivery Receipts” if you want to know when the recipient opens the package.

Tip: If sending a package to more than one person, you can click on “Prevent Reply All” if you don’t want a recipient to respond to the group.

A screenshot of the "New Package" form. At the top, there are buttons for "Send", "Preview", "Check Recipients", "Cancel", "Save As Draft", and "Save As Template". Below these are fields for "To", "Subject", and "Note". The "Subject" field contains the text "Test". There is a "Files" section with a dashed border and a "Total: 0 B" label. At the bottom, there is an "Options" section with checkboxes for "Delivery Receipt(s)", "Prevent 'Reply All'", and "Prevent all replies". Red arrows point to the "Send" button, the "Subject" field, the "Add a message" text in the note area, the "Upload Files" button, and the "Delivery Receipt(s)" checkbox. Blue text labels with arrows point to "Enter the recipient's email address", "Add a subject", "Add a message", "Click to upload files", and "Click to receive a delivery receipt in your email".

Delivery Receipt

Image 4

- You will receive a delivery receipt if indicated in your package.
- To the right is an example of what you, as a sender of a package, will see when the recipient opens the package.

From: Calstate Data Transfer Service [mailto:datatransferservice@calstate.edu]
Sent: Wednesday, September 19, 2018 10:24 AM
To: Trullinger, Michael <mtrullinger@calstate.edu>
Subject: Delivery Receipt for package 'Testing package and receipt'

Package Delivery Receipt

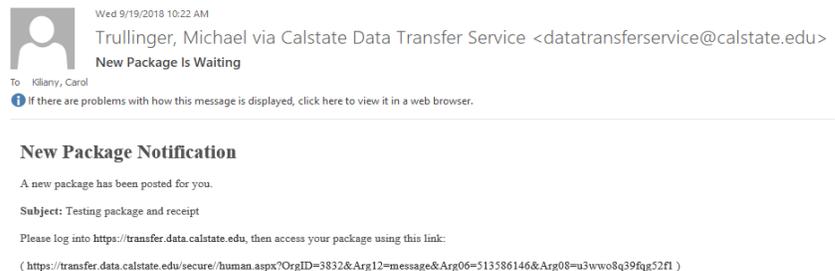
Kiliany, Carol viewed package "Testing package and receipt" at 9/19/2018 10:23:49 AM. (Original package posted at 9/19/2018 10:21:55 AM.)

You are receiving this email because our records show you posted package "Testing package and receipt" and requested delivery receipts for the package.

Receiving and Viewing a Package

Image 5

- The recipient receives the message to the right prompting them to log into MOVEit to view the package they have received.

A screenshot of an email notification. The header shows the date and time "Wed 9/19/2018 10:22 AM" and the sender "Trullinger, Michael via Calstate Data Transfer Service <datatransferservice@calstate.edu>". The subject is "New Package Is Waiting". Below this, it says "To: Kiliany, Carol" and includes a link "If there are problems with how this message is displayed, click here to view it in a web browser." The main body of the email is titled "New Package Notification" and contains the text: "A new package has been posted for you." followed by "Subject: Testing package and receipt". At the bottom, it says "Please log into https://transfer.data.calstate.edu, then access your package using this link:" followed by a long URL: "(https://transfer.data.calstate.edu/secure/human.aspx?OrgID=3832&Arg12=message&Arg06=513586146&Arg08=u3vw08q39fkg52f1)".

Responding to a Package

- To respond to a package, you can use the link in a package notification email or log in to the service and go to the inbox.