Secure Data Transfer - Using MOVEit to Send and Receive Files

The Secure Data Transfer project utilizes MOVE*it* 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, transcripts, etc. In order to get access to MOVEit, it will be necessary for CSU staff to create a profile on MOVEit. To log in and create your profile, follow the instructions found here.

For messages not containing sensitive information or documents, continue to email CSUexchange@calstate.edu for inbound exchange matters or IPacademics@calstate.edu for matters pertaining to CSU IP participants.

For more information about MOVEit, refer to the video.
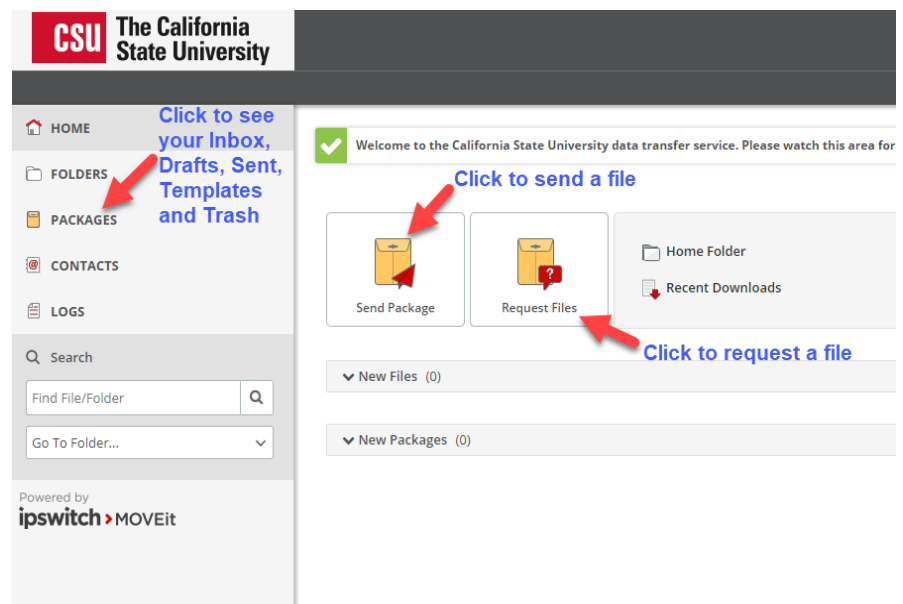
Log in to MOVEit

In order to get access to MOVEit, it will be necessary for CSU campus staff to create a profile on MOVEit. To log in and create your profile, follow the instructions found here.

If you experience any issues, contact your IT Department at your campus for assistance.

Image 1

MOVE*it* Landing Page

- After you have successfully logged on, you'll be able to access MOVE*it* to receive exchange applications and submit enrollment verifications and other documents/attachments.

- MOVE*it* identifies your message as a "Package". The process to send a "Package" is very similar to sending an email. Send your enrollment verifications 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.
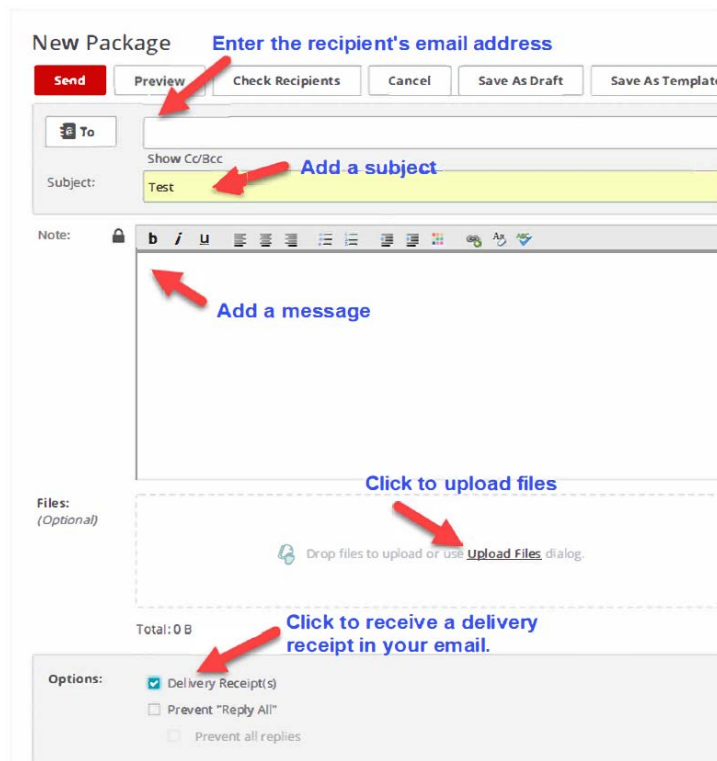
Sending a Package

- Start by clicking the "Send Package" icon. (Image 3)

- 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.

Delivery Receipt

- 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. (Image 4)

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'
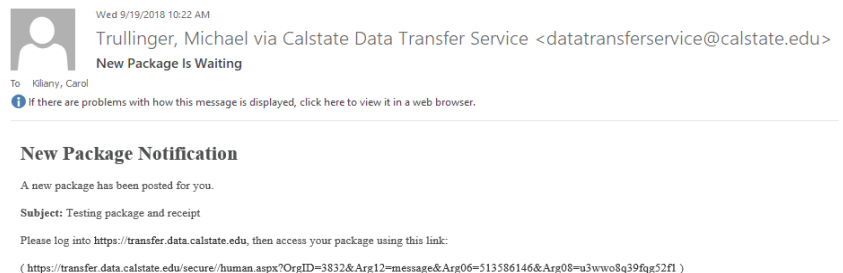
Package Delivery Receipt

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

- When a package has been sent using MOVEit, the recipient receives the message in their regular inbox prompting them to log into MOVEit to view the package they have received. (Image 5)

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.

Wed 9/19/2018 10:22 AM

Trullinger, Michael via Calstate Data Transfer Service <datatransferservice@calstate.edu>
New Package Is Waiting

To   Kiliany, Carol

If there are problems with how this message is displayed, click here to view it in a web browser.

New Package Notification

A new package has been posted for you.

Subject: Testing package and receipt

Please log into https://transfer.data.calstate.edu, then access your package using this link:

(https://transfer.data.calstate.edu/secure//human.aspx?OrgID=3832&Arg12=message&Arg06=513586146&Arg08=u3wwo8q39fqg52f1)