

MOVEit via Proxy Account

MOVEit is the California State University's managed file transfer software solution for securing the exchange of data between the California State University (CSU) Chancellor's Office, CSU campuses and other stakeholders. MOVEit encrypts files during transfer and at-rest to protect and secure the information being exchanged.

There are two ways in which documents containing sensitive student information from persons outside the CSU system can be transmitted to the CSU International Programs (CSU IP) Office.

1. **Via password.** Passwords are facilitated by CSU International Programs and created by the IT Services Department at the CSU Chancellor's Office. Access to MOVEit with the use of a password is bi-directional, and allows users to both send and receive messages with attachments. Persons outside of the CSU system cannot directly request passwords from our IT Services Department. Passwords expire after one year and are renewed annually. Persons with passwords must never share their access and passwords with others. Failure to comply with our policies will result in termination of MOVEit access.
2. **Proxy account.** A proxy account has been set up to allow persons outside of the CSU system to transmit documents to CSU IP without a password. This transmittal method is one directional, which allows users to send messages with attachments and serves as a 'drop box'. Attachments sent through the proxy account must be in PDF format.

Access to MOVEit via password will be given only to overseas CSU IP staff and partners who send high volumes of applications to CSU IP. Most partners will use the proxy account to transmit applications and other documents containing sensitive information (e.g. passport copies and transcripts) to CSU IP.

Instructions to use proxy account: To transmit documents that contain sensitive student information to CSU IP (applications, passports, transcripts, etc.) using the proxy account, following the instructions below. To transmit documents not containing sensitive student information, send documents to CSUexchange@calstate.edu.

Step 1. If you are attaching applications or documents, first convert all documents to the PDF format and place all PDFs in one unique folder on your computer. When saving student exchange applications, save the application with supporting documents (passport profile page, personal statement, transcripts, TOEFL/IELTS results and Declaration of Financial Support) as a single PDF file and name the PDF as follows:

- F20 Student's family name_Student's first name
- Example: F20_Braun_Sebastian

Remember the location of the folder.

Step 2. Go the following site: <https://www2.calstate.edu/attend/degrees-certificates-credentials/Pages/submission-of-csu-systemwide-student-exchange-application.aspx>. Then complete all fields in the online request form.

Step 3. When attaching PDF files, select the red "Browse" tab at the bottom of the screen. It will open up Windows Explorer on your computer. Select the folder where you have placed your PDF files that you wish to transmit. Select all of the PDF files that you wish to attach by pressing the "shift" key and your down arrow key on your keyboard. Then press the "Open" tab at the bottom right hand corner of your computer screen. Check to make sure that all of your PDF files have been attached to the MOVEit screen. Then click on "Submit".

Note that you cannot transfer PDF files individually to the MOVEit screen. PDFs must be transferred to the MOVEit message as a group as described above.

Once you "submit" a message with attachments, you will see a confirmation screen that indicates your message has been sent. You will also receive a message in your inbox to confirm that you have sent a message via MOVEit. To ensure that we have received your applications, please email CSUexchange@calstate.edu to request a confirmation of receipt.