

**MOVEit –
secure file transfer service**

User guide

**June 2016
Version 2**

Introduction

This user guide has been created to help you navigate MOVEit, our secure file transfer service. Before you can use the service, you will need to be set up with a personal login and password.

UCAS will set up logins for all Primary Correspondents. If you require other users in your college or university to have access, the request for this should come from the current Primary Correspondent.

We expect you to keep your login confidential and ask you to request additional logins if you need other users to access the service rather than sharing a login.

First notification

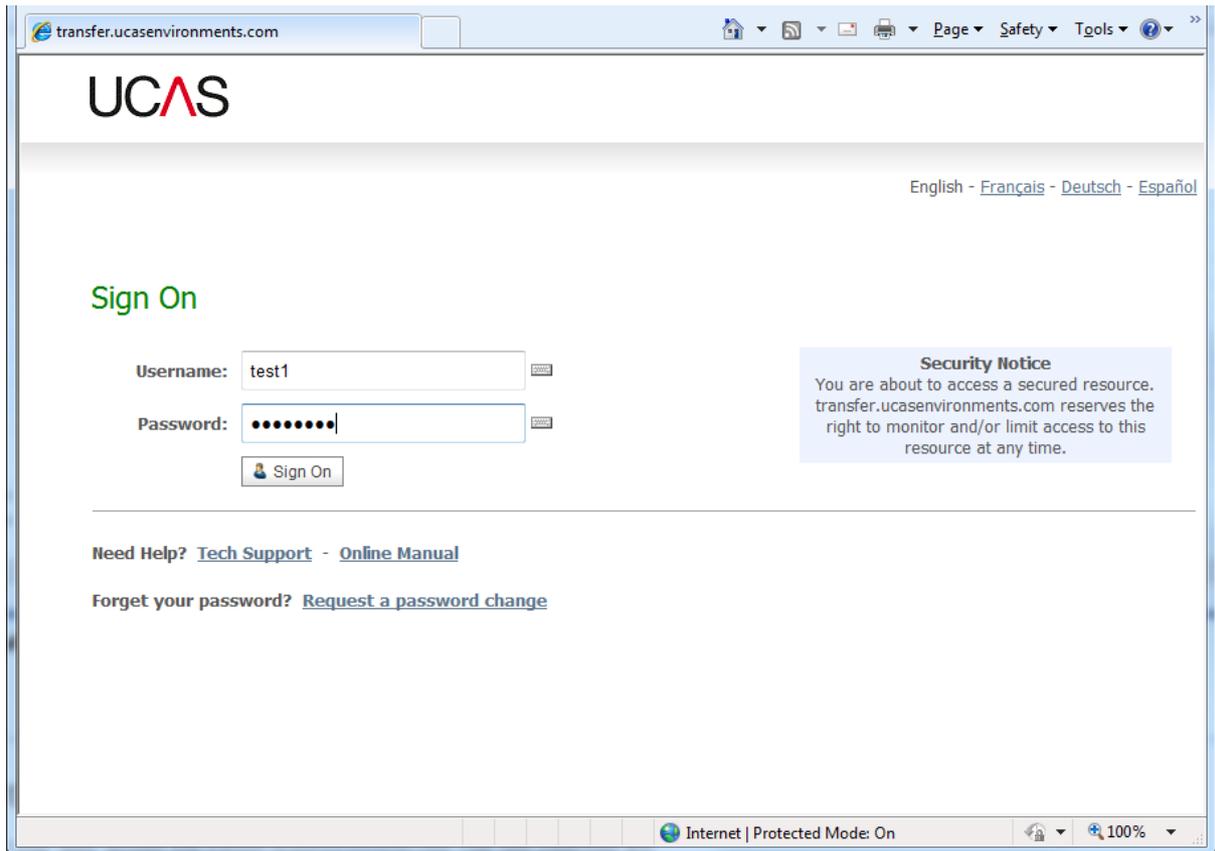
The Primary Correspondent for each provider will be set up with an account on the file transfer service. A notification email will be sent out requesting that the Primary Correspondent logs into the service and changes their password.

The service can be accessed from the link in the email, from the providers' area of ucas.com or directly from this link:

<https://transfer.ucas.com/>

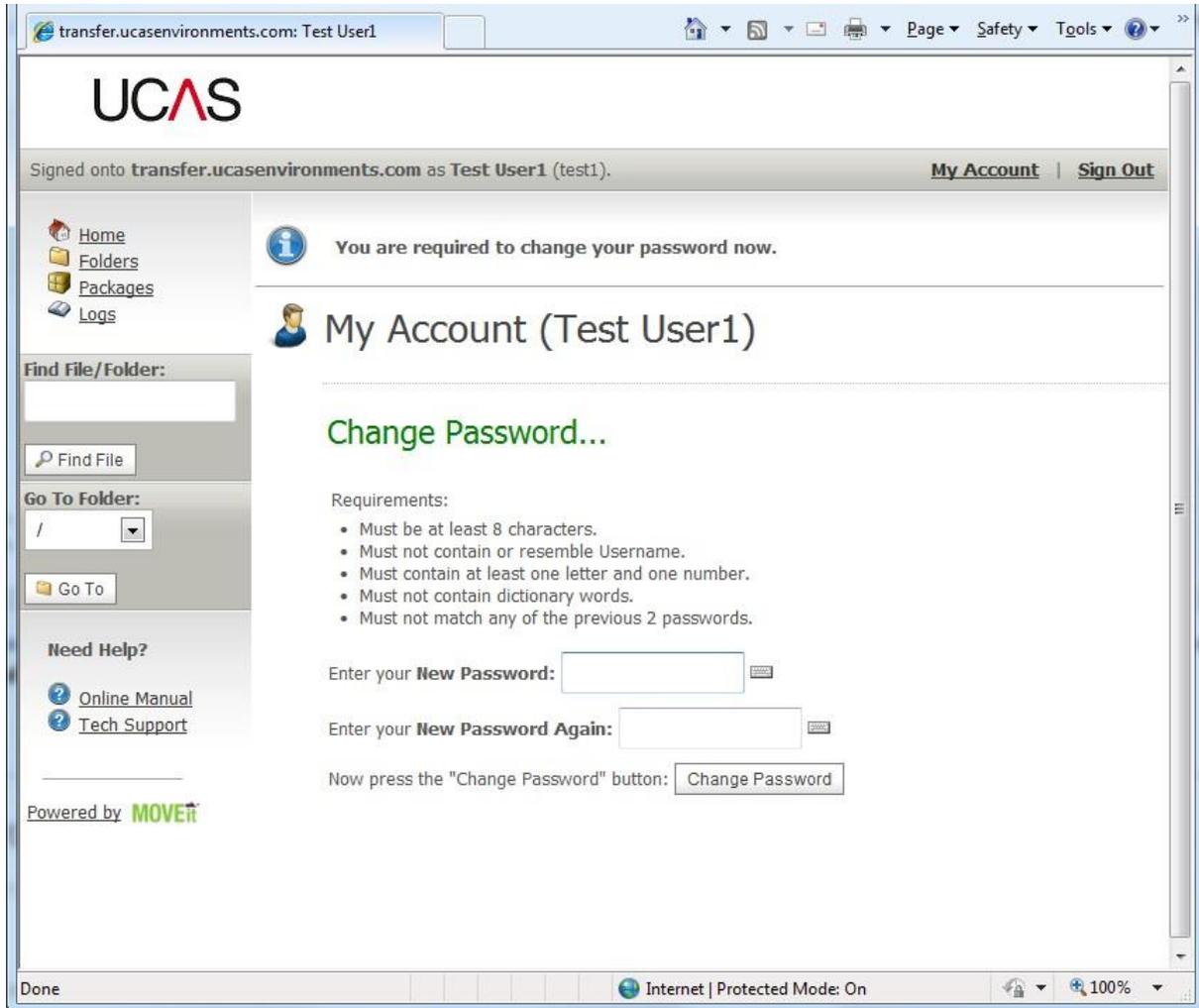
You will see a sign-on screen like this:

Please note that different internet browsers may look slightly different.



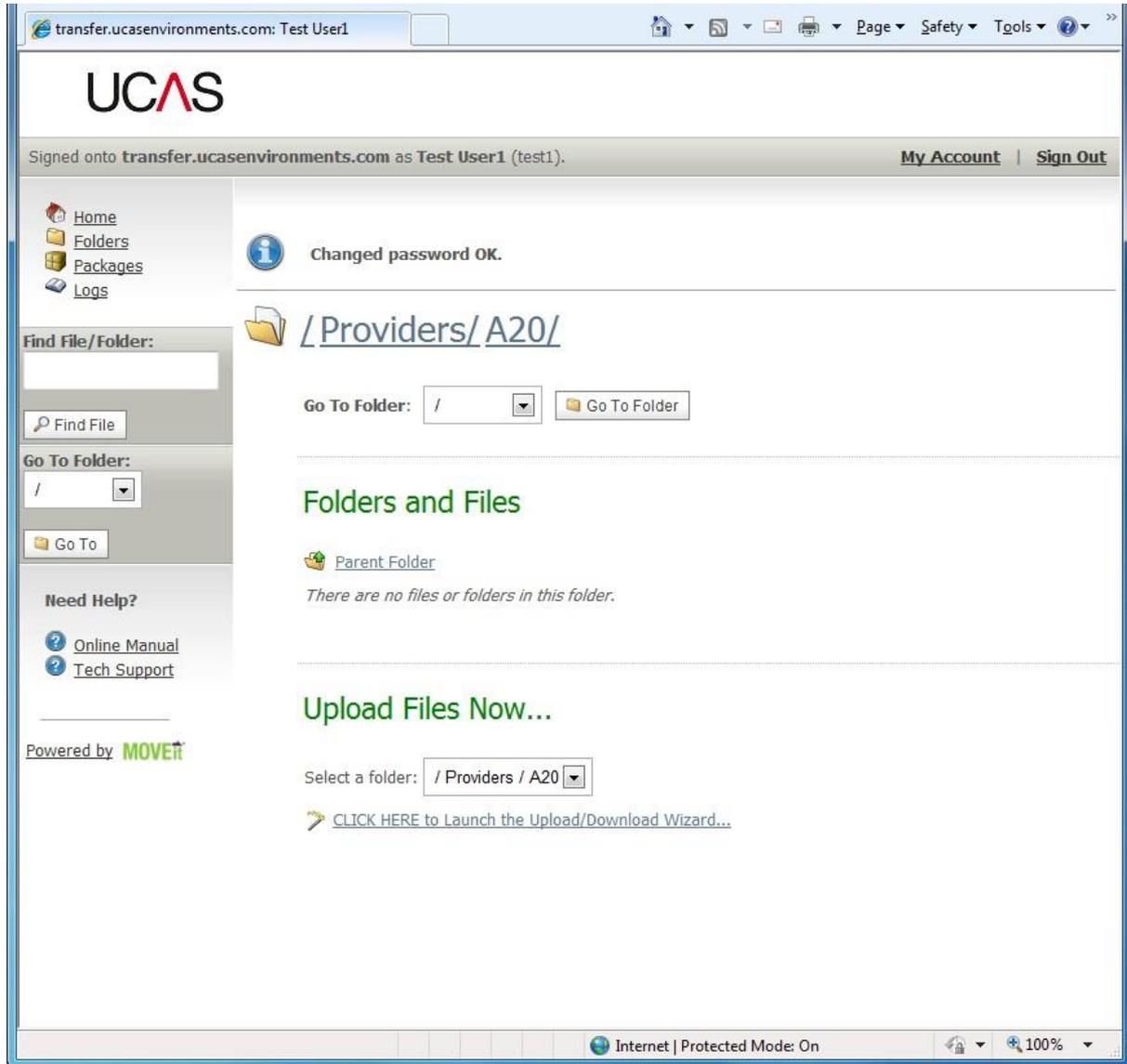
Your Username will be your email address.

The first time you log in, you will be asked to change your password. You will see a screen like this:



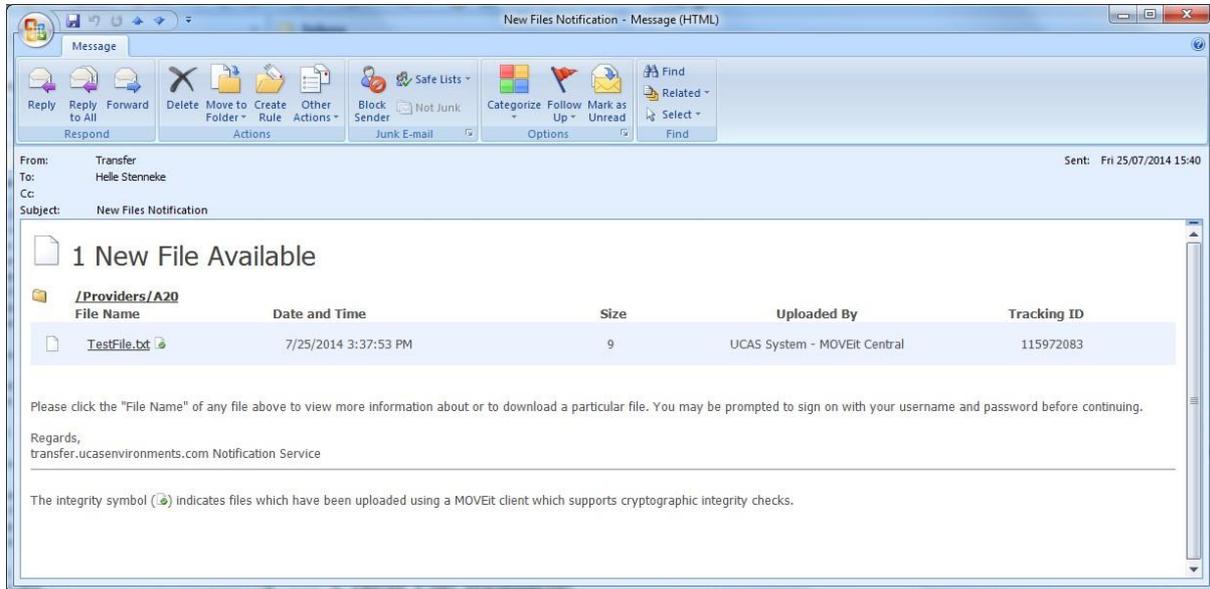
Your folder

Once you have successfully logged in, you will see the home folder for your provider. This is shared by any members of staff your UCAS Primary Correspondent has requested.

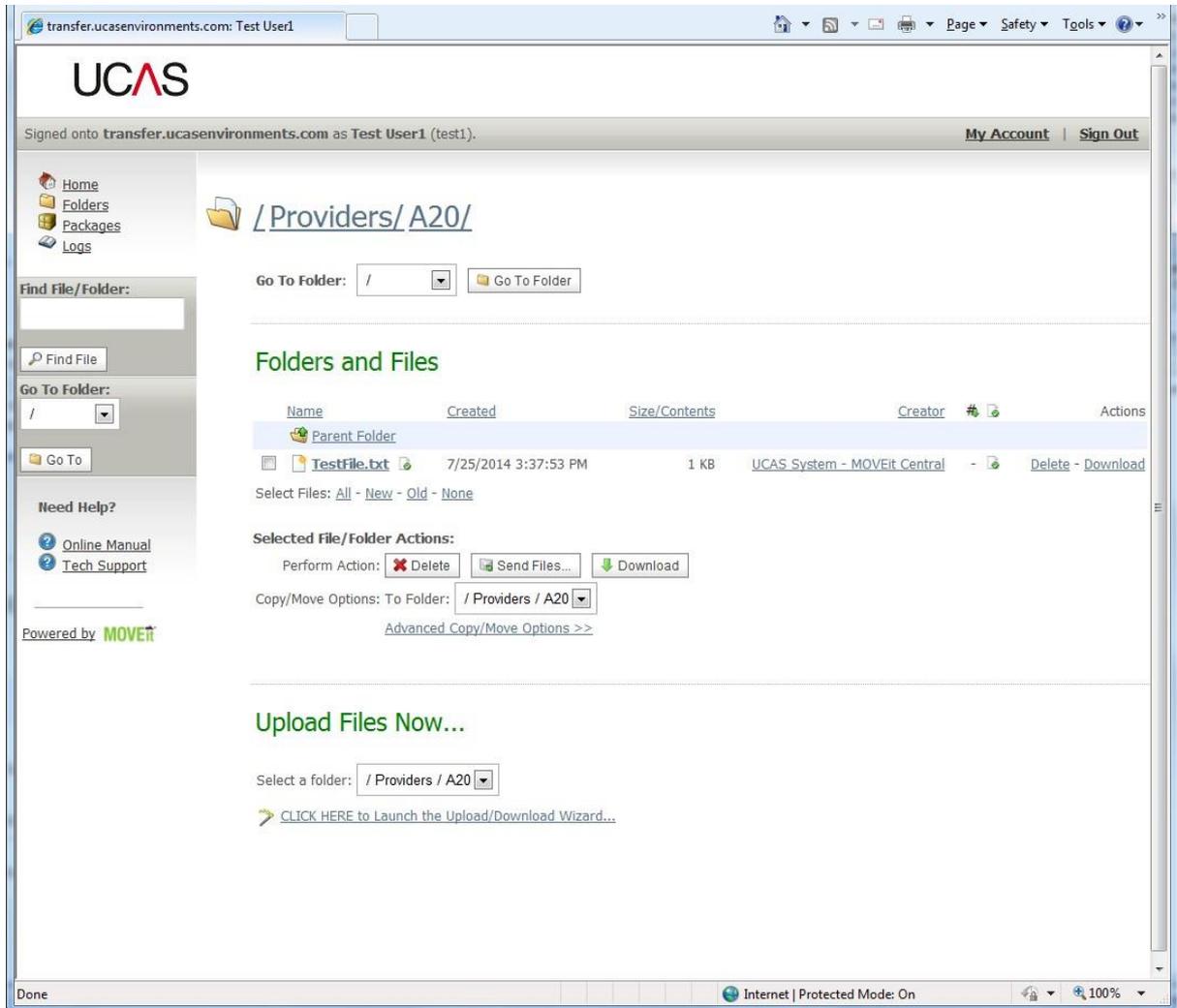


The screenshot displays a web browser window at the URL `transfer.ucasenvironments.com`. The user is logged in as `Test User1`. The page features the UCAS logo and a navigation bar with links for `My Account` and `Sign Out`. A notification indicates that the password was successfully changed. The main content area shows the current folder path `/Providers/A20/` and a `Go To Folder` input field. Below this, the `Folders and Files` section shows a `Parent Folder` link and a message stating `There are no files or folders in this folder.` The `Upload Files Now...` section includes a folder selection dropdown set to `/Providers / A20` and a link to launch the upload/download wizard. The left sidebar contains navigation options like `Home`, `Folders`, `Packages`, and `Logs`, along with a search bar and help links. The footer shows the browser's address bar and status bar.

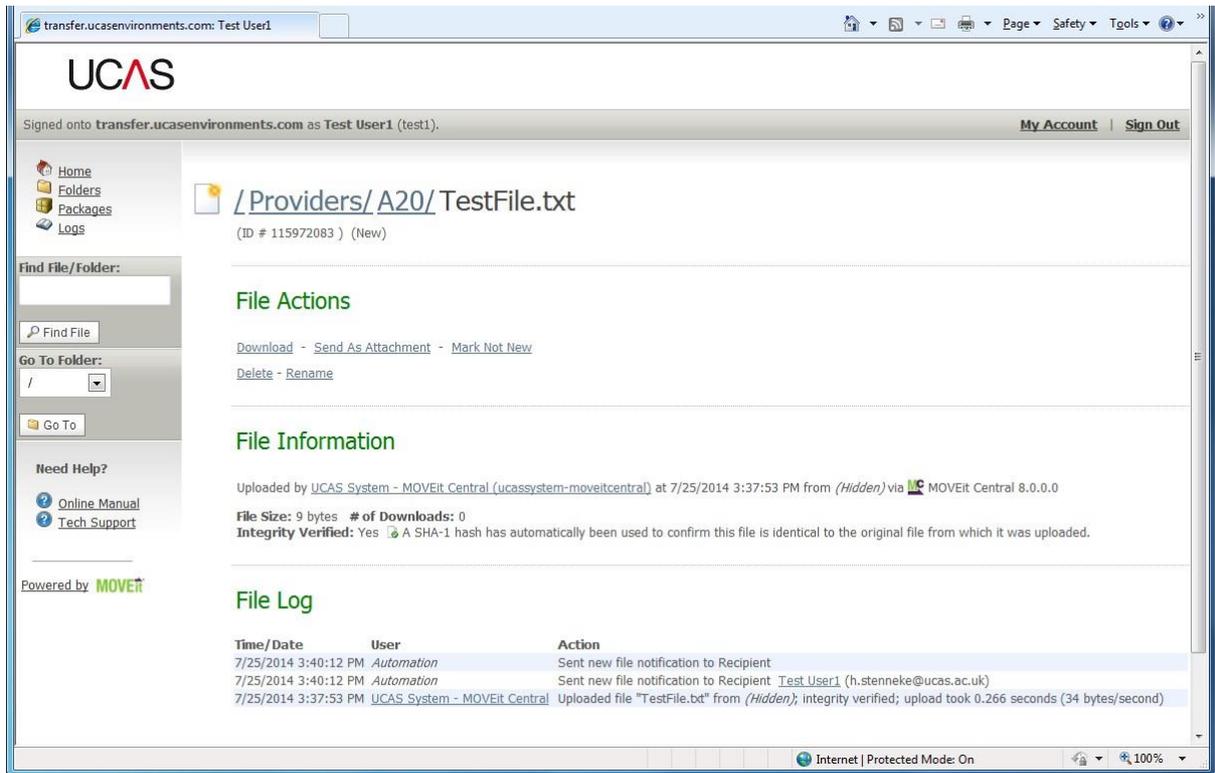
You will be sent an email when there is a new file to download.



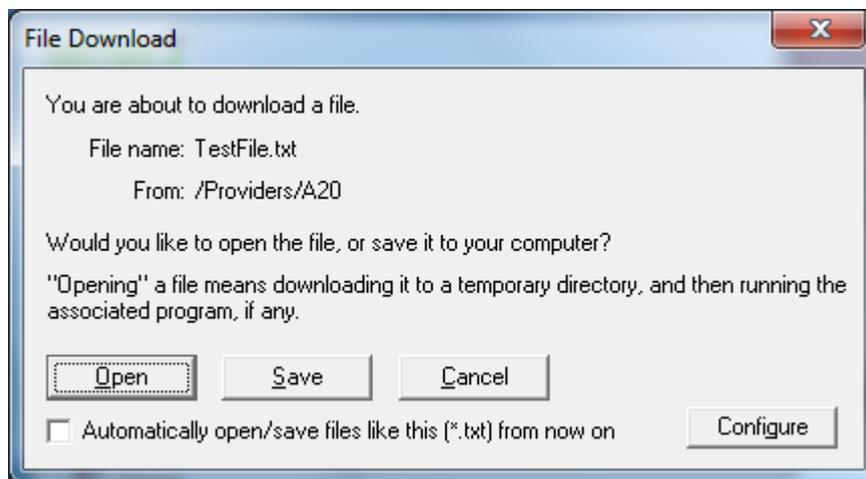
To access these files, log into the service and your home screen will list the files available to download.



Select the file(s) to be downloaded and press **Download**.



Your browser will present you with a dialog on what to do with the file. Note that this differs for each browser:



Notes on file retention

The purpose of this service is file transfer; it is not a system of record. When we make files available using this service they will remain available for download until we remove them.

While there are File Actions allowing you to delete files from system, any files that are removed by you will be retransferred automatically after a short time and will result in you receiving an additional email notification of transfer. We suggest you do not use this function.

We are not currently allowing the uploading of files. Anything you upload into the folders will be automatically deleted.