

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

You will see a sign-on screen like this:

Please note that different internet browsers may look slightly different.

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Sign On Need Help? Tech Support - Online Manual Forget your password? Request a password change					
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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.

transfer.ucasenvironments.com:	Test User1		🏠 🔹 🖾 🔹 🖻		▼ T <u>o</u> ols ▼ 🕢 ▼ [≫]
UCAS					
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Need Help?	There are no file	s or folders in this folder.			
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You will be sent an email when there is a new file to download.

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1 New File / <u>Providers/A20</u> File Name	Available		Sizo	Unloyded Py	Tracking ID	
TestFile.txt 🗟	7/25/2014 3:37:5:	3 PM	9	UCAS System - MOVEit Central	115972083	
Please click the "File Name" of any file above to view more information about or to download a particular file. You may be prompted to sign on with your username and password before continuing. Regards, transfer.ucasenvironments.com Notification Service The integrity symbol (a) indicates files which have been uploaded using a MOVEit client which supports cryptographic integrity checks.						

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

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

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Online Manual Tech Support	File Size: 9 bytes # of Downloads: 0 Integrity Verified: Yes A SHA-1 hash has automatically been used to confirm this file is identical to the original file from which it was uploaded.					
Powered by MOVER File Log						
Time/Date User 7/25/2014 3:40:12 PM Automation	Action Sent new file notification to Recipient					
7/25/2014 3:40:12 PM Automation	Sent new file notification to Recipient Test User1 (h.stenneke@ucas.ac.uk)					
7/25/2014 3:37:53 PM <u>UCAS System - 1</u>	40VEit Central Uploaded file "TestFile.bd" from (Hidden); integrity verified; upload took 0.266 seconds (34 bytes/second)					
	😜 Internet Protected Mode: On 🋛 🍕 🔻 🔩 100% 👻					

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

File Download					
You are about to download a file.					
File name: TestFile.txt					
From: /Providers/A20					
Would you like to open the file, or save it to your computer?					
"Opening" a file means downloading it to a temporary directory, and then running the associated program, if any.					
<u>Open</u> <u>S</u> ave <u>C</u> ancel					
Automatically open/save files like this (*.txt) from now on Configure					

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.