

MOVEIT SECURE TRANSFER SERVICE USER GUIDE



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. You can have a maximum of 3 logins per provider.

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 is 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.

Logging in

The service can be accessed via the providers' area of ucas.com or directly from this link: https://transfer.ucas.com/

You will see a sign-on screen like this:

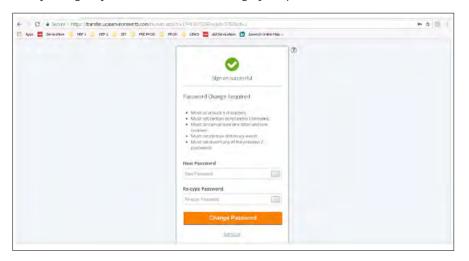
	SET 🔰 1962-19600 🧯 19600 👔 13943 🧮 dis-ServiceNov 👩 (Savetch Online Imp) -	
UCAS		
	Usciname	
	Lawrence Control Control	
	Pasariori	
	Parmon	
	Exception Recovery Normal	
	Security Netice You are alread to access a secure frequency transfer use any endowing the case of the security of the regist to elecance and are were any even to the elecance at	
	Sign Ch	

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:



UCAS			
		0	
	Parsword change successful		
	On K tiniah ta un MOVUE Tranfer.		
	Pinish		
	-second		

Password updates

Please be aware that, for security purposes, **passwords expire every 90 days**. You can update your password at any time, by clicking on My Account and following the instructions on screen. If you haven't signed in recently, make sure you have access well in advance of needing it.

You will receive an email notification reminding you to set a new password **15 days** before the 90 day expiry period. If you do not update your password within the 90 days then your password will expire and you will not be able to access your MOVEit account.

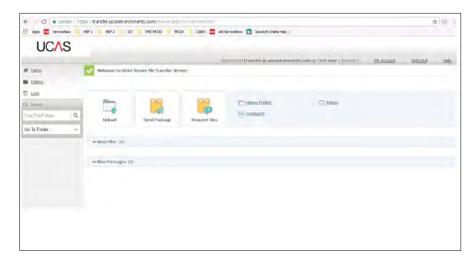
If your password has expired, please contact the HEP Team on 0344 984 1111, or contact us via the self-service <u>ServiceNow portal</u>.

If you don't have a user account and would like one set up, please raise a ticket through the <u>ServiceNow portal</u>.



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.



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

Dear.					
	re File Transfer System f im hence you received t			testing" is uploaded	in UCAS Secure
Please use t	e following URL and you	ur login credential t	o download this file	over a secure conne	ction.
	ifer.ucasenvironmerits.cc &Arg12=message&Arg0		g08=9bv1ap8ajv0al3	166&username≈testu	ser)
Kind Regard UCAS					

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

UCAS								
C 1555	Folders			1 Sport and fair	administrations/pointerflacter in Test user). Initia (. Ex	fame:	Soc. Set 1983
C Offer	IZ · hors · hetaik							
il Loo	Gù Tù Mable			Di manana kanan				Distant Film
RestFactors Q	** Barne * Round Prove	Kin.10	Crasted	Sina/Centents	Ensur	*	a	Actions
Ge To Feider +	Timate-	witz (Sales)	1/1/2016 (2.18-26 (R))	42.00	Ind Markins		a.	* *
	Interior (*a) Faller Minne Deires Ment							



Select the files to be downloaded and press Download.

		com/minuteration/inter	1741191138.arg06+4915091			41	
UCAS							
and the second second				Derest India Daniel	ir imaanteensets inn il Test meet better.	the August	Set.2d tel
	Folders						
- Eliko	(c) - Linta - sheare						
Log Decit	Gis To Fulder -			Q	-		obioms is as
ins field and	The second	Eslean	Omaini	[Conf/Chinismia	Gesidar	A	Auto
Go To Polder	ExectIsite Number		+/010000012/300008 #844	-124	Down Mathematike	a	1811
	Selected File/Toklar Actions Deete 3eres						
					Downloads		×
					Downloads	240.	X
					the second se	343	

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.

Uploading a file to UCAS using the secure file transfer service as a GUEST user

Once your contact at UCAS has created your account on our secure file transfer service, you will receive an email from **transfer.ucas.com**, which will contain your username and temporary password:

transfer.ucasenvironments.com Notification Service transfer@ucas.ac.uk via sandgrid not 4.55 PM (49 minute:	ago)			
to me 🖻				
Self-Registration Notification				
Welcome to transfer scaseminoments com/ Please use the following URL to access the system over a secure connection. Once authenticated, you will be able to se recipient(s) you identified during the self registration process.	nd a packa	igë të	o th	e.
(https://transfer.ucasenvitonments.com/human.aspx?OrgID=3787&language=an&Usemame=princejeba.prabtu/540gmail.com&Arg07=a98cf809-6139-437e-93cd-d3	a0e8a777	型)		
Use the following credentials when prompted:				
Username: <u>princejebe.probhudgamail.com</u> Password: arngogān				
If you need assistance, please contact UCAS HEP Team at 0344 984 1111 /				
Regards.				
transfer ucasenvironments com Notification Service				

Click on the link in the email you receive. This will open the sign in page in your internet browser.



The page will pre-populate your username automatically – you just need to enter the **password** received in your email, then click 'Sign On'.

UCAS		
	Username	
	jomogloba prablu@gmal.com	
	Passnord	
	Fixtered	
	Annuars a basinoro prevez	
	Security Hindle Voj jan Alouzto kolenski pilomet entoante Izatelar succentriformentozoti, nesinnet dre filfat Iza mental ar da fil men zocisto ta da kristina a c	
	Sign Ch	
	Concernent of the second se	

Once the Password entered it will be directed to 'Send a Package' as below:

Send a	package	
Secut		
Ter Feranse Kallgerer Filleguerer	n jedi verdina snika je kolo na slava n Na slava na s	
Hales (Feournii)	• • • • • • • • • • • • • • • • • • •	
Filen: (Colima)	1664-11E Lautech the liphoni Writech	
Senid		

The 'To' field will be pre-populated with the correct UCAS email address – **please do not change this**.

The 'Subject' field is a mandatory field, so please ensure you enter something, e.g. 'File Upload'.

The 'Note' field is a mandatory field, so please ensure you enter some text, e.g. 'Please find attached file'.



You can now attach the file you want to upload – to do this, click on the **'Launch the Upload Wizard**' button. The following dialogue box displays:

Upload Files	×
Drop files to ad	id or Browse
Send package immediately after upload	

Locate and select the file you wish to upload, and click on the '**Upload**' button.

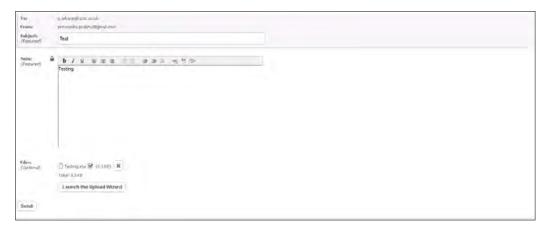
Upload Files	×
³ Drop files to add or Browse	
Testing.xlsx	×
🗇 Send package immediately after upload	
Upload Sance	

Once you have successfully uploaded the file, click 'Close'.

Upload Files	×
Testing.xlsx	



You will see that the file has been attached. There is no need to tick any of the additional 'Options' – once you are happy, click '**Send**'.



The file will then be securely transferred to UCAS. You can now click '**Sign out**' and close the browser window.

