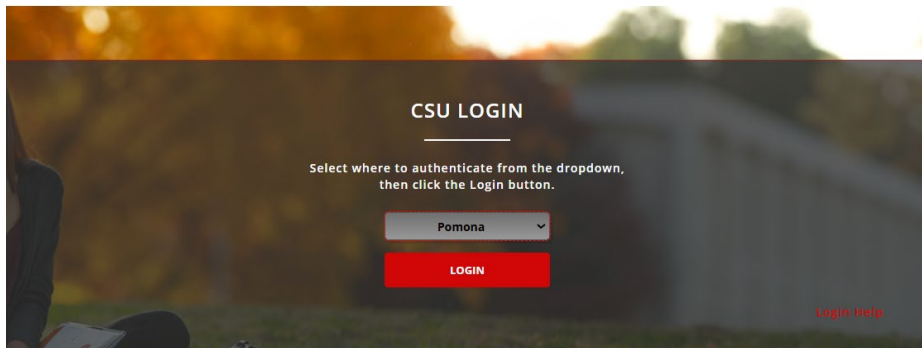


## Secure Data Transfer Using MOVEit

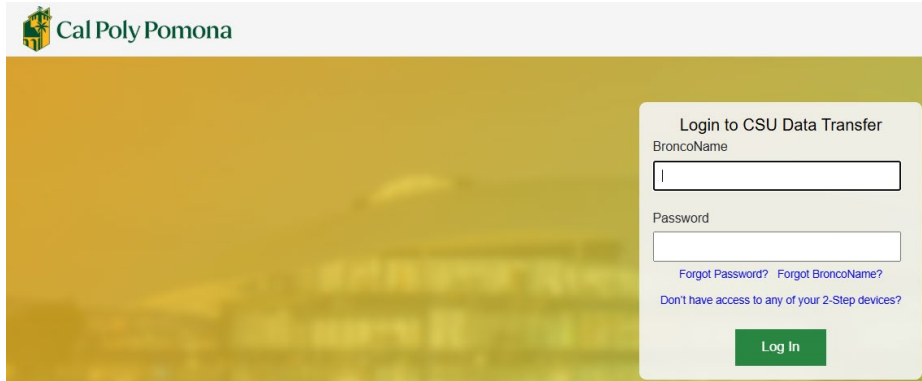
California State University (CSU) MOVEit is the secure file transfer system used by CSU to transmit and receive sensitive information.

### How to Claim (Create) Your MOVEit Account

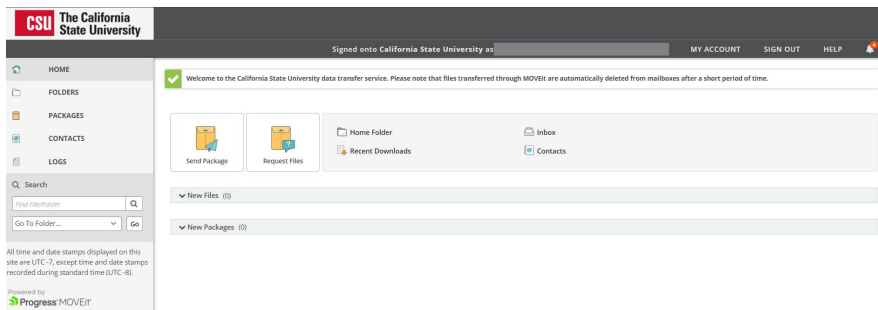
1. Go to <https://transfer.data.calstate.edu/>
2. Select your campus from the dropdown menu.



3. Log in using your campus Single Sign-On (SSO) credentials.



4. After logging in successfully, you will land on the MOVEit home page.

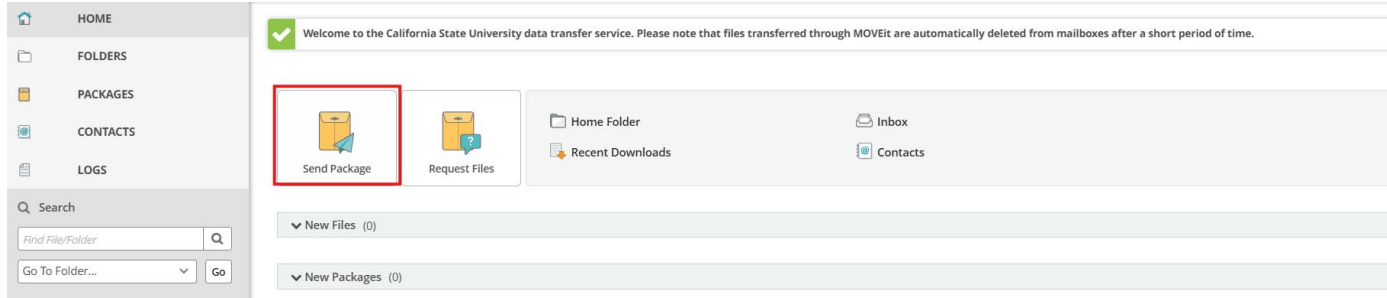


**Please note:** Always use the SSO login option when accessing MOVEit in the future.

## How to Submit a Document Using MOVEit

### 1. Sending a Document (Send a Package)

#### 1. Click 'Send Package'.



#### 2. Enter recipient email address: [serenaa@cpp.edu](mailto:serenaa@cpp.edu)

#### 3. Add a subject: **Supportive Documentation – [Employee Name]**

#### 4. Add a message: **Please indicate what type of supportive document you are submitting.**

#### 5. Click 'Upload Files' to attach your document.

#### 6. (Optional) Select 'Delivery Receipt' if confirmation is needed.

#### 7. Click 'Send'.

A screenshot of the email composition form in the MOVEit interface. At the top are buttons for 'Send', 'Discard', 'Save Draft', and a menu icon. The 'To' field contains 'benefits@cpp.edu' and an 'Add Cc/Bcc' button. The 'Subject' field contains 'Supportive Documentation - [Enter Employee Name]'. Below is a rich text editor with a toolbar. To the right is a sidebar with 'Options for this package' (checkboxes for 'Secure message body', 'Delivery receipt(s)', 'Prevent "Reply All"', 'Prevent all replies', and 'Package expires after: 14 days'), and 'Classification' (a dropdown menu). Below the editor is a 'File attachments' section with a dashed border and a 'Drop files to upload or use Upload Files dialog.' prompt. At the bottom, it shows 'Total size: 0 B of 2 GB used. Total files: 0 of 10 uploaded'.