Human Resources Management

MOVEit Instructions

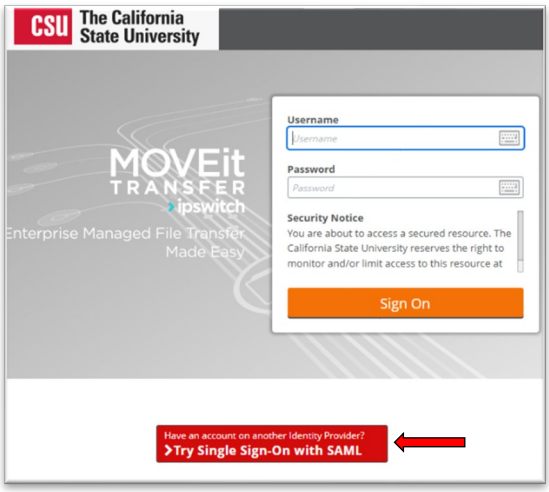
MOVEit is a secure, encrypted file transfer platform widely adopted across CSU campuses and the Chancellor's Office for safe file transfers. With MOVEit, all files are uploaded and downloaded directly within the site's secure environment.

Step 1: Before you begin

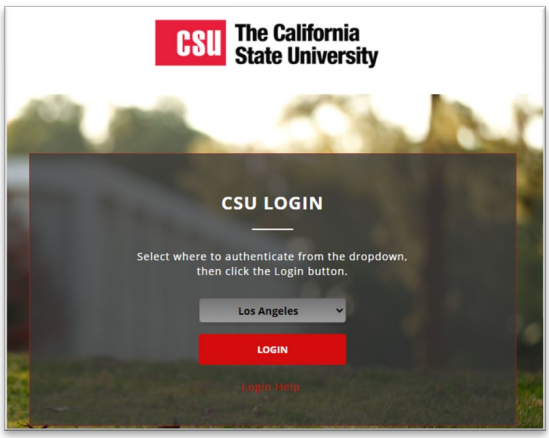
a. You will have to be connected to the University's internet network
b. Connect through GlobalProtect VPN if working remotely

Step 2: Access MOVEit

a. Access MOVEit: https://transfer.data.calstate.edu/
b. Select the Single Sign-On button



c. Select Los Angeles from the drop-down menu
    - *First-time users will be automatically registered*

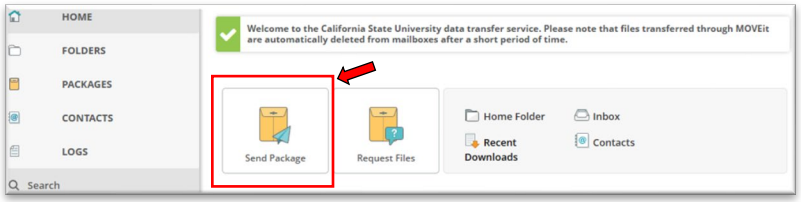


d. Log in using your myCalStateLA credentials
e. Complete Microsoft Authenticator when prompted.

After you have successfully authenticated, you'll be able to access MOVEit to send and request files. MOVEit identifies your message as a "Package". The process to send a "Package" is very similar to sending an email.

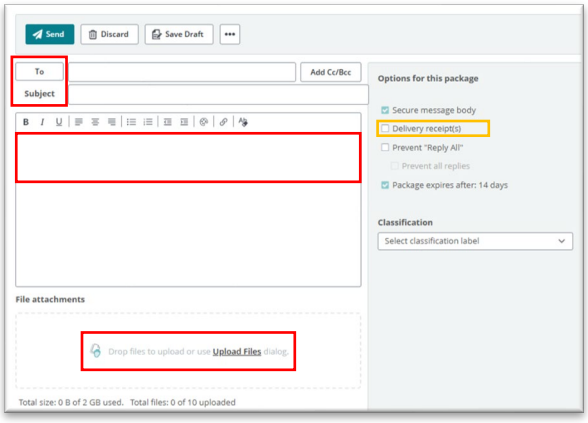
Step 3: Send a Package

a. Select "Send Package".



b. Fill in the recipient's email address in the **To** field:
   - Jessica Romero (A-L): jgonzalez@cslanet.calstatela.edu
   - Julie Flores (M-Z): jflores2@cslanet.calstatela.edu

c. Enter a subject line: **Supporting Document - [Employee Name]**
d. Add a message: **Please indicate what type of supportive document you are submitting.**
e. Upload Files
f. *Optional: Select 'Delivery Receipt' if confirmation is needed.*



g. Once you have filled in the required fields and uploaded your file, click the "Send" button.

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Troubleshooting Tips

a. If you receive an error message, clear your browser cache and try again.
b. If you are unable to sign in, confirm that you are connected to GlobalProtect.

Contact Information

Technical Support (ITS Help Desk)

ITS Help Desk Website
Email: helpdesk@calstatela.edu
Phone: 323-343-6170
Location: Library Palmer Wing Lobby

Human Resources Management – Benefits

Benefits Office Website
Email: benefits@calstatela.edu
Phone: 323-343-3651
Location: Student Services Building Room 6381