FRESNO STATE ADA FORM THROUGH CSU MOVEIt FILE UPLOAD PROCESS

Please use the process below to upload your documents to the Fresno State Benefits team.

Instructions

1. Log in to - https://transfer.data.calstate.edu/ - using Fresno State credentials



2. Will be taken to a CSU MOVEit page

CS	The California State University					
		Signed onto California State University	MY ACCOUNT	SIGN OUT	HELP	
	НОМЕ	Velcome to the California State University data transfer service. Please watch this area for important messages.				
D	FOLDERS	Percone to the cantoring state on the sity data transfer set rice, rices, which this area to important messages.				
8	PACKAGES					
@	CONTACTS	Home Folder				
	LOGS	Send Package Request Files Contacts				
Q Search						
Find File/Folder Q		✓ New Files (0)				
Go To Folder 🗸		✓ New Packages (0)				
Powered b MOVE	y t>ipswitch					

3. Select "Send Package"

Send Package	Request Files	D Home Folder	Dinbox Contacts	
✓ New Files (0)				
✓ New Packages (0)	0)			

4. Enter in → To: <u>kirstenc@csufresno.edu</u>

cc: jaguilar@csufresno.edu, calegarretta@csufresno.edu

5. Enter in → Subject: ADA Form

¢3	HOME		New Package	
D	FOLDERS		Send Preview Check Recipients Cancel Save As Draft Save As Template	
	PACKAGES			
۲	CONTACTS		Show Cc/Bcc Manage Contacts	
6	LOGS		Subject:	
Q Search			Note: 🔒 b / U 🗉 🗟 🗄 🗄 🗐 🕮 🤫 🚸	
Find Fil	le/Folder	Q		
Go To I	Folder	~		
Powered by MOVEit > ipswitch				

- 6. Upload or "Drag& Drop" documents
- 7. Select "Delivery Receipt" under "Options" section

8. Send

Files: (Optional)	Drop files to upload or use <u>Upload Files</u> dialog.
	Total: 0 B of 1 GB used. (0%)
Options:	 Delivery Receipt(s) Prevent "Reply All" Prevent all replies Package will expire after 90 days
Send	Preview Check Recipients Cancel Save As Draft Save As Template

NOTE: If you encounter an error message, you may need to clear your browser cache. Below is a link to assist with clearing browser cache, if needed.

How To Clear My Cache - This guide covers all browsers.