MOVEit User Guide

This document is a "MOVEit User quick guide" which you can use as a resource tool to guide you through the MOVEit transition. This guide provides instruction on account set up, uploading and downloading files and password management.

Table of Contents

LOGIN INSTRUCTIONS

STEP 1 : Go to https://msde.sftp.md.gov you will see the following screen. Enter credentials provided and click **Sign On**.
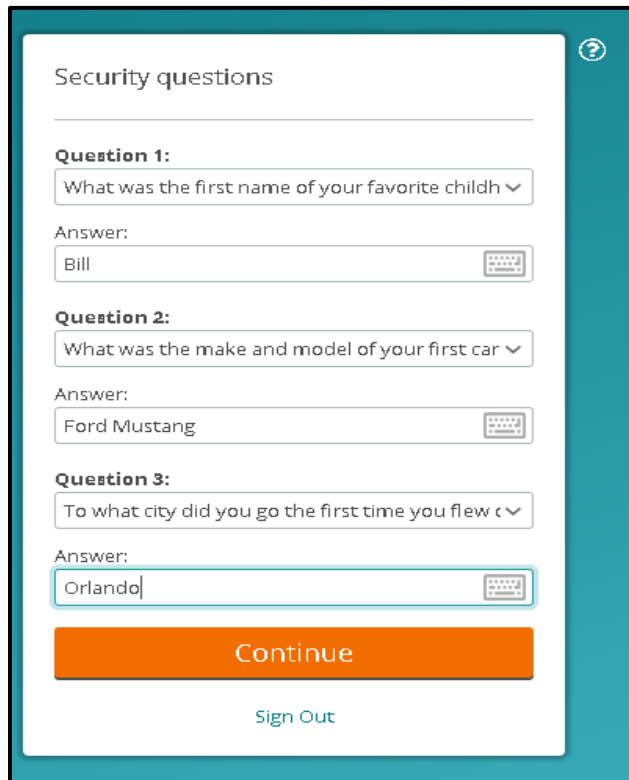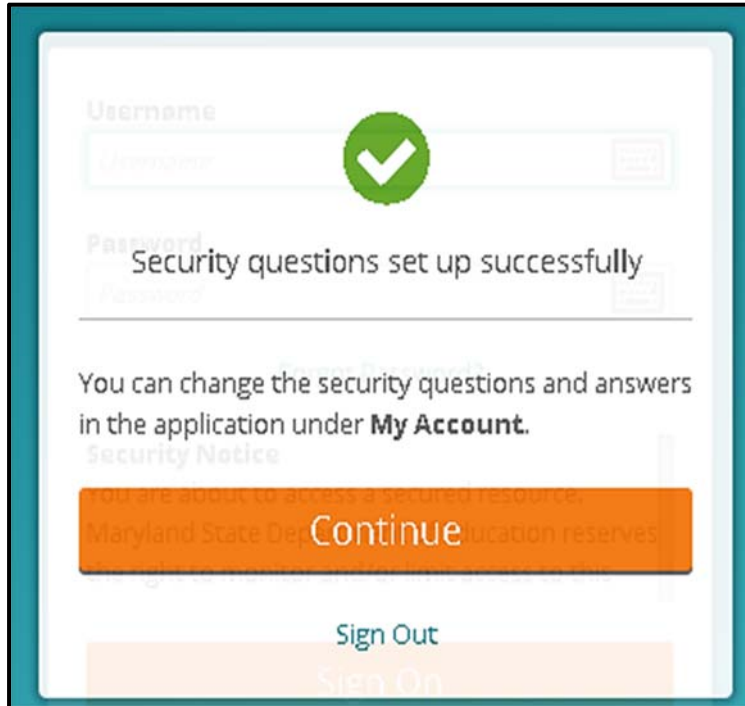
STEP 2 - **Skip to step 6 if this is not your first time logging in.** Click Continue to be prompted to enter your security questions for first time login.
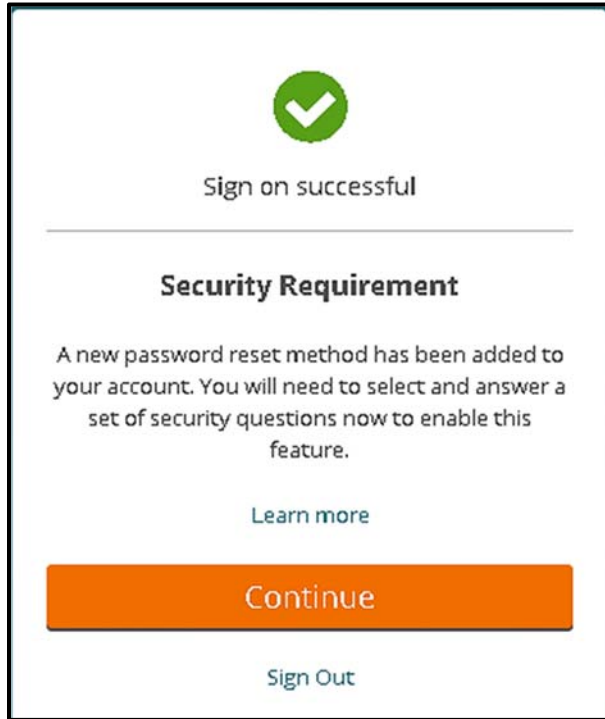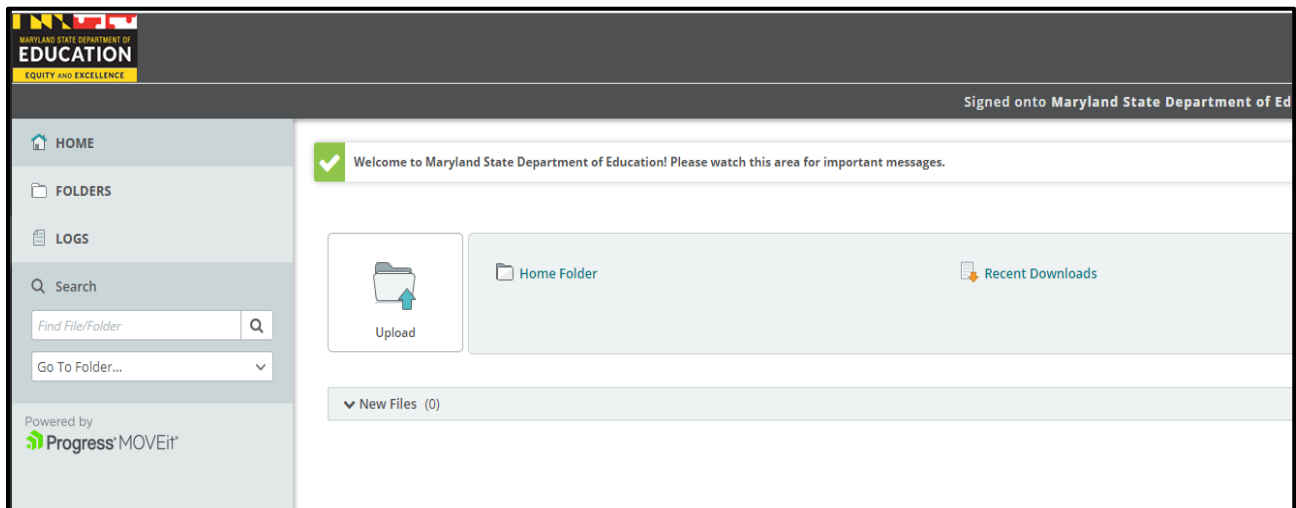

STEP 3 - You must select 3 security questions from the ones listed and enter answers. Your responses are case sensitive. Click Continue.

**STEP 4** - The following is displayed and click Continue.

STEP 5 - Once you are successfully logged in you will see the following screen. You are now able to select files to upload or download.

UPLOAD INSTRUCTIONS

STEP 1 – After a successful login, your home screen will be displayed. If your account only has one folder, you can access that folder by clicking on "Home Folder" (highlighted below). If you have multiple folders, click on "Folders" on the left (highlighted below) to display all folders you have access to.
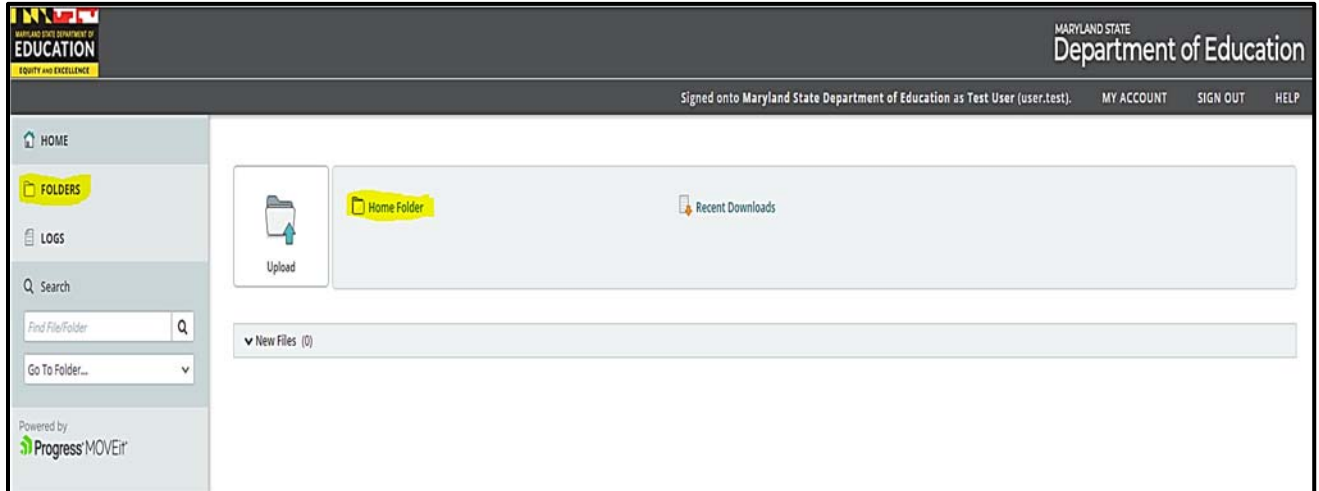
Step 2 - It will first display the root folder which is Distribution, click on it and it will display the sub-folders you have access to.
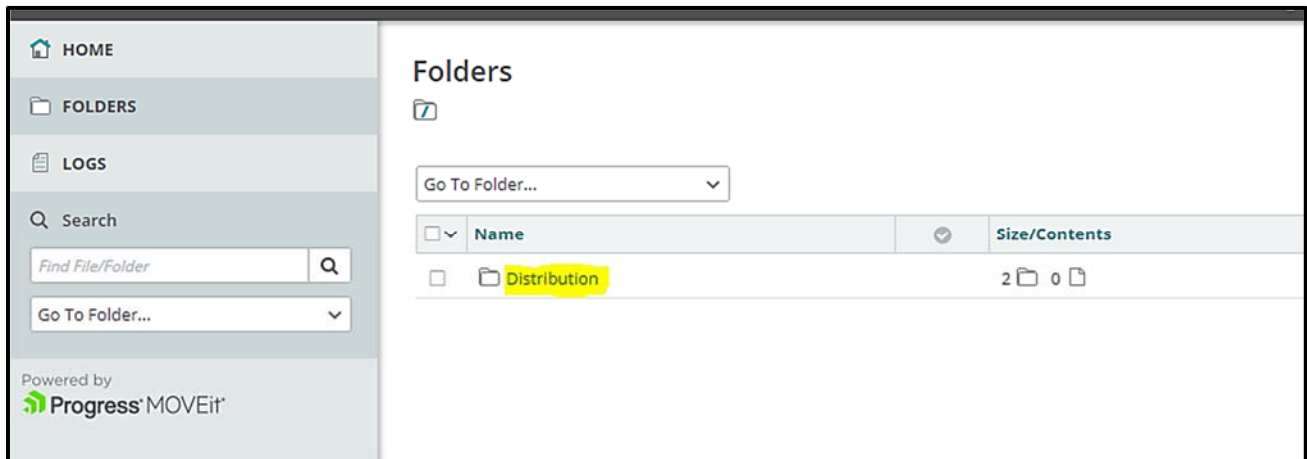
STEP 3 – Select the folder you would like to upload to by clicking on it.
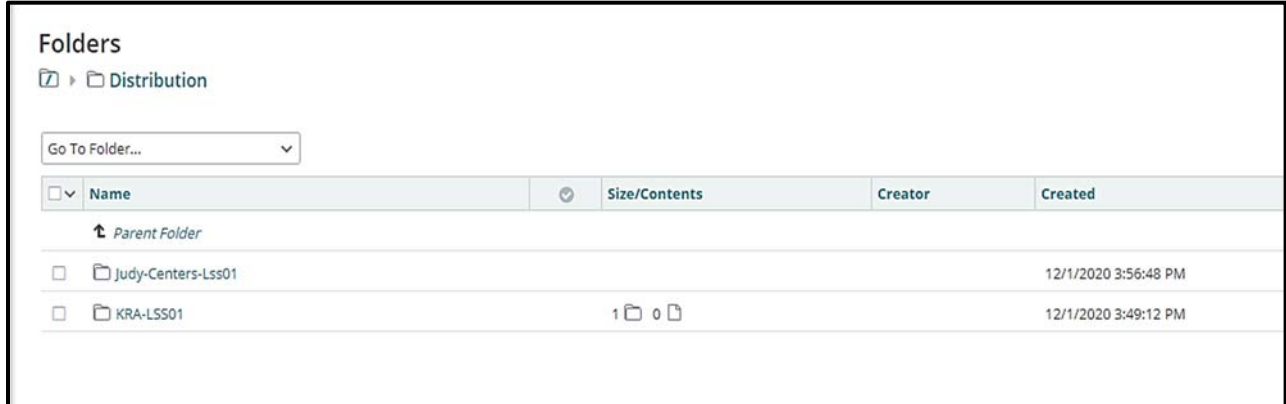

STEP 4, OPTION 1 - There are two options to upload. First option is to drag and drop the file into the area that says Drop files to upload. You will then see a popup with the upload progress. Once completed, the file will appear in the folder.


STEP 4, OPTION 2 - The second option is to Click on the green Upload button to the right. You will then have a dialog box in order to select a file from your local computer. You can then drag and drop the file into the window or select Browse.
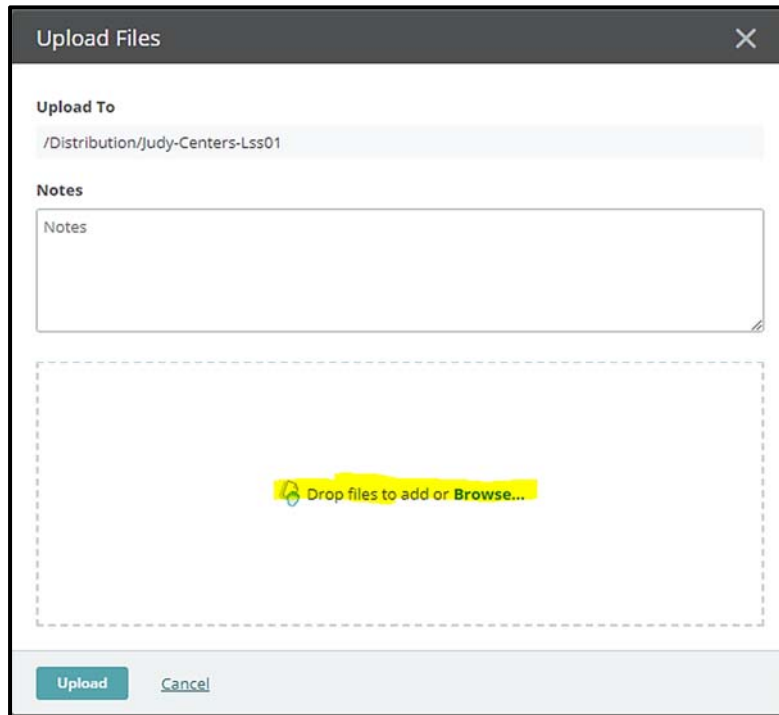
When you click on browse this is the dialog you will see and can navigate through your local machine to find the file to upload. Select file and right click Open.
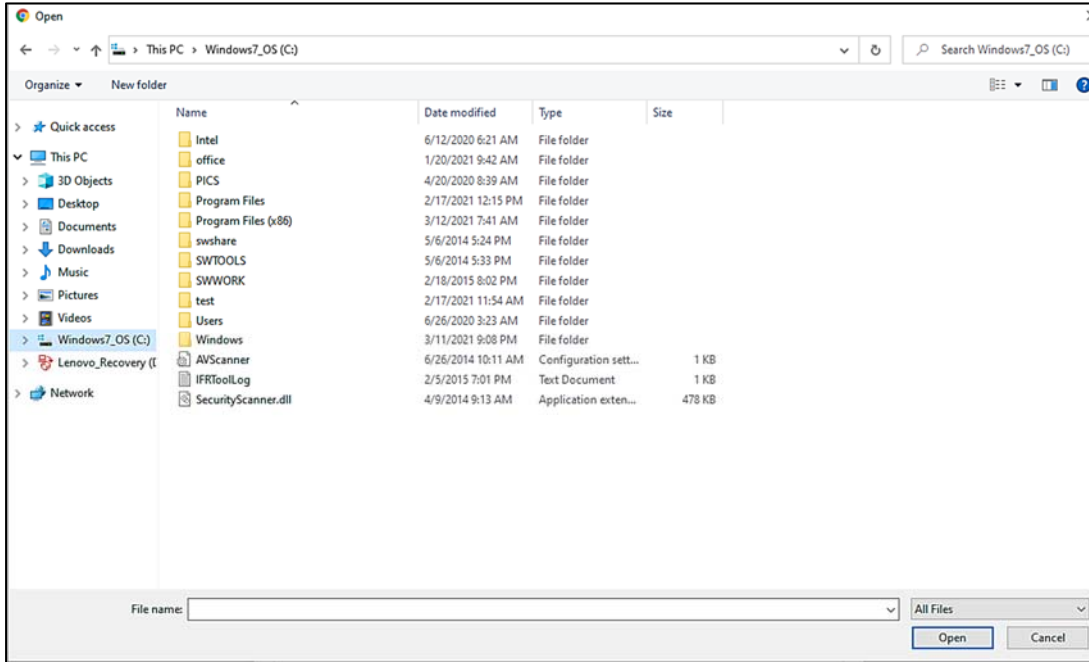
Another dialog box will be displayed which will show the file to be uploaded. Click Upload in the lower left corner. File will upload and a progress bar is displayed. Click Close in the dialog and the file is now uploaded.
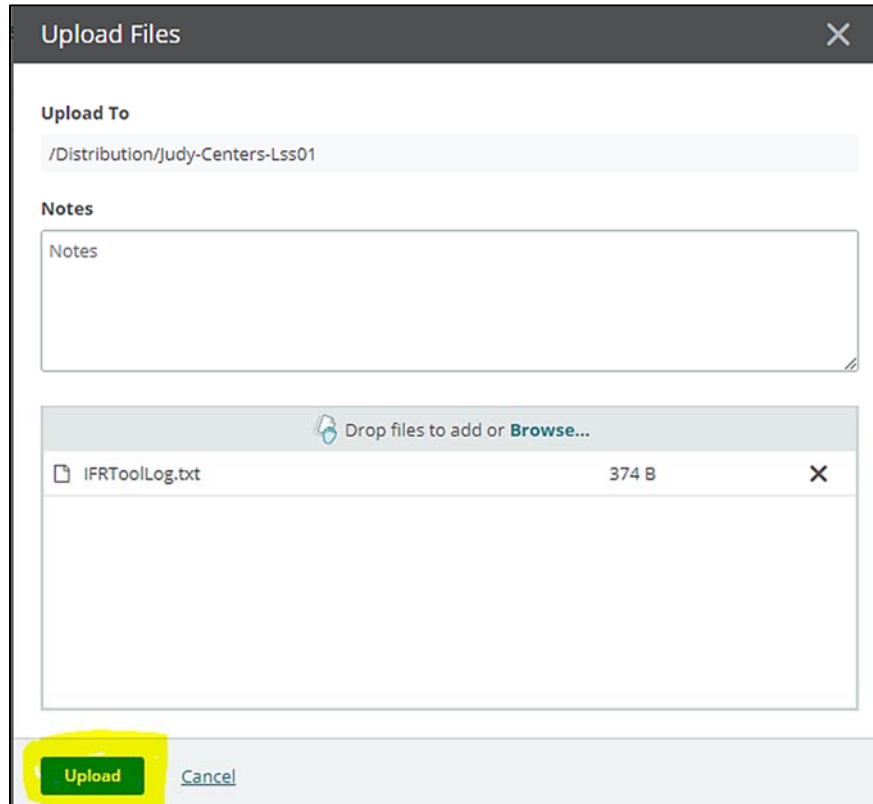
DOWNLOAD INSTRUCTIONS

STEP 1 – After a successful login, your home screen will be displayed. If your account only has one folder, you can access that folder by clicking on "Home Folder" (highlighted below). If you have multiple folders, click on "Folders" on the left (highlighted below) to display all folders you have access to.
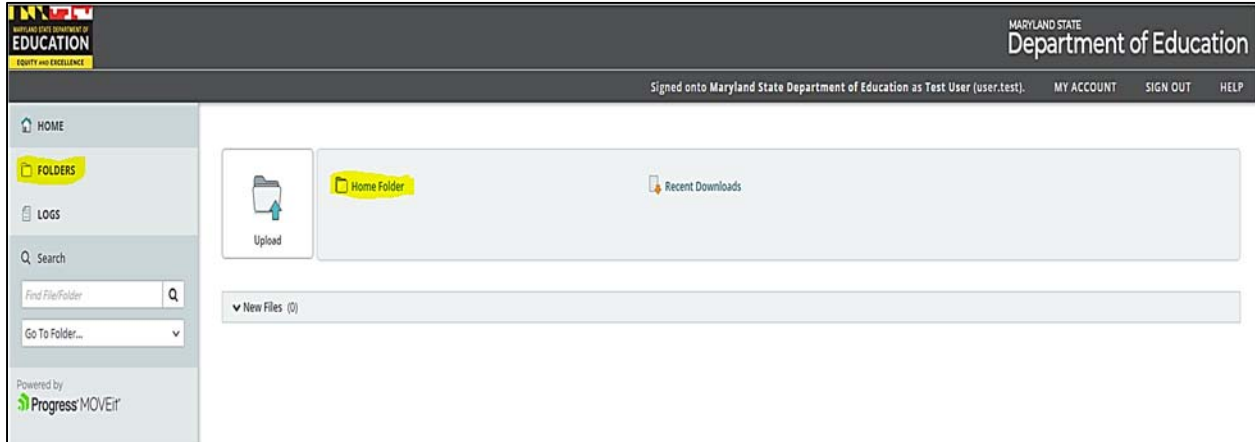
Step 2 - It will first display the root folder which is Distribution, click on it and it will display the sub folders you have access to.
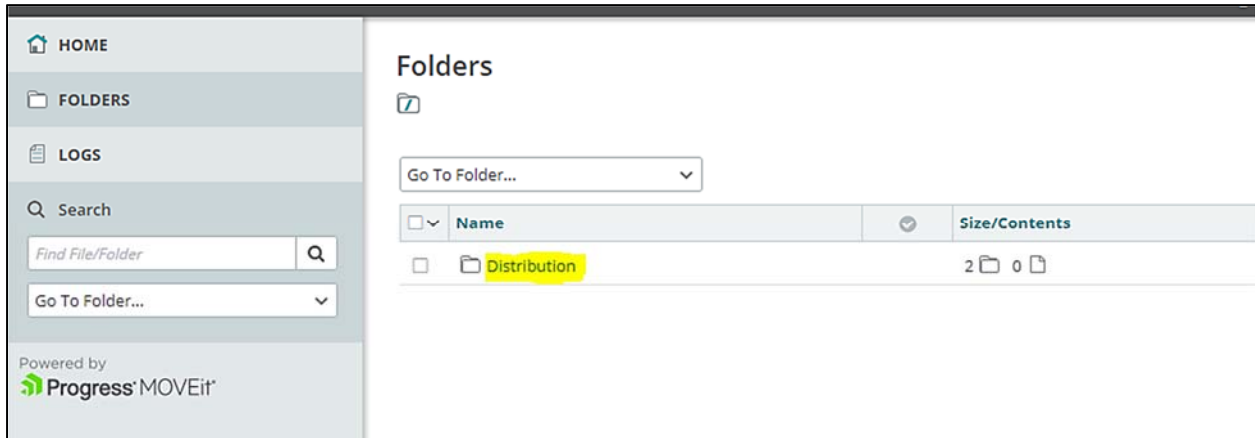

Step 3 – Select folder you would like to download from by clicking on it.

STEP 4 – Once you are in the folder you would like to download from, there are two options to download:

> **OPTION 1** - Select files(s) by checking the box to the left to of each of the file(s) to be downloaded. Then click the Download button below the file list.
>
> **OPTION 2** - Download an individual file. Click the icon that looks like a down arrow with a line on the bottom located on the right hand side of the file to be downloaded.
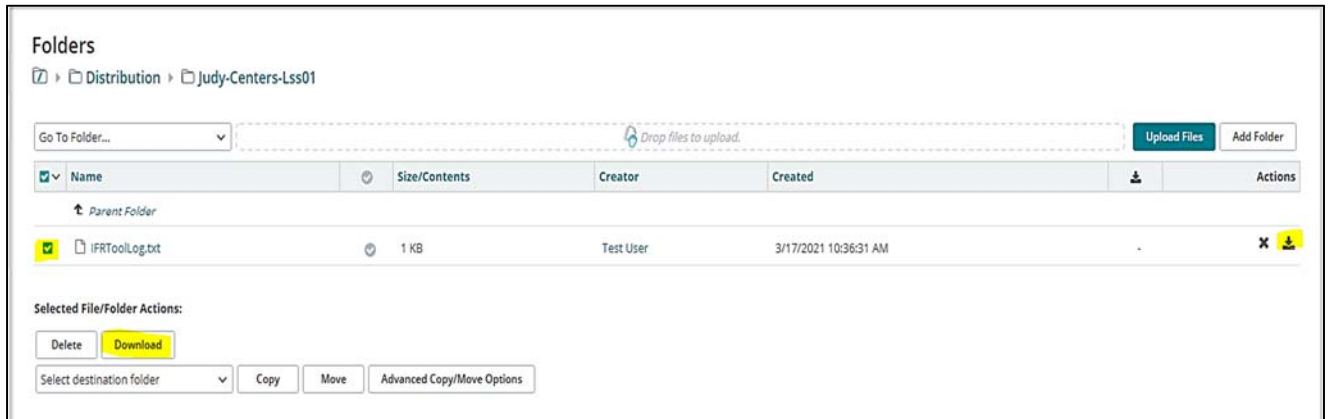
STEP 5 - Once you click the download icon you will see a popup with the option to validate files in the lower right of your screen.
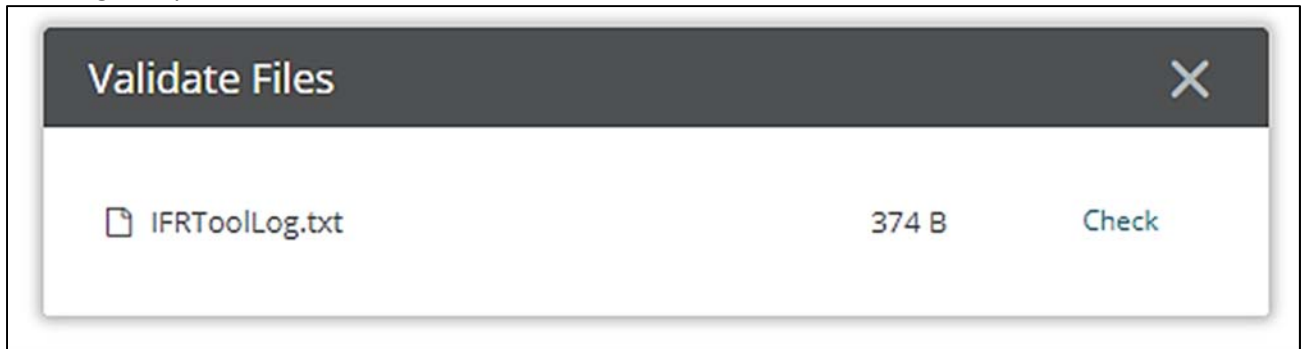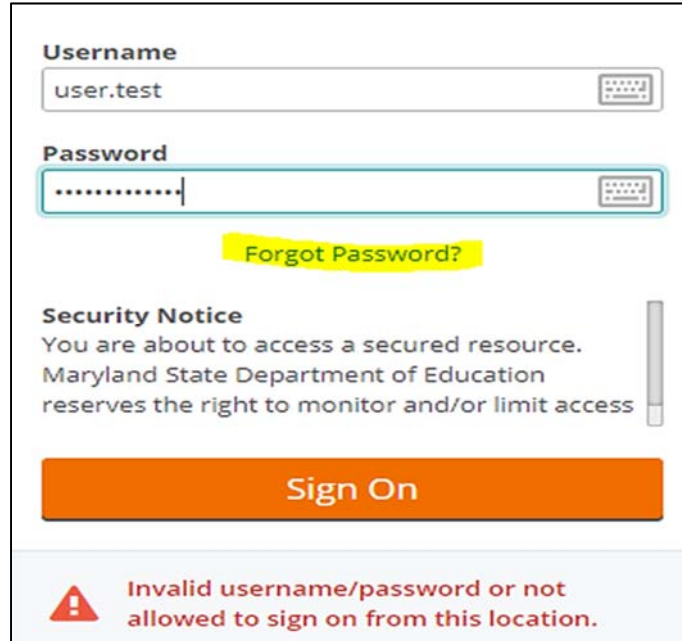
STEP 6 - You can click on the X to close or click on Check to validate the file. If you choose to validate the file a dialog box will appear where the file was downloaded. You can then click on the downloaded file and click on Open. Another dialog box will pop up with the results of the validation. Click OK to close.
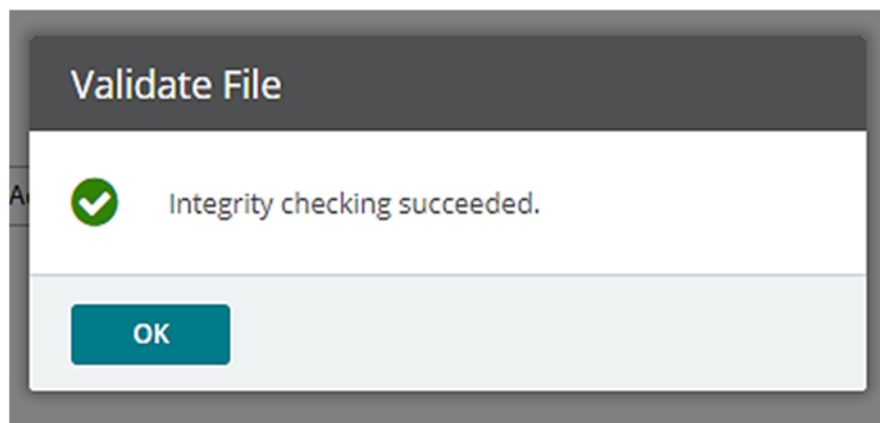
FORGOT PASSWORD

STEP 1 – From the login screen click Forgot Password

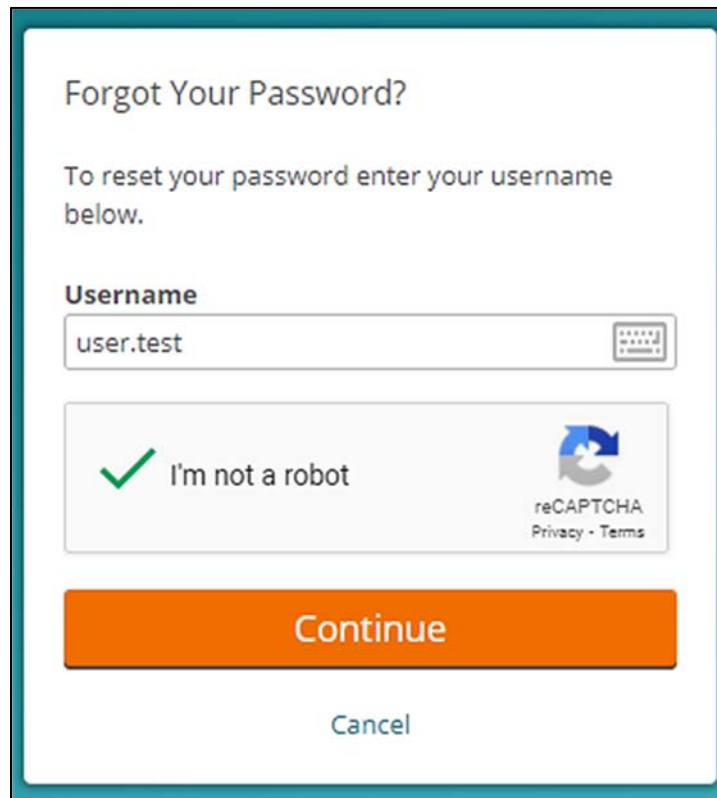**STEP 2** – You are now prompted to enter your username and click in the" I'm Not a Robot" to confirm that you are, in fact, human. Click Continue.
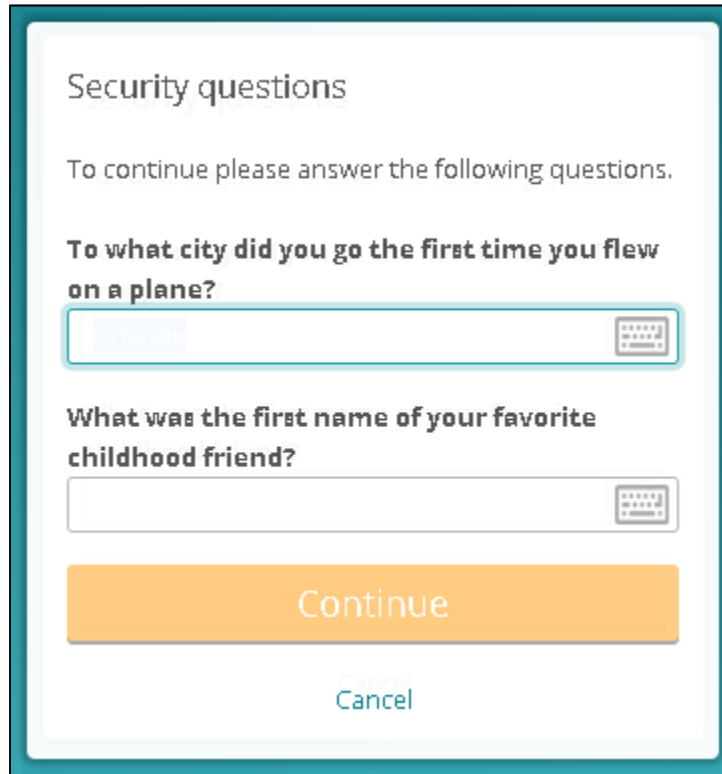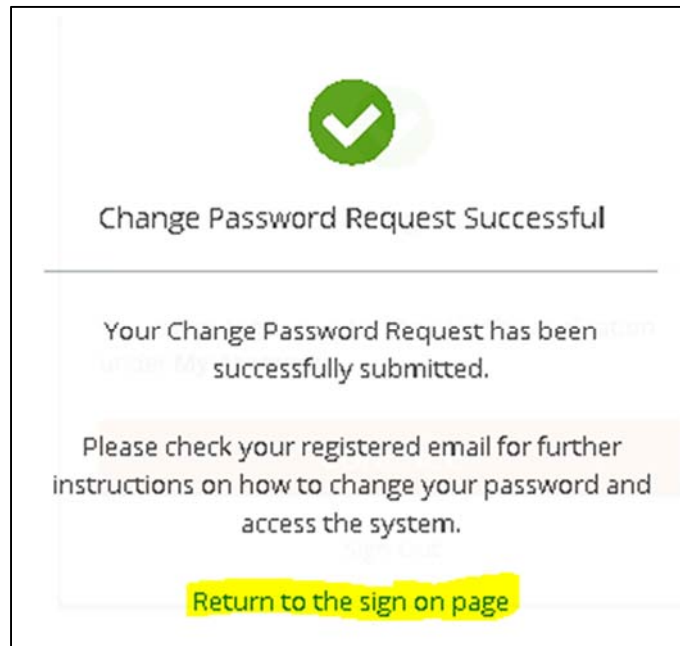
STEP 3 – Answer your security questions. (Answers are case sensitive.) Click continue.

STEP 4 – You will see a message that reads "Change Password Request Successful". Click Return to sign on page.

STEP 5 – You must now check your email for a message with a link to reset your password. Once you have located the email Click on the link. (this link will expire after 30 minutes)
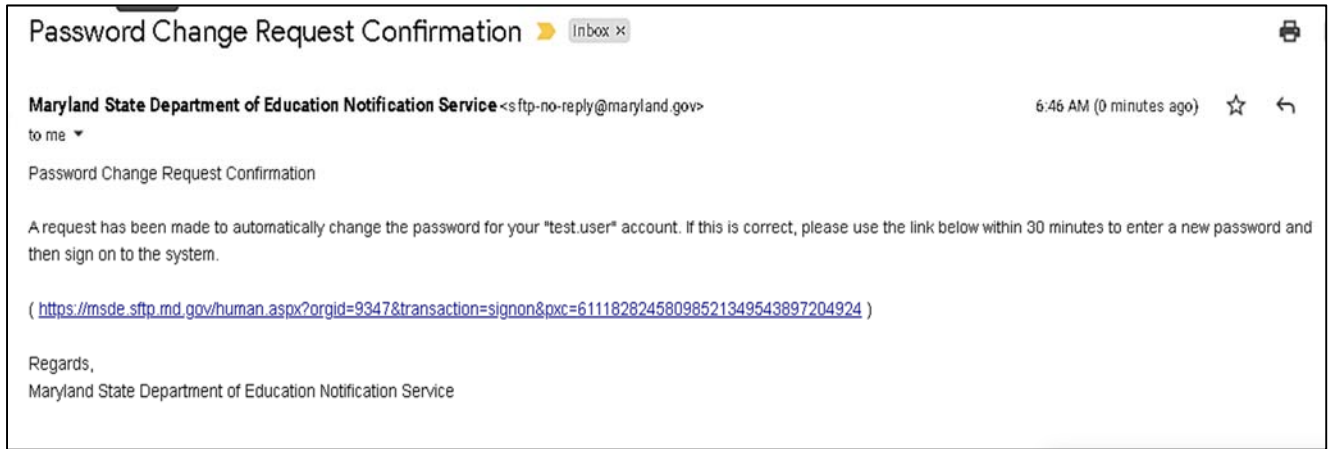
STEP 6 – Enter a new password that meets the requirements listed. Reenter the password to verify.

STEP 7 – You should see a message that your password change was successful. Click continue.

CHANGE PASSWORD

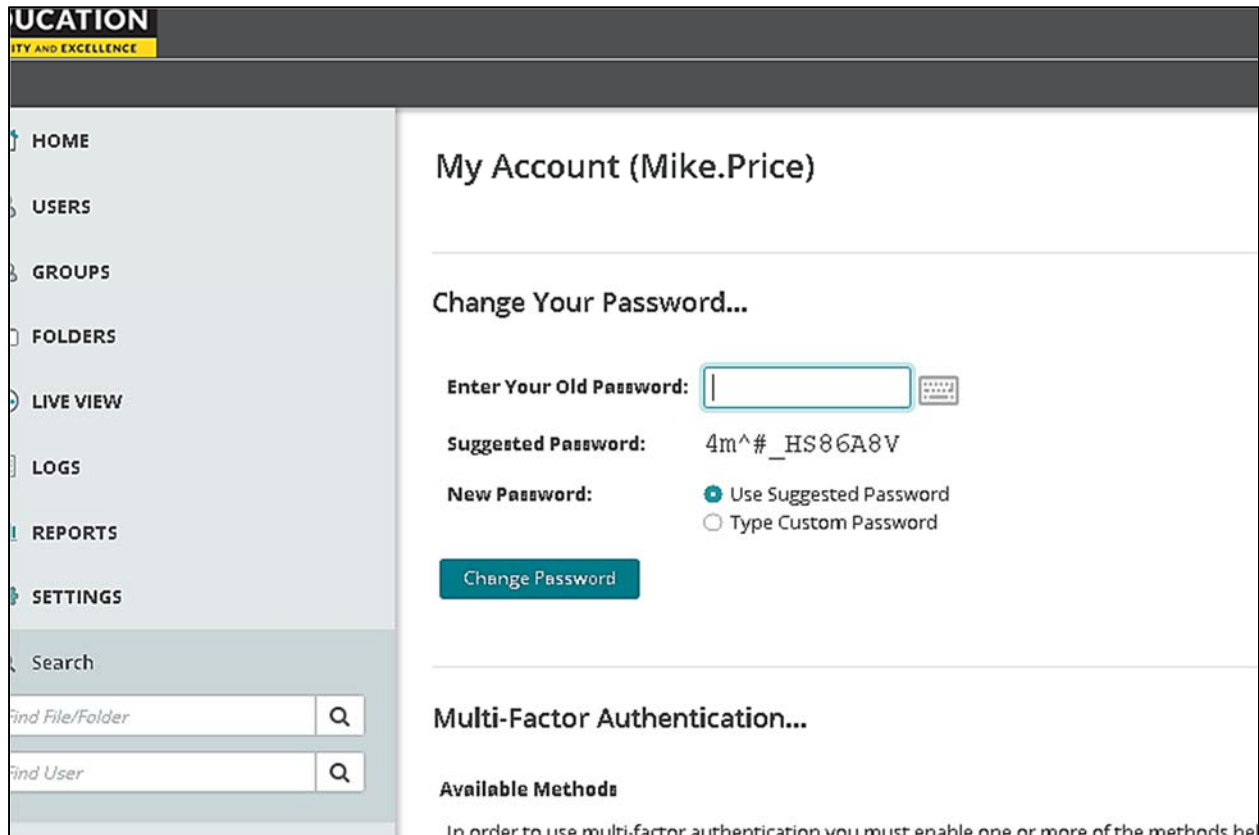**STEP 1** - Select My Account in the upper right corner.
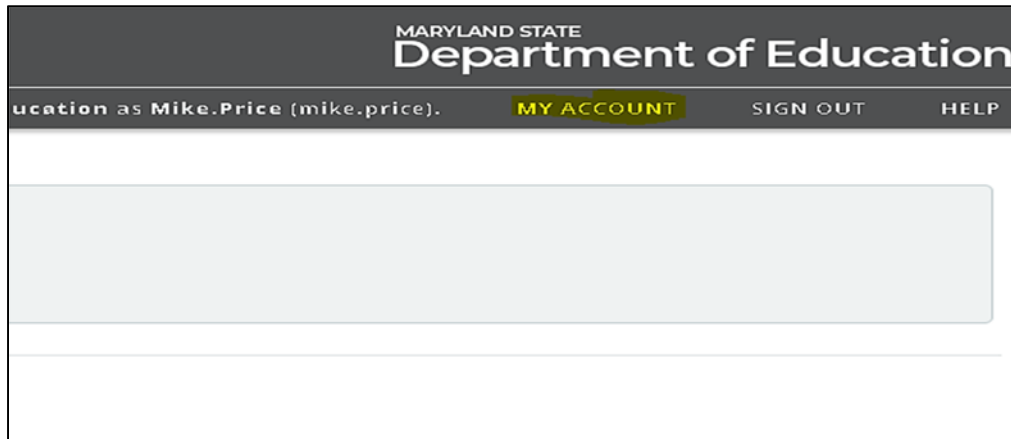
STEP 2 - You will now be prompted to enter your old password. You then can choose to use the MoveIT suggested password or select "Type Custom Password". Once complete click on Change Password.
*If selecting a custom password it must meet the requirement displayed on the screen.

*If selecting a custom password you must enter a password that meets the requirements displayed.

Change Your Password...

Enter Your Old Password: [   ] ⌨

Suggested Password: K^ha^Dv^;19v

New Password: ○ Use Suggested Password
                     ◉ Type Custom Password

   Requirements:

   - Must be at least 12 characters.
   - Must not contain or resemble Username.
   - Must contain at least one letter and one number.
   - Must not contain dictionary words.
   - Must contain both upper- and lower-case letters.
   - Must contain at least one non-alphanumeric character.
   - Must not match any of the previous 6 passwords.

   Enter Your New Password: [   ] ⌨

   Enter Your New Password Again: [   ] ⌨

[Change Password]