
File Transfer Utility

User Guide

**Office of Information and
Instructional Technology**

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Introduction to the File Transfer Utility

Introduction

The File Transfer utility (FTU) is the new web based utility that is replacing the current File Transfer Protocol (FTP) process.

The purpose of the FTU is to provide institutions with a more secure method for transferring data files.

Overview of FTU Procedure

The following is a high-level overview of the procedure to be followed when using the File Transfer Utility.

1. Copy data file to your PC hard drive or desktop.
 2. Access the EAS Web Applications web page.
 3. Click the File Transfer Utility button.
 4. Enter User Name and Password to access the FTU program.
 5. Perform file transfer.
 6. Record results.
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Using the File Transfer Utility

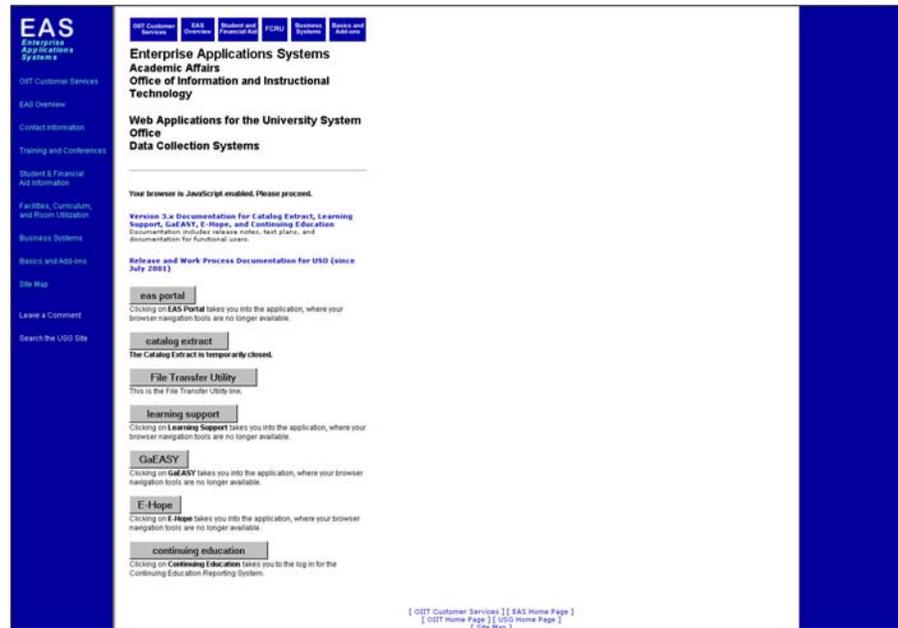
This section provides detailed instructions for transferring files using the FTU.

Save Data File

Save your extraction data file to your PC hard drive or Desktop.

Access the FTU

Access the EAS Web Applications web page at <http://www.usg.edu/oit/eas/rcowebapps.html>



Click the File Transfer Utility button.

The following Internet Explorer message is received.



Click Yes to proceed.

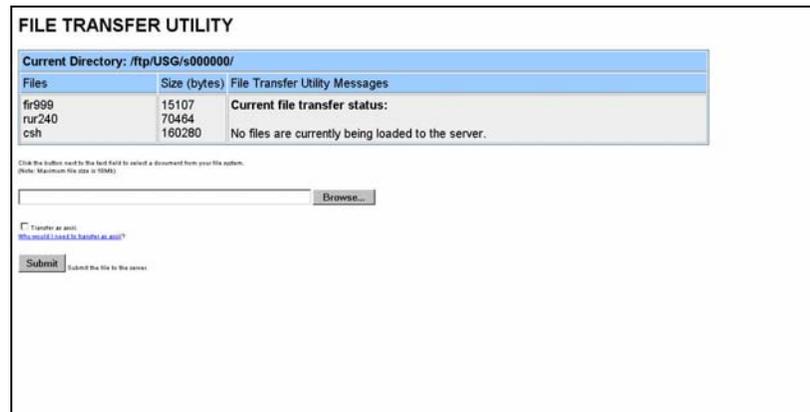
The following Security Alert is received.



Click Yes to proceed.

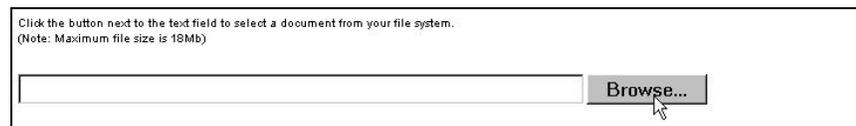
Log in to the FTU using your FICE code (including the 's') and password.

The File Transfer Utility window is opened.



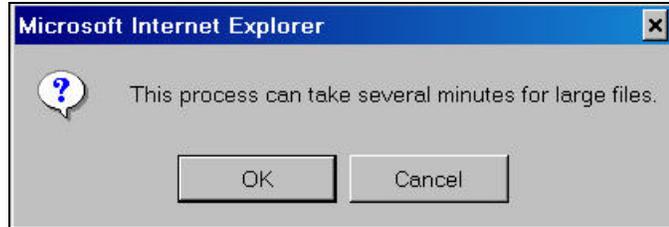
Transfer Data File

Click the Browse button to locate your data file.



Click the Submit button to transfer file.

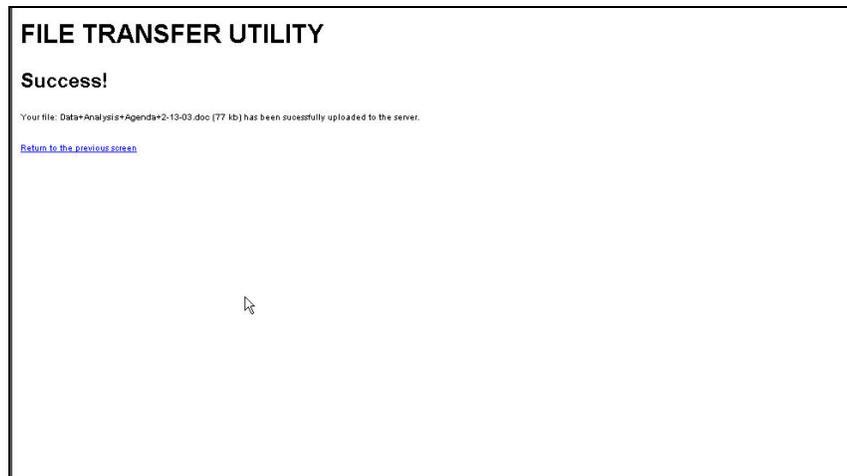
You will receive an Internet Explorer message indicating that the transfer may take several minutes.



Click OK.

Complete Transfer Process

The File Transfer Utility Success screen appears when the file has completed transfer.



Click Return to the Previous Screen if you wish to transfer another file or close the screen.
