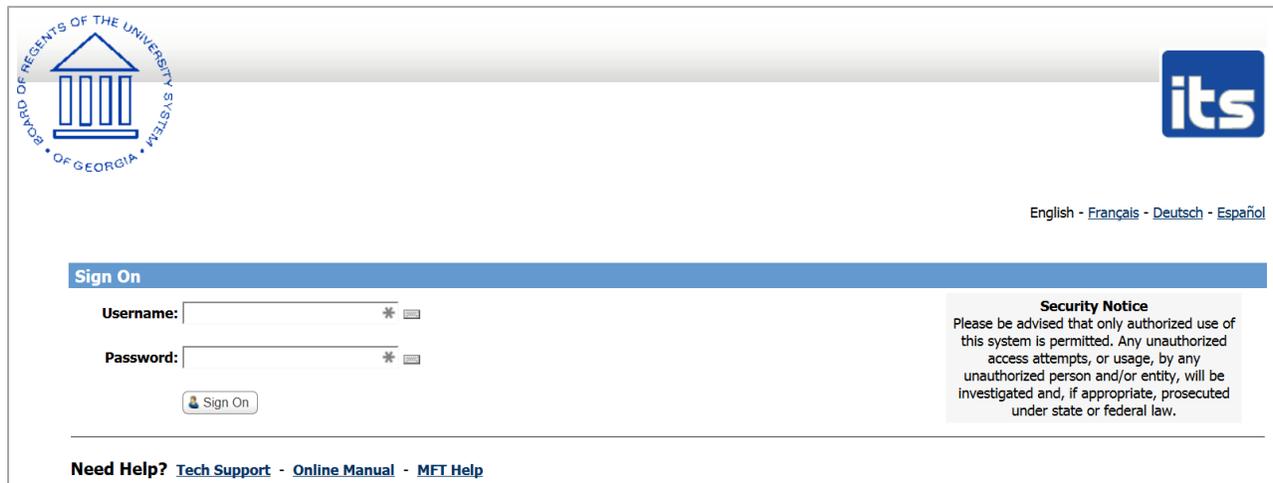


# Managed File Transfer

Information Technology Services (ITS) has implemented a new file transfer utility called Managed File Transfer (MFT). MFT is a secure way for ITS and institutions to share files containing sensitive data. This is not a long-term repository; therefore original copies of files should be stored elsewhere. This job aid will guide you through signing in, uploading files, viewing shared files, and deleting files.

## Signing In

Navigate to the following site: <https://files.usg.edu/>



English - Français - Deutsch - Español

**Sign On**

Username:  \*

Password:  \*

**Security Notice**  
Please be advised that only authorized use of this system is permitted. Any unauthorized access attempts, or usage, by any unauthorized person and/or entity, will be investigated and, if appropriate, prosecuted under state or federal law.

**Need Help?** [Tech Support](#) - [Online Manual](#) - [MFT Help](#)

Usernames and passwords are institution-specific. Contact the ITS Helpdesk if you were not given a username and/or password.

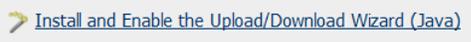
You may receive a notice to install the Upload/Download Wizard. This is optional.

**Install the Upload/Download Wizard**

It is recommended that you install the Upload/Download Wizard, a browser add-on that allows you to:

- Transfer files faster
- Transfer files greater than 2GB
- Transfer multiple files at once
- Perform automatic integrity checking to ensure file non-repudiation
- Compress/Uncompress data on the fly
- Add files via drag-and-drop

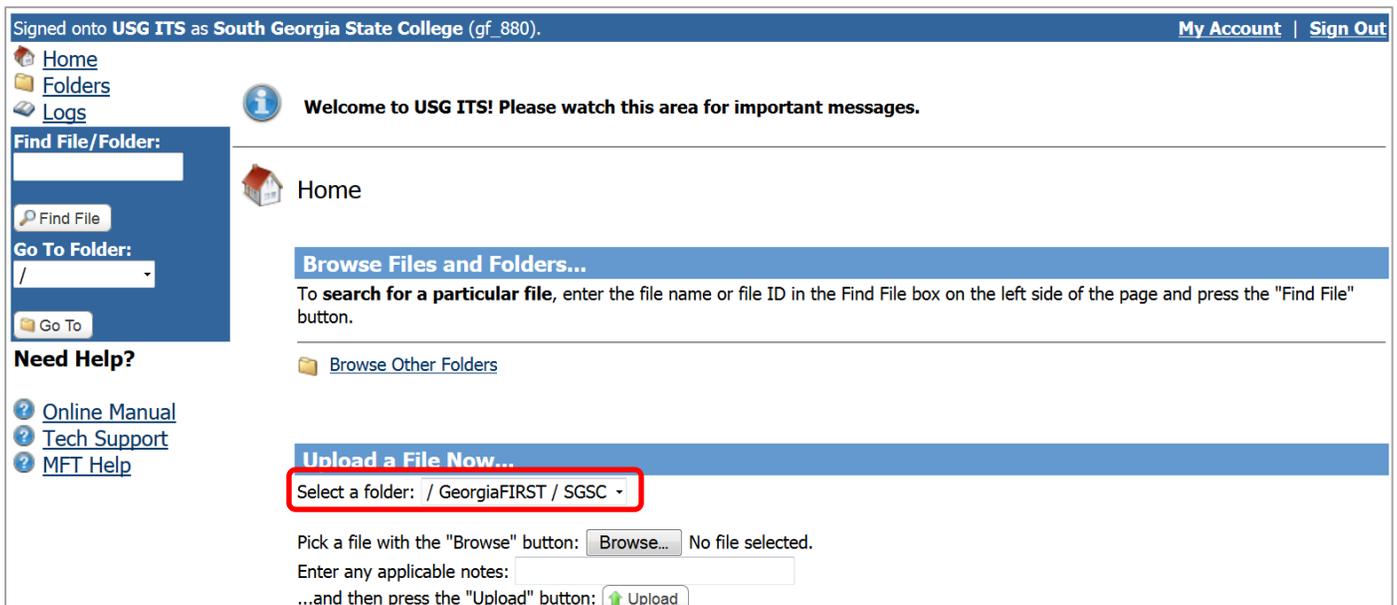
The Java version of the Upload/Download Wizard requires Java 7 or later.



## Uploading Files

Under "Upload a File Now..." select your institution's folder from the dropdown menu.

*Note:* All folder names begin with "GeorgiaFIRST" followed by your institution.



Signed onto **USG ITS** as **South Georgia State College** (gf. 880). [My Account](#) | [Sign Out](#)

[Home](#)  
[Folders](#)  
[Logs](#)

**Find File/Folder:**

**Go To Folder:**

**Need Help?**

[Online Manual](#)  
[Tech Support](#)  
[MFT Help](#)

**Welcome to USG ITS! Please watch this area for important messages.**

**Home**

**Browse Files and Folders...**

To **search for a particular file**, enter the file name or file ID in the Find File box on the left side of the page and press the "Find File" button.

[Browse Other Folders](#)

**Upload a File Now...**

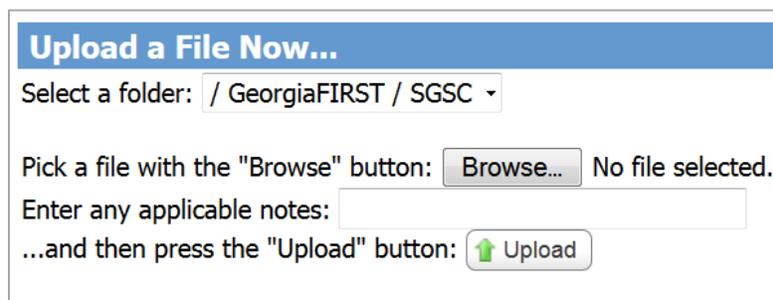
Select a folder: / GeorgiaFIRST / SGSC

Pick a file with the "Browse" button:  No file selected.

Enter any applicable notes:

...and then press the "Upload" button:

Click **Browse** to select the file you would like to upload.



**Upload a File Now...**

Select a folder: / GeorgiaFIRST / SGSC

Pick a file with the "Browse" button:  No file selected.

Enter any applicable notes:

...and then press the "Upload" button:

After selecting the file, you have the option to enter notes.

### Upload a File Now...

Select a folder: / GeorgiaFIRST / SGSC ▾

Pick a file with the "Browse" button:  table\_changes.xlsx

Enter any applicable notes:

...and then press the "Upload" button:

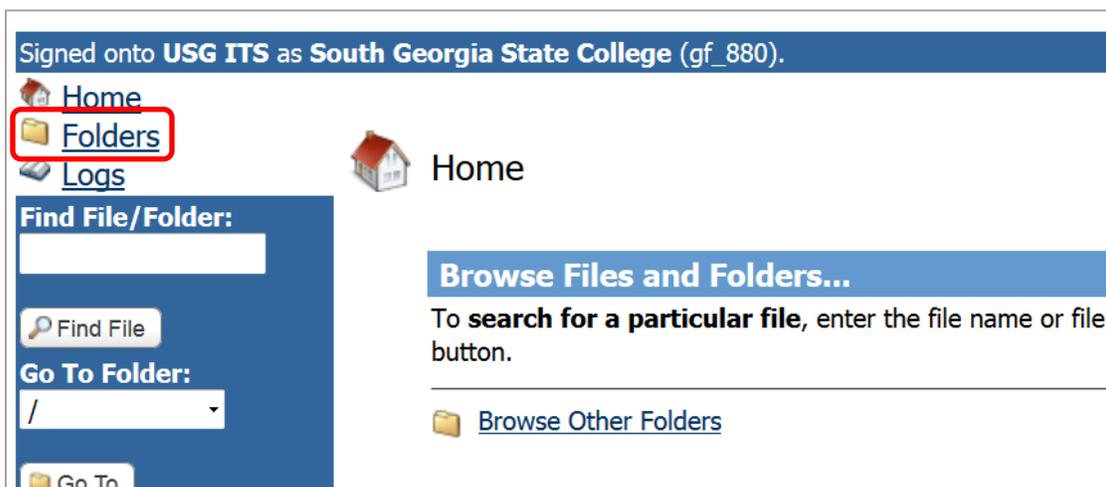
After you have selected your file and entered any applicable notes, click **Upload**.

You will receive a confirmation that your file has been uploaded successfully.



### Viewing Files

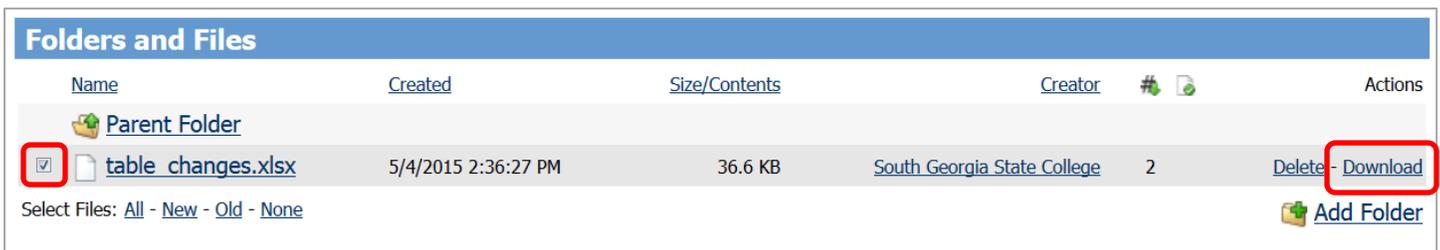
Click **Folders** in the menu on the left of the screen.



ITS will upload all sensitive data to your institution's specific folder. Select your institution from the dropdown menu. Click **Go To Folder**.



Select the checkbox beside the file you would like to view and click **Download** under Actions.



ITS may use the */GeorgiaFIRST/common/* folder to share general documentation that does not contain sensitive data. All institutions have access to view documents in the common folder.

### Deleting Files

Navigate to your institution's folder to view and select files to delete. Select the checkbox beside the file you would like to delete and click **Delete** under Actions.

