

CSU San Marcos – Secure Document Upload Instructions (MOVEit)

MOVEit is a secure data transfer service used to upload documents containing sensitive or personal information to the benefits office.

Please note that you must be on a CSU San Marcos computer or logged into GlobalProtect if working remotely.

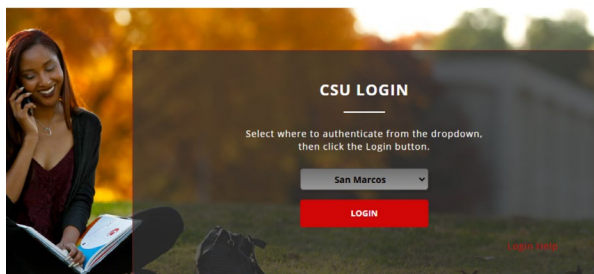
To submit your documents securely, please follow the steps below.

Before You Begin

- You must use a CSUSM computer or
- Connect through GlobalProtect VPN if working remotely

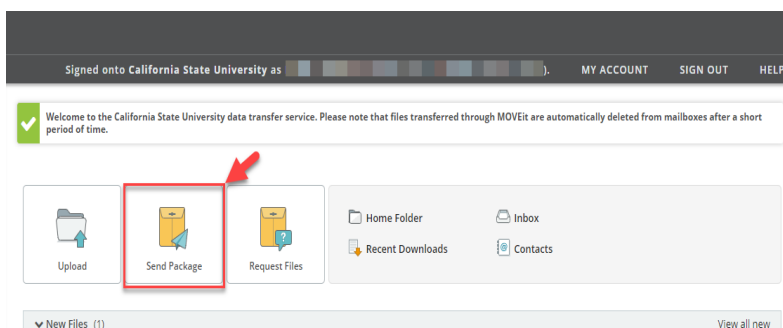
Step 1: Access MOVEit

- Visit: <https://transfer.data.calstate.edu>
 - First time users will be automatically registered.
- Select San Marcos from the drop-down menu.
- Log in using your CSUSM Single Sign-On (SSO) credentials.
- Complete Duo authentication when prompted.



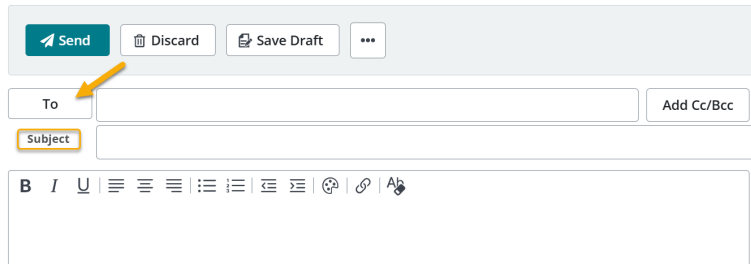
Step 2: Start a New Package

- After logging in, you will be directed to the CSU MOVEit homepage.
- Select **"Send Package"**.



Step 3: Enter Recipient Information

- Enter the recipient's email address in the **To** field.
- Enter a subject line.

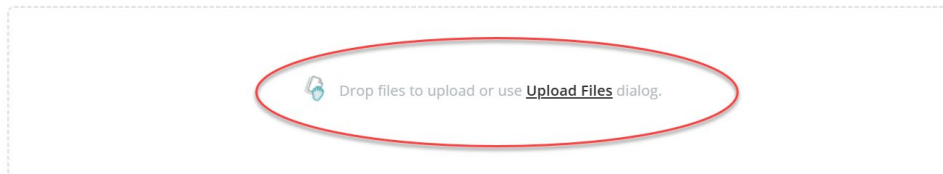


Step 4: Upload Files

You may upload files in one of two ways:

- Click **Upload Files** and select your document(s), or
- Drag and drop your files into the designated upload area.

File attachments



Step 5: Send Your Documents

- Click on "**Send**" to securely transmit your documents.

Troubleshooting

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

Global Protect Setup Guide:

<https://www.csusm.edu/iits/iitsforyou/globalprotect-setup-v1.pdf>

Technical Support (IITS Help Desk)

- Website: <https://www.csusm.edu/iits/iitsforyou/helpdesk.html>
- Phone: 760-750-4790
- Email: helpdesk@csusm.edu

Benefit Office Contact

- Email: hrrbenefits@csusm.edu