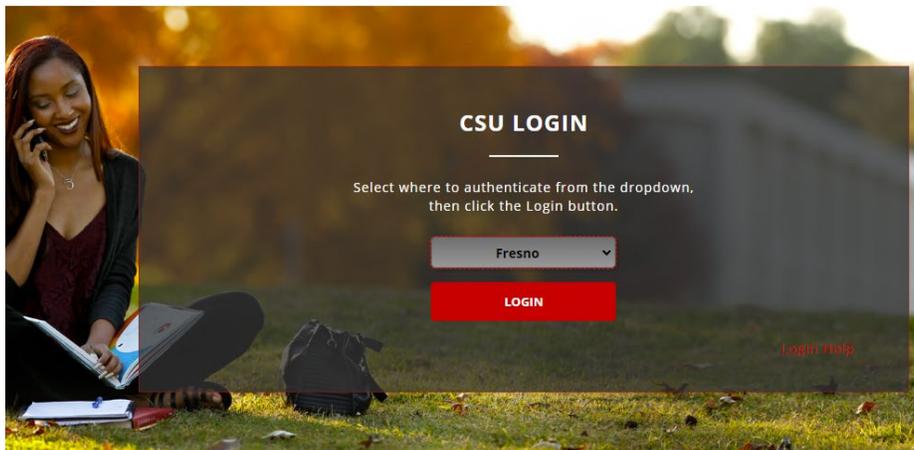


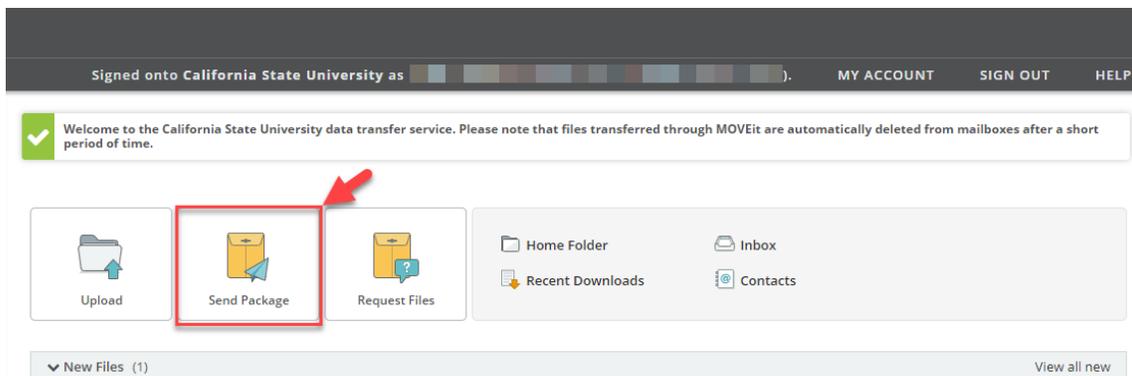
CSU Fresno MOVEit Instructions

To upload documents containing personal information, please follow the steps below. Please note that you must be on a Fresno State computer or logged into Global Connect if working remotely.

1. Access the Upload Page:
 - Using a Fresno State computer or a personal computer connected via Global Connect, visit: <https://transfer.data.calstate.edu/>
2. Log in with your Fresno State credentials.



- Once logged in, you will be directed to the CSU MOVEit page.
3. Select "Send Package" to start the upload process.



4. Enter Recipient Email:
 - In the "To" field, enter the email address for your Benefits Analyst:
Last name A-L: dpenner@csufresno.edu
Last name M-Z: magdalen@csufresno.edu

5. Specify Document Type:

- In the "Subject" field, indicate the type of document you are submitting. For example: New Hire Benefits Worksheet / Family Status Change / DEV, etc.

New Package

Send Preview Check Recipients Cancel Save As Draft Save As Template

To: [Redacted]

Show Cc/Bcc Manage Contacts...

Subject: [Redacted]

Classification: Select a classification label

Note: [Redacted]

6. Upload Documents:

- Upload your documents by either selecting them or dragging and dropping them into the designated area.

7. Opt for Delivery Receipt:

- Under the "Options" section, select "Delivery Receipt".

8. Send Documents:

- Click on "Send" to transmit your documents.

Files: (Optional)

Drop files to upload or use [Upload Files](#) dialog.

Total: 0 B of 20 GB used. (0%)

Options:

Delivery Receipt(s)

Prevent "Reply All"

Prevent all replies

Package will expire after 14 days

Send Preview Check Recipients Cancel Save As Draft Save As Template

Troubleshooting:

If you encounter an error message, try clearing your browser cache before attempting the upload again.

If you cannot login, it could be that you are not connected to the Fresno State Global Connect.

Tech Service Desk: 559-278-5000

If you continue to have issues, contact your Benefits Analyst:

Last names A-L: Debra Penner dpenner@csufresno.edu

Last names M-Z: Rosie Ricca magdalen@csufresno.edu