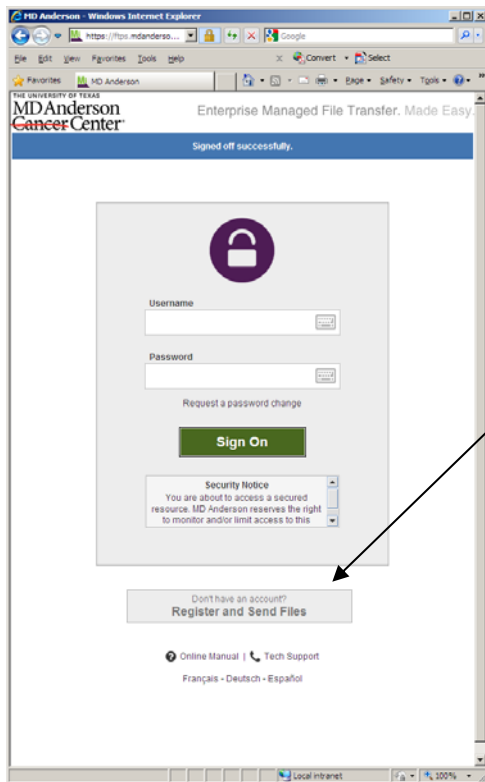


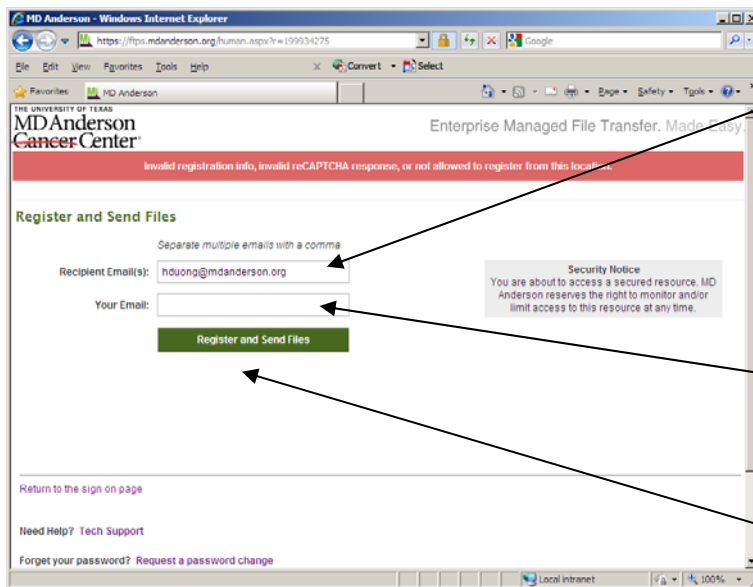
# You Move It - File Transfer for IROC-Houston

1) Go to the site to request access <https://ftps.mdanderson.org/human.aspx>



Pick Register and Send Files

2) You will see something like this. Register your email.



Recipient Email at Mdanderson.  
Ex: JDoe@mdanderson.org

Your email (requestor). Note: An email will be send here.

Next – Click Register

3) Next on the email you specified above, you will get an email from MD Anderson Notification Service looking something like below. Note the link and username/password. (best to copy it with Ctrl-C)

From: **MD Anderson Notification Service** (moveit-dmz@mdanderson.org) Your junk email filter is set to [exclusive](#).  
Sent: Fri 10/31/14 10:13 AM  
To: hmduong@hotmail.com

This message is here because your junk email filter is set to exclusive.

[Wait, it's safe!](#) | [I'm not sure. Let me check](#)

## ■ Self-Registration Notification

Welcome to MD Anderson! Please use the following URL to access the system over a secure connection. Once authenticated, you will be able to send a package to the recipient(s) you identified during the self registration process.

( <https://ftps.mdanderson.org/human.aspx?OrgID=2474&language=en&Username=hmduong%40hotmail.com&Arg07=4b2f885f-3153-4ff3-8363-f42a3c462533> )

Use the following credentials when prompted:

Username: hmduong@hotmail.com  
Password: %7==K{t!

Next – Click On this link

If you need assistance, please contact 4INFO IT Help Desk at 713-794-4636 / 4info@mdanderson.org.

Username/Password

4) You are now back to the sign-on screen. Use the username/password from your email above

Outlook.com - hmduong@ho... MD Anderson

https://ftps.mdanderson.org/human.aspx?OrgID=2474&language=en&Username=hmduong%40hotmail.com&Arg07=768b27f5-

Apps Bookmarks Other bookmarks

THE UNIVERSITY OF TEXAS  
**MDAnderson**  
Cancer Center

Enterprise Managed File Transfer. Made Easy.

hmduong@hotmail.com

Password

Request a password change

**Sign On**

**Security Notice**  
You are about to access a secured resource. MD Anderson reserves the right to monitor and/or limit access to this resource at any

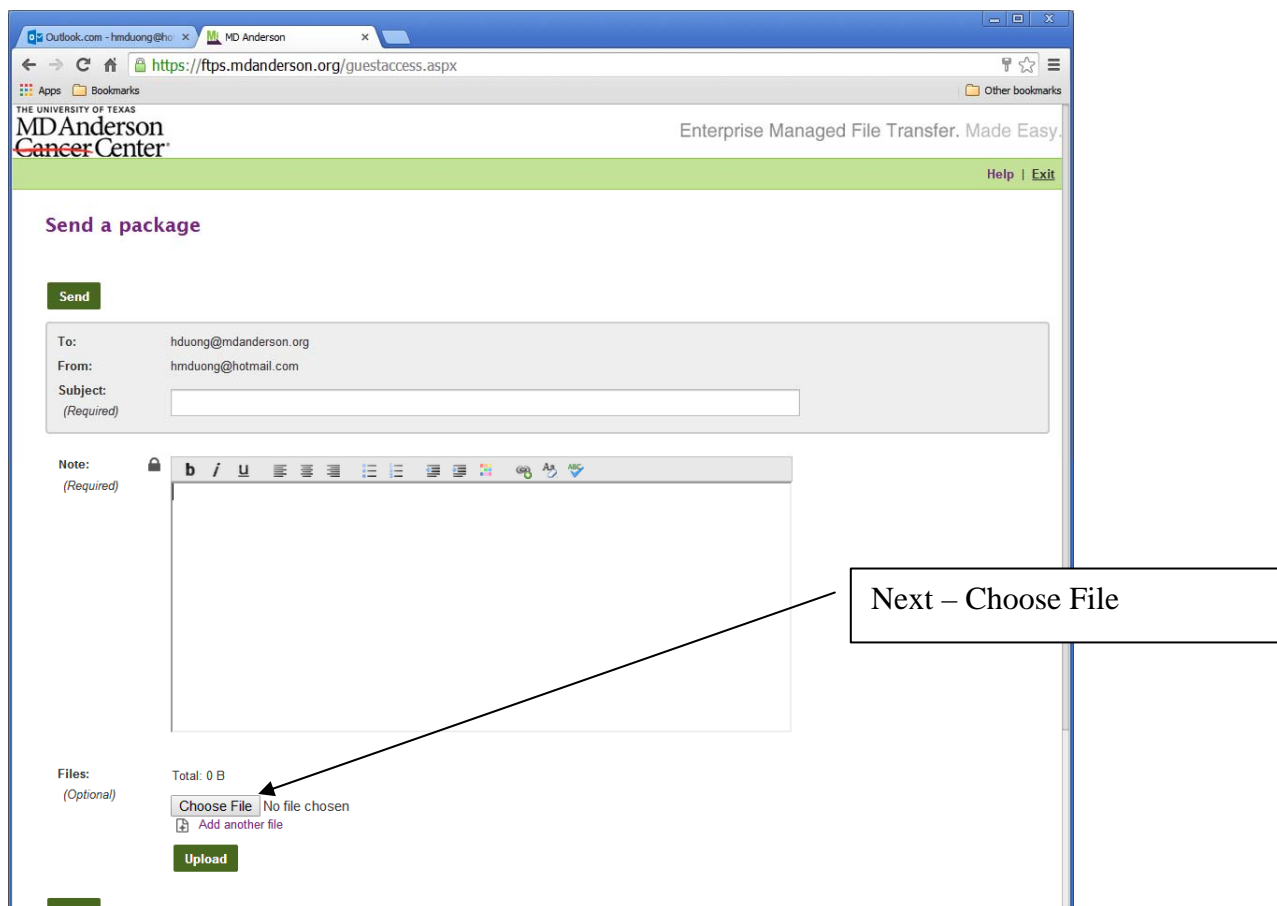
Next - Click Sign On

Don't have an account?  
**Register and Send Files**

Online Manual | Tech Support

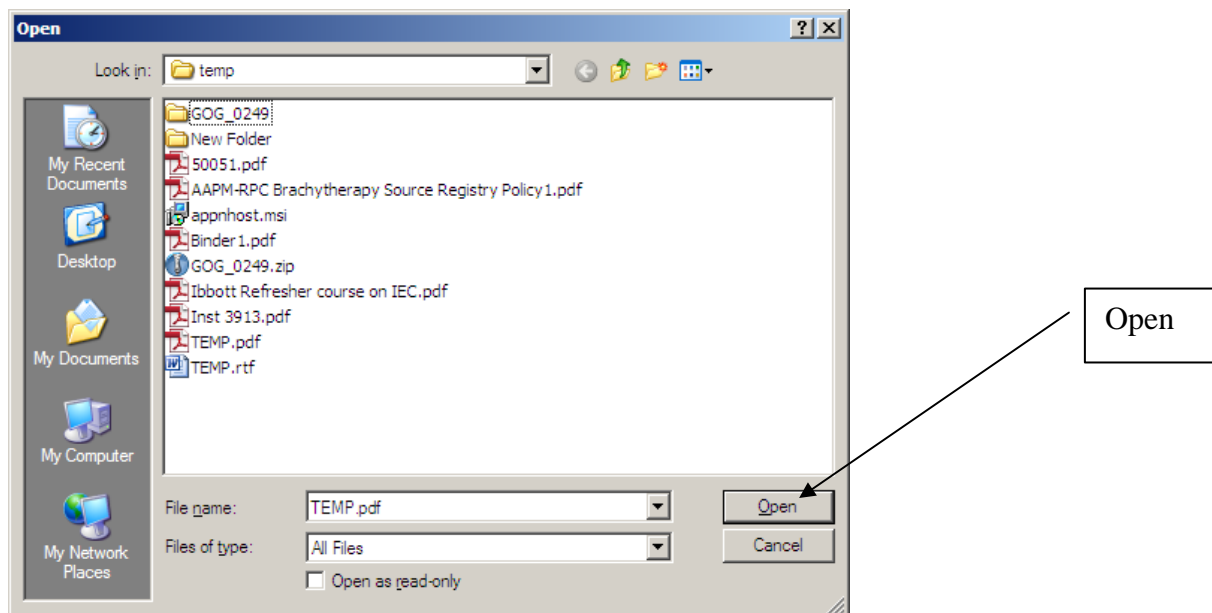
Français - Deutsch - Español

5) Next Skip the Wizard and Pick Manual, then chose Pick files



6) A screen will pop-up. Pick the file(s) you want to upload.

Tip: If it's multiple files, it's better to compress them into one single file (.ZIP) to save transmission time and also you don't have to pick several time.



## 7) Next

- Upload (to attach the files)
- Add your message to the recipient
- Send

The screenshot shows a web browser window displaying the MD Anderson Enterprise Managed File Transfer interface. The page title is "MD Anderson Cancer Center" and the subtitle is "Enterprise Managed File Transfer. Made Easy." A blue notification bar at the top says "Added attachment OK." Below this is the "Send a package" section. It includes a "Send" button, a form for recipient information (To: hduong@mdanderson.org, From: hduong@hotmail.com, Subject: (Required)), and a "Note:" field (Required) with a rich text editor. A "Files:" section (Optional) shows a file named "TEMP.pdf" (264.4 KB) with a total size of 264.4 KB. Below the file list are buttons for "Choose File", "Add another file", and "Upload". A "Send" button is located at the bottom left. Three callout boxes with arrows point to the "Upload" button (labeled "1) Upload (To attach files)"), the "Note:" field (labeled "2) Compose your email"), and the "Send" button (labeled "3) Finally, Send").

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Good luck and if you have problems, please contact IROC-Houston at 713-745-8989