MOVEit Upload Instructions

(For State Colleges and Local Employers)

1.	Logon to MOVEit with your id: dpb.xxxxxx	Logon to MOVEit with you	b.xxxxxxx
	and password.	and password.	

Username			:			
Password						
Password			:			
	Forgot Passwo	ord?				
Security Noti	ce					
You are about	to access a secu	red resourd	ce. State			
of New Jersey	reserves the righ	nt to monito	or and/or			
limit access to	this resource at	any time.				
	Sign On					
		\geq				
Signed onto Sta	te of New Jersey			MY ACCOU	T SIGN	и о и т

2. You will see the MOVEit homepage.

	Signed onto State of New Jersey MYACCOUNT SIGN OUT HEI				
😭 номе	Vectore to State of New Jersey Please watch this area for important messages.				
D FOLDERS					
PACKAGES	Your password was last changed 77 days ago. You will be asked to change your password in 13 days.				
CONTACTS	To All MOVEit Cloud Users,				
E LOGS					
Q search Find File/Folder Q Go To Folder V Go	Since IE Browser is no longer supported by MOVEit Cloud , Please use Chrome, Firefox ,Microsoft Edge or Safari browsers when accessing MOVEit Cloud.				
Progress MOVEIt	Upload Image: Contacts Vew Files (0)				
✓ New Packages (0)					

3. Click on FOLDERS at the left-hand side of the page.



4. Click on the "Go To Folder..." drop-down and select the folder to be displayed. (*If the display does not change, click the "Go" button.*)

Folders	
Go To Folder V Go	
/ Home / TY / DPBINB / 80 / Home / TY / DPBJCL / FilesAndReports / ActionData	Size/Contents
Home	1 🗁 0 🗅

5. The upload page is displayed. To upload your file click on the "Upload Files" button.

Folders			
✓ ► □ Home ► □ IY ►			
/ Home / TY / DPBINB / 80	Go	Corp files to upload.	1 Upload Files
1 Parent Folder			
There are no files or folders in th	is folder.		

6. You will see the "Upload Files" pop-up window.

Upload Files	×
Upload To	
/Home/TY/DPBINB/80	
Notes	
Notes	
	/i
G Drop files to add (r Browse	
Upload <u>Cancel</u>	

7. Click "Browse..."



8. From the dialog window select your file from your file system and click "Open."

🕵 Open					×
\leftrightarrow \rightarrow \checkmark \bigstar \blacksquare \Rightarrow This	s PC > Documents >		✓ C Search Do	ocuments	Q
Organize 🔻 New folder	r				
☆ Favorites	Name	Date modified	Туре	Size	^
Intel	Verify2.txt	1/24/2019 2:43 PM	Text Document	300 KB	
Tinks	Verify11.txt	1/24/2019 3:04 PM	Text Document	217 KB	
h Music	Verify22.txt	1/24/2019 2:59 PM	Text Document	461 KB	
OneDrive	verssn1.txt	1/25/2019 1:11 PM	Text Document	144 KB	
Oracle	verssn2.txt	1/25/2019 1:12 PM	Text Document	300 KB	
Distance	💼 VuGen User Manual.docx	1/20/2015 1:42 PM	Microsoft Word D	3,307 KB	
Pictures	📴 Web_Site_Standards_Guidelines.pdf	1/10/2012 3:06 PM	Microsoft Edge Be	1,031 KB	
Saved Games	weblinks.txt	5/29/2019 8:49 AM	Text Document	4 KB	
Searches	WorkflowsNotOnSpreadsheet.xlsx	6/23/2020 1:09 PM	Microsoft Excel W	310 KB	
Tracing	WorkflowsNotOnSpreadsheetINB.xlsx	7/8/2020 10:57 AM	Microsoft Excel W	35 KB	
Videos	😰 WorkflowsNotOnSpreadsheetProj.xlsx	6/24/2020 9:06 AM	Microsoft Excel W	33 KB	
This PC	WorkflowsNotOnSpreadsheetReport.xlsx	6/25/2020 2:03 PM	Microsoft Excel W	47 KB	
Desktop	XTE001.txt	12/17/2021 9:56 AM	Text Document	25 KB	
	ZCMagentcleanup.txt	4/30/2014 2:00 PM	Text Document	182 KB	
	🐵 ziswin.hst	8/20/2013 1:31 PM	Reflection for IBM	3 KB	~
File na	me: XTE001.bxt		→ All files (*.*)	~
			Оре	.n Ca	incel

You must use the unique file name assigned to your location. If you fail to use this name your file will not be processed.

9. Your file appears in the Upload Files window. If you have more than one file to upload, click "Browse..." and repeat the file selection process.

G Drop files t	o add or <mark>Browse</mark>	
🗅 XTE001.txt	2.9 KB	×
\frown		
Upload <u>Cancel</u>		

10. Click "Upload" to transfer the file(s) to MOVEit.

11. Look for the green checkmark for a successful upload.



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12. You will also receive a confirmation email.



13. Click the "Close" button when finished to go back to the homepage.

Upload Files	×
Upload To	
/Home/TY/DPBINB/80	

14. If you try to upload the file again before it is processed you will see this error.

Upload Files	×
Upload To	
/Home/TY/DPBINB/80	
Notes	
Notes	10
▲ XTE001.txt 2.9 KB	×
A file with the name "XTE001.txt" already exists in this folder.	
Retry <u>Cancel</u>	

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