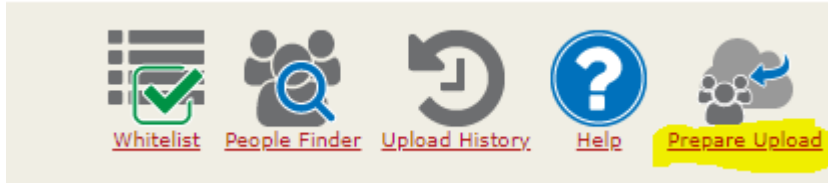


Secure File Transfer

1. <https://it.cornell.edu/secure-file-transfer>
 - a. Log-in using Cornell Net ID and password
2. Prepare Upload



3. Send File(s) to Cindy Grey (cmk26). Click “add”.
4. Choose number of files to be uploaded.
5. Upload file(s):
 - a. Click “Choose File”
 - b. Choose the file to upload
 - c. Move to upload next file, if there are multiple files
6. Optional: Enter notes about files.
7. Click “Send”

A screenshot of the 'Secure File Transfer' web interface. At the top right, a red warning message reads 'Do not send confidential data via a note.' Below this, the section is titled 'File #1'. It contains a 'Choose File' button next to the text 'No file chosen'. Underneath is a 'Notes:' label followed by a large, empty text input area. Below the notes area is an 'Expiration:' label and a dropdown menu currently showing '14 Days'. At the bottom of the form is a blue bar containing a small icon on the left and a 'Send' button on the right.

8. A notification email will be sent to verify the file has been sent successfully.
9. Confirmation of the name change will be sent when it is completed.