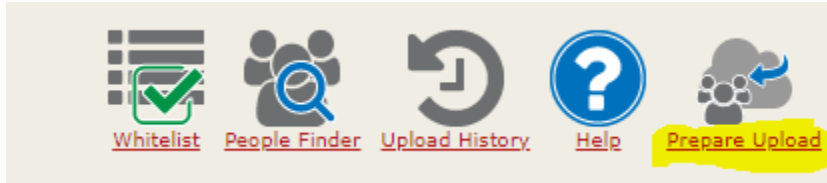
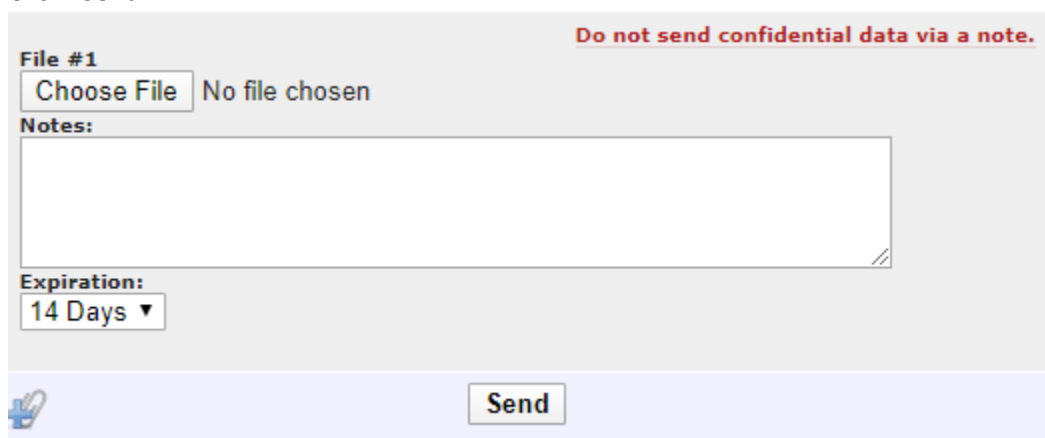


Secure File Transfer

1. stf.cornell.edu
 - 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 interface. At the top right, there is a red warning: "Do not send confidential data via a note." Below this, the form is titled "File #1". It features a "Choose File" button next to the text "No file chosen". Underneath is a "Notes:" label followed by a large, empty text area. Below the notes area is an "Expiration:" label with a dropdown menu currently set to "14 Days". At the bottom of the form is a blue bar containing a paperclip 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.