MOVEit External User Instructions

MOVEit is designed as a self-service tool to assure the transfer of sensitive data between partners, customers, users and systems within MOVEit.

Introduction:

Initially you will receive two emails from Oshkosh, one email, with your login information, and another email, notifying the recipient user that there's a file for you. You will always receive your login information along with the new file email. However, after the first login email is sent, you will not receive another login information. Just other emails notifying you that a new file having been sent for you to retrieve.

How to create an account (1st email):

Using the link in the login email, the recipient user will active their temporary account and create a password. This account and password are active for only **7 days**, from the time the account was created. After the first login email is sent, they will not receive another login information just other emails notifying them that new files having been sent to them.

Email for temporary MOVEit account:

"New User Account for Oshkosh Enterprise File Transfer (sftp.oshkoshcorp.com)"

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(man)		141008-1		0	
internet internet	New User Account for Oshkosh Enterprise File Transfer (sftp.oshkoshcorp.com) ${\rm D}_{\rm DMBCK}$		6	2	Ŀ
Important Bert	Oshkosh Enterprise File Transfer Notification Service «DoNotReply_MIT@oshkoshcorp.com» to me ~	2:27 PM (30 minutes ago)	☆ ♠	:	Ľ
trade in its	Welcome to Oshkosh Enterprise File Transfert				Ŀ
Compress R. Terral	An account has been created for you with the username 'okoomez@omeal.com' Your new credentials are.				L
B tipdates 11 E Farans 1	Username: o <u>kgomez@gmail.com</u> Password: p895kb				L
President 1	If site policy requires it, at sign on you will be guided through additional steps to secure your account.				
	Please use the following URL to sign on to the system.				
	(https://stlp.oshkoshcorp.com/human.aspx?OrgID=8088)				
Says In	If you need assistance, please contact Oshkosh MOVEIt File Transfer Support at / osh_moveit_support@oshkoshoorn.com				L
and the second s	Regards, Oshkosh Enterprise File Transfer Notification Service				L
	What is this? Thank youl Received, thank you.				L
	Keply B Forward				۰.

Email for new package:

Click on, "New Package Is Waiting."

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-			New Package Is Waiting 2: 38831				۰		
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terr Braffa			New Package Notification						
Tradit Categories			Welcome to Ontwash Enterprise File Transfert A new package has been p	posted for you					
t. Secol			Subject: Tosting You will be required to supply credentiarly in order to login and access this	peckage. These credentials will be provided to you either by the	e original sender or by another email no	efication			
h furning	÷		If site policy requires it, at sign on you will be guided through additional ste	rps to secure your account					
			Please use the following URL and your username/pastword to room and v (https://sfbc.ost/kust.com/human.aspx?C/rdD_80886Are12_mas.seve		ooso a secure repty to this package				
				an a					
Rep 10			Regards, Cishkosh Enterprise File Transfer Notification Service						
	-		Yes, I am interested. What is this? I'm not interested	ed.					
			A Reply M Forward						
1.0.5									

1. This will take you to the login page for ipswitch MOVEit. Enter the provided User and Password information, from the email.



	0
	Sign on successful
ipswitch MOVEit Transfer 2017 Plus	Must be at least 6 characters. Must not contain or resemble Username.
	Must contain at least one letter and one: number. New Password
	Re-type Password
	Change Password Sign Out

3. If the new password meets the requirements, you'll get a successful notification screen.



4. This is the MOVEit home page.

OSHKOSH File T	ransfer	DEFENSE	Ploce McNeilus	TRONTLIN	CON-E-CO, LONO	IN JERR-DAN OSH AI PR
			Signed onto (Oshkosh Enterprise File Transfer	as okgomez@gmail.com. M	IY ACCOUNT SIGN OUT
# HOME	Welcome to Oshkosh Enterpri	ise File Transfer! Please watch this area f	or important messages.			
Powered by ipswitch > MOVEit	Packages					
	/ My Mailboxes / In	box/				
	Go To Mailbox 🛩					
	Subject	Files	Size From	Date/Tim	ne	
	🗆 🖂 Testing	10	1 KB	12/5/201	8 2:27:54 PM	
	Checked Package Options: Trash					
	Package Actions					
	Atao an una addese hash					

How to download a file:

1. Notice the new message from the Internal user in your MOVEit homepage, click on the message.

	ansfer	DSHKDSH 🥑	Youce) <u>McNeilus</u>	FRONTLINE CON-E-CO	LINUL JERR-DAN
			Signed onto Oshk	osh Enterprise File Transfer as okgomez@gmail.	com. MY ACCOUNT SIGN OUT
# HOME	Welcome to Oshkosh Enterprise File Transfer	r! Please watch this area for in	portant messages.		
Powered by ipswitch > MOVEit	Packages / My Mailboxes / Inbox/ Go To Melbox Y				
	⊡l¥ Subject	Files	Size From	Date/Time	
	🗆 🖾 Testing	1	1 KB	12/5/2018 2:27:54 PM	
	Checked Package Options: Trash				

2. Click on the **Download** button.

OSHKOSH File Trar	
	Signed onto Oshkosh Enterprise File Transfer as okgomez@gmail.com. MY ACCOUNT SIGN OUT
💏 НОМЕ	Package from
powered by ipswitch > MOVEit	Trash Reply Reply All Forward Mark As Not New
	To: From: at 12/5/2018 2:27:54 PM Subject: Testing Mailboxs: / My Mailboxes / Inbox/
	test
	Files: Test.bt @ (61 B) Total: 61 B
	Trash Reply Reply All Forward Mark As Not New Move to: //sent ~ Move
	🗐 View Package History - 🖨 View Print Friendly
	C Return to Malibox

How long is the file available?

Temporary accounts will only last for **7 days** from the date it was created by the Oshkosh user, after **7 days** the temporary account will be locked. However, if suspect, you and the Oshkosh user will continue to use this method of file transfer, they will make a request to have an account permanently created for you.

Any files inside MOVEit will be automatically deleted after 30 days of being uploaded

What if I have problems?

If you need a password reset or any other problems with MOVEit, contact the Oshkosh Help Desk at (920)-235-9151.

What happens the next time I get a file?

You will always be notified by email, whenever you receive a file. However, after the first **New User Account** email is sent, you will not receive another login information again. Just other emails notifying you that the new files have been sent to you.

MOVEit FAQ

Account and File retention rules:

- Temporary accounts will be disabled after 7 days from the date the emails were sent to the recipient. To re-enable the MOVEit account, the external user will need to contact the Oshkosh sender and the Oshkosh sender will create an Oscar request to enable the recipient's users account and send an email with another temporary password.
- Any files inside MOVEit will be automatically deleted after 30 days of being uploaded.

How do I get a permanent account?

The Ad Hoc feature is meant to be a onetime use for infrequent usage to send a secure message/file external user. If you as an external user anticipate that you will continue to use this method of file transfer, you should ask an Oshkosh employee to submit an OSCAR request ticket to have your external user permanently created.