

Secure File Transfer

► Using SecureFiles

Logging into SecureFiles

- Open a browser and proceed to log in at <https://SecureFiles.KUMC.edu>.
- Log on using your standard network username with domain (rbtest@kumc.edu) and password.

Secure File Transfer

User Login

This is your web-based console for delivering large files as e-mail links and for updating your profile.

Enter your e-mail address and password to sign in.

E-mail Address

Password

[Forgot your password?](#)

WARNING! Authorized use only

Access to the University of Kansas Medical Center (KUMC) network is restricted to employees, students, or other individuals authorized by KUMC or its affiliates. Use of this system is subject to all policies and procedures set forth by KUMC including the Information Security policies located at <http://www2.kumc.edu/security>. Unauthorized use is prohibited and will result in administrative or legal action.

KUMC monitors the use of this system for purposes related to security management, system maintenance, system troubleshooting, and license compliance.

Accellion powered

- You will be presented the “Send File” page.

Secure File Transfer

Home **Send File** File Manager My Settings User Guide Logout

Send File [Invite]

To:

Add Cc | Add Bcc

Subject:

Attachments: Folder/Large File Applet

[More...]

Rich Formatting>>

Send me a copy Non Confidential

Notify on Attachment Delivery + More...

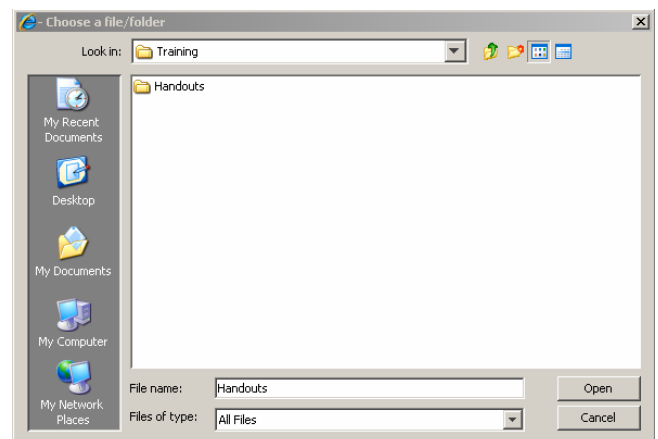
Send File

- Complete the “Send File” form as follows:
 1. **To:** enter the recipient e-mail address. Use comma or semicolon to separate multiple recipients and maximum number of recipients should not exceed 40. Use auto complete feature to send to e-mail addresses that have already been sent files using SecureFiles. Click on “Add Cc” and/or “Add Bcc” to Cc and/or Bcc recipients.
 2. **Subject/Body Text:** enter the subject and body text you want for the e-mail.

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3. **Attachments:** The maximum number of attachments is 10 and can include a mix of new uploads and previously resend files. The total size of all new attachments upload should be less than 2 GB. (Alternatively you may upload individual large files at the File Manager tab using “Add to Cabinet” each up to 2 GB, and then send them using “Resend Files”.)

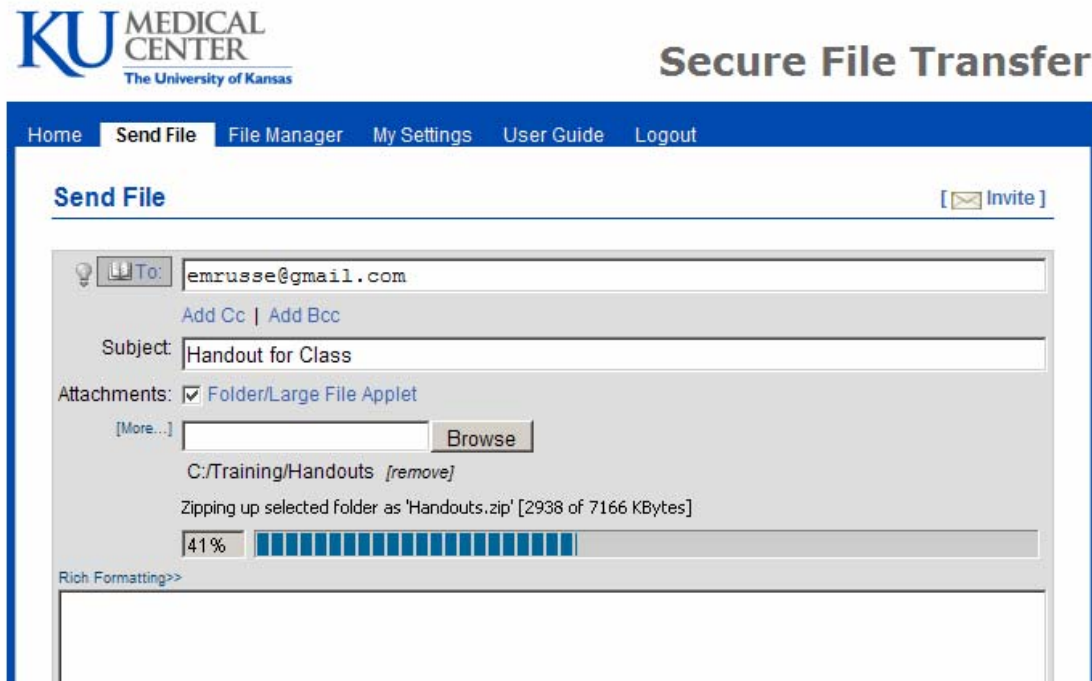
- ♦ Click *Browse* to open the Choose File dialog box for your local system:
 - Highlight the file to attach.
 - Click *Open* to attach
- ♦ Click on *Browse* again if you wish to upload more files.
- ♦ Click on *Remove* if you wish to remove a file.



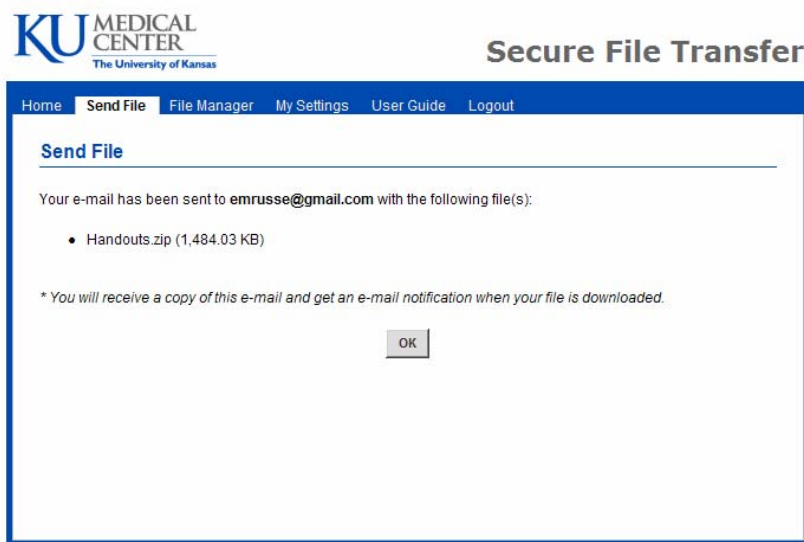
4. "Send me a copy" and "Notify on Attachment Delivery" options may be toggled on and off.

- ◆ **Send me a copy:** a copy of the e-mail will be sent to your e-mail address
- ◆ **Notify on Attachment Delivery:** when the recipient completely downloads those files, you will be notified of such. Click on "More" to enter additional e-mail addresses who will also be notified on download of the files. You can enter multiple e-mail addresses, each separated by a comma.

- Click "Send" to send the file. A progress bar will show up to show the uploaded progress.



- A Sent Mail confirmation window will display.



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Invite

- You can send an invitation to other users for the use of the system to send files.
- Guest accounts will be deleted automatically after 30 days of inactivity.
- To invite someone to use SecureFiles to send files, click on “Invite” to send an invitation.
- Enter his/her e-mail address and click on the “Invite” button to send an invitation.

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Send File [Invite]

Send an Invitation Close

To: [] E-mail: clpetra@hotmail.com Invite

Add Cc | Add Bcc

Subject: []

Attachments: Folder/Large File Applet [More...] Browse

Rich Formatting>>

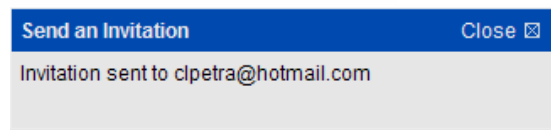
Send me a copy Non Confidential

Notify on Attachment Delivery + More...

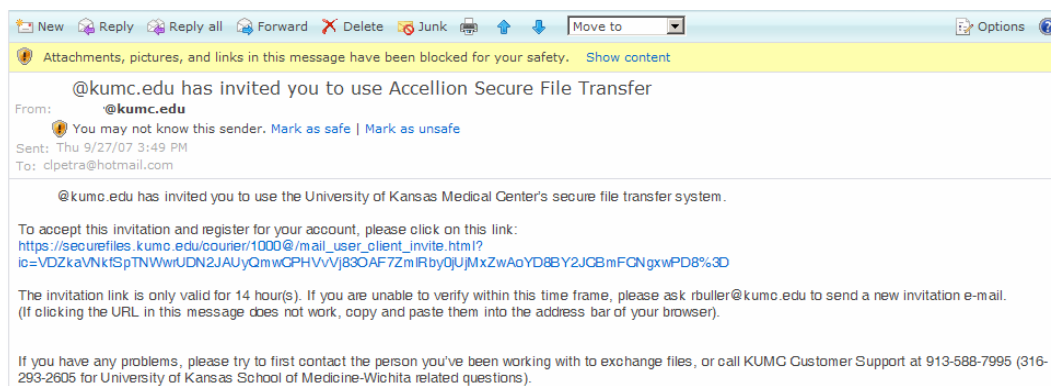
Send Cancel

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- You will receive notification that an invitation has been sent.



- The recipient receives an invitation e-mail with a link.



- The recipient clicks on the link to complete the registration process.

Home

Register New User

Please complete the registration for Secure File Transfer.

Note: Password must be at least 6 characters long and contain at least 1 number, 1 uppercase alphabet

E-mail Address: clpetra@hotmail.com

Choose a password:

Re-type Password:

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Home

Register New User

Your Secure File Transfer account has been activated.
Please proceed to [login](#) and start using the service.

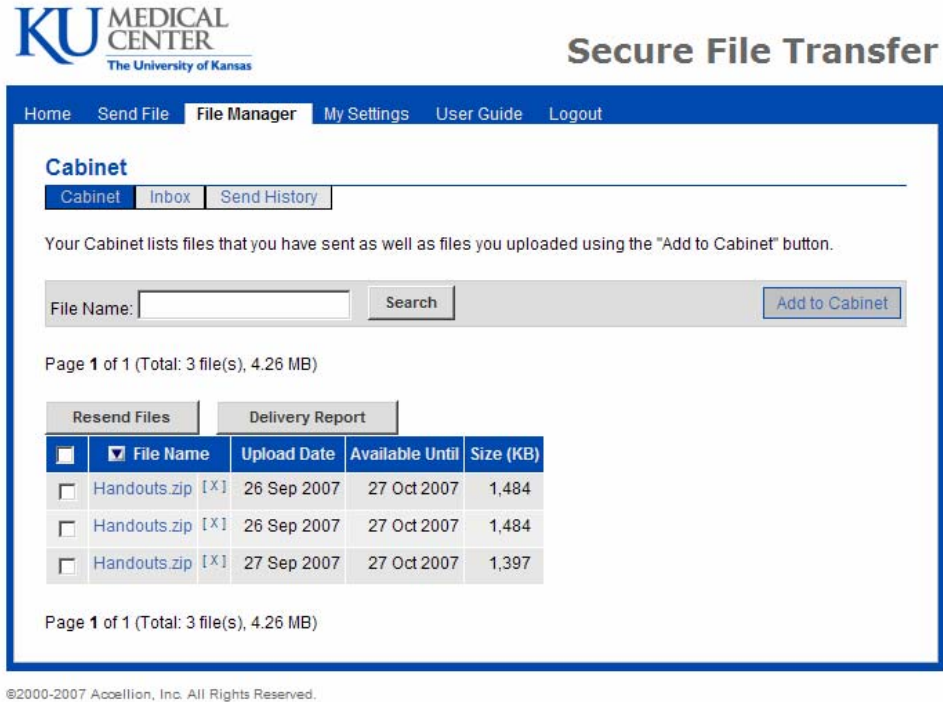
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- Once the registration process is complete, the recipient can log in and send the large files using SecureFiles.

File Manager

- Select "File Manager" from the menu tabs to view your "Cabinet", "Inbox" or "Send History".
- The "Cabinet" lists files that have been sent to other people as well as files that were uploaded using the "Add to Cabinet" button.

- ◆ Use the File Name textbox to search for a particular filename.
- ◆ Click on the [X] to delete the file. Files older than 30 days will be deleted automatically.



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Cabinet

Cabinet Inbox Send History

Your Cabinet lists files that you have sent as well as files you uploaded using the "Add to Cabinet" button.

File Name: Search

Page 1 of 1 (Total: 3 file(s), 4.26 MB)

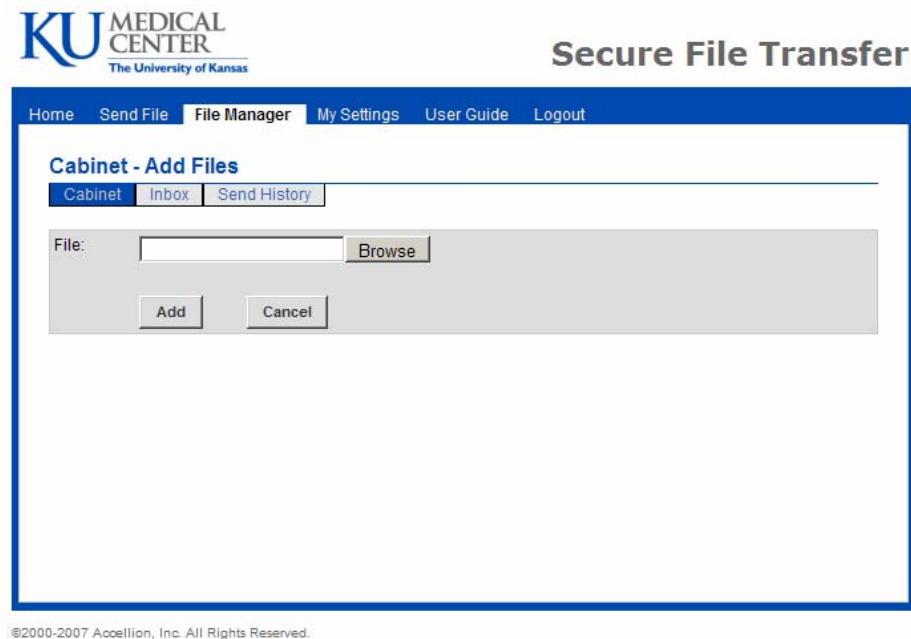
Resend Files Delivery Report

<input type="checkbox"/>	File Name	Upload Date	Available Until	Size (KB)
<input type="checkbox"/>	Handouts.zip [X]	26 Sep 2007	27 Oct 2007	1,484
<input type="checkbox"/>	Handouts.zip [X]	26 Sep 2007	27 Oct 2007	1,484
<input type="checkbox"/>	Handouts.zip [X]	27 Sep 2007	27 Oct 2007	1,397

Page 1 of 1 (Total: 3 file(s), 4.26 MB)

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- ◆ Click on "Add to Cabinet" to upload files to the "Cabinet".



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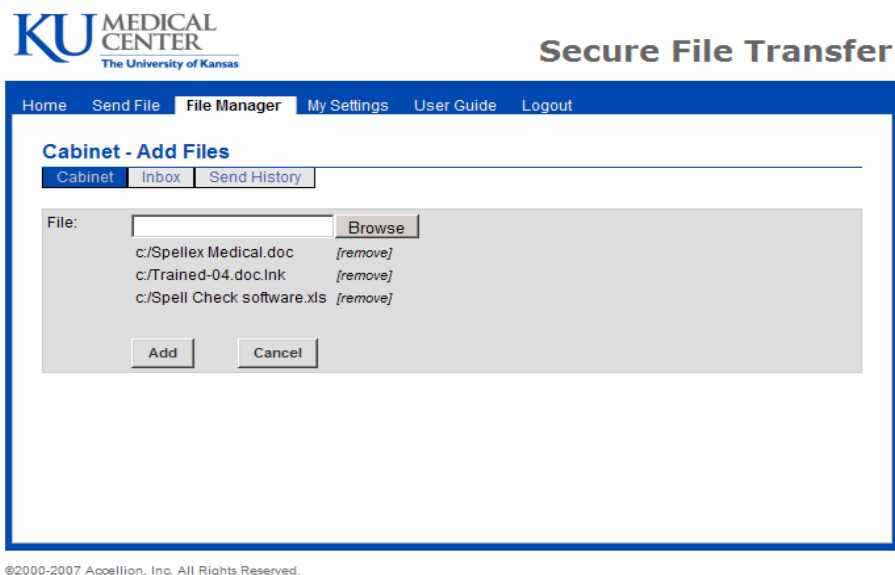
Cabinet - Add Files

Cabinet Inbox Send History

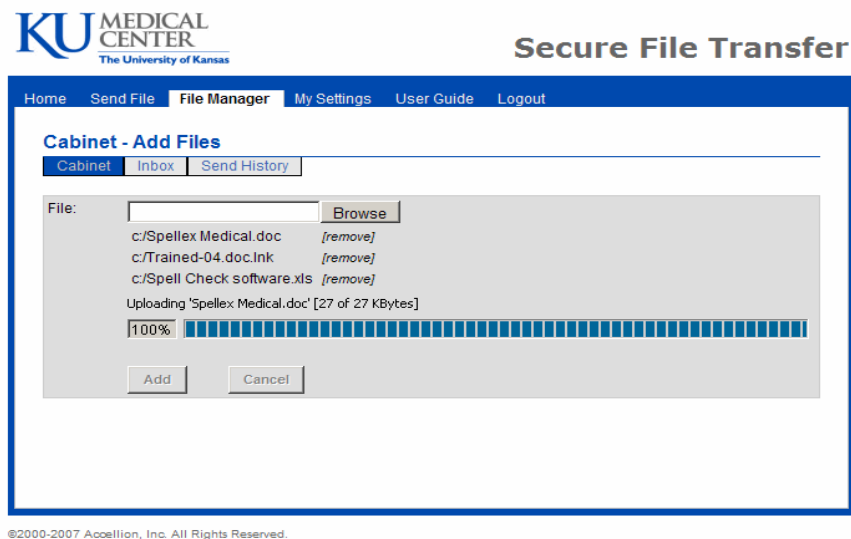
File: Browse

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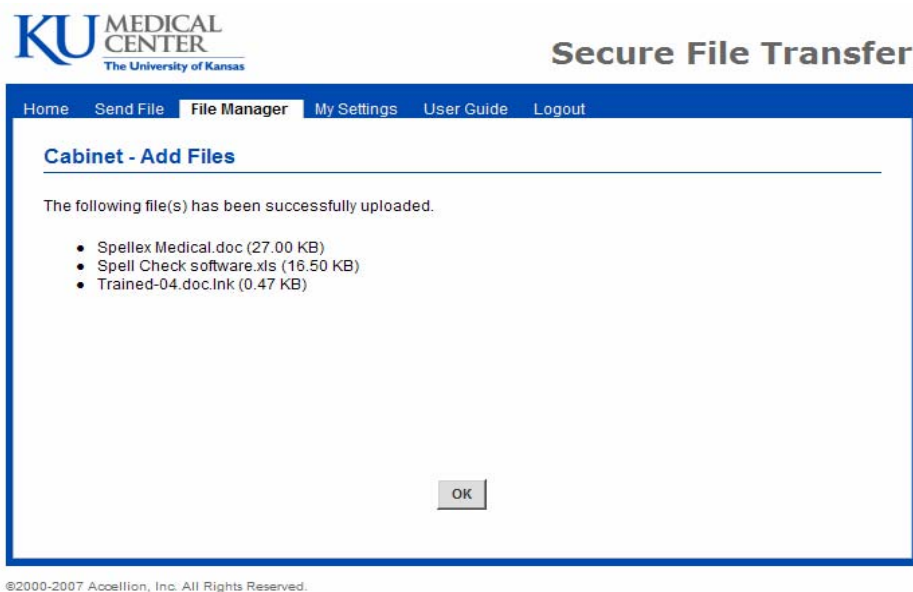
1. Click “Browse” to open the Choose File dialog box for your local system:
 - Highlight the file to attach.
 - Click “Open” to attach it.
2. Click on “Browse” if you wish to upload more files.
3. Click on *remove* if you wish to remove a file.
4. Click on “Add” when your selection is complete.



A progress bar will show up to show the upload process.

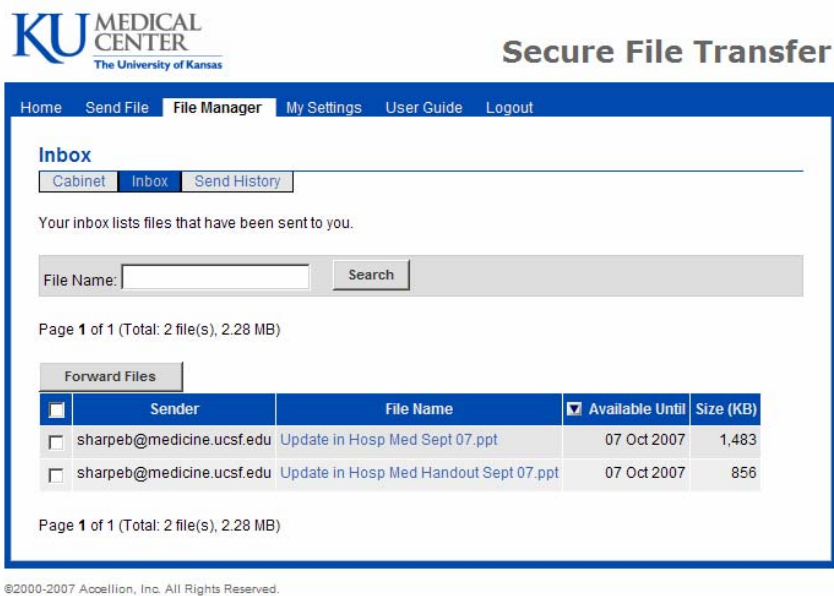


5. An Upload confirmation window will display.



6. Click on "OK" to return to the "File Manager" menu.

- Click on the "Inbox" to view or forward the files that were sent to you. Use the File Name textbox to search for a particular filename.



- Click on "Send History" to view the report of files that have been sent to others.
 - a. To resend files from a particular send event, simply select it and click on "Resend Files".
 - b. Click on the magnifying glass next to the "Sent Date" column to bring up the delivery report for that event.

The screenshot shows the 'Send History' tab in the Secure File Transfer application. The 'Send History' section includes a 'Resend Files' button and a table of sent files. A magnifying glass icon is circled in the table, and an arrow points to a 'File Delivery' pop-up window. The pop-up window displays the following information:

File Delivery [Close Window]

This report displays details of files delivered to recipients.

No file delivery activity is available for the following:

- Handouts.zip (1,484.03 KB)

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My Settings

- Select “My Settings” from the menu tab to change the password, language, enable or disable the loading of the applet, toggle between *Rich Formatting* and *Plain Text*, modify the signature, or *Reset Auto-Completion list*.

The screenshot shows the 'My Settings' page in the Secure File Transfer application. The page includes the following sections:

Change Password
To modify your password, please log into [My Account](#).

Language
View site content in your selected language:

Web Client Preferences [Applet security message]

Enable Folder/Large File Applet: Yes No

Editor Formatting: Rich Formatting Plain Text

Signature:

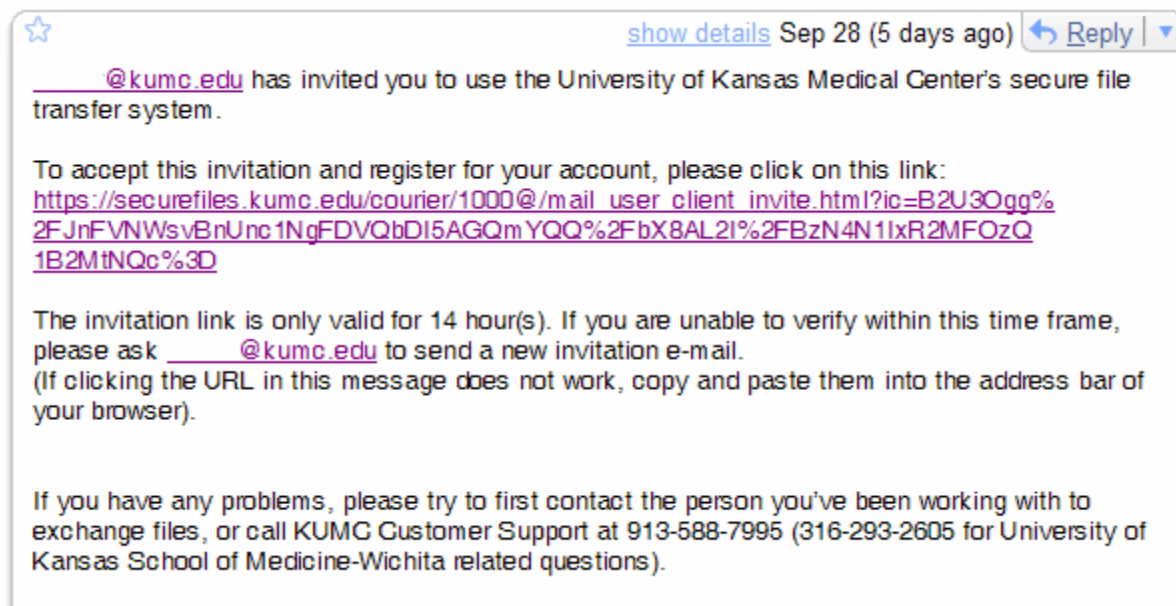
[Update Preferences]

Auto-Completion List
When you send files, the Auto-completion tool stores the recipient e-mail addresses for future use.
You have 5 items in your Auto-Completion list.

[Reset Auto-Completion list]

► Receiving File(s)

- The recipient receives the e-mail with download link(s) in lieu of attachment(s).



- Recipient clicks the link to open it.
- The Welcome window will open for you to enter Your E-mail Address.

The screenshot shows the "Secure File Transfer" welcome window. At the top left is the KU Medical Center logo (The University of Kansas). At the top right is the title "Secure File Transfer". The main content area is titled "Welcome to Secure File Transfer!" and contains the following text:

[@kumc.edu](#) has sent you attachments via Secure File Transfer!
In a moment you will be able to retrieve attachments at your convenience.

First time users: You must register and provide the following profile information:

- your e-mail address as a unique identifier for you as the intended recipient.
- a password to protect your profile.

Registered users: Your session expired and was closed for security purposes -- please re-login.

Below this text is a form with a label "Your E-mail Address:" followed by a yellow input field and a "Submit" button.

Enter your e-mail address in the field above and click Submit to start the process.

At the bottom center, it says "Powered by Accellion" with the Accellion logo.

- If the recipient hasn't registered before or if his/her profile hasn't been set up, ownership of the e-mail address needs to be confirmed before registering his/her profile. You would need to fill in the e-mail verification code and select a password to proceed. Click the option **"I'm on a public computer"** so that the profile will not be retained locally beyond this session.



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To download this file, we need to verify ownership of your e-mail address and create a profile for future authentication before proceeding with the download.

A message has been sent to **Username@domain.com** with a verification code in it. This new e-mail will come from **network_development@kumc.edu**.

Enter the verification code in the field below or Click on the URL in the new e-mail message to verify your email address.

Note: Occasionally the email from **network_development@kumc.edu** is interpreted as an unsolicited email. If you have not received the e-mail after a short time, please check any filtering folders set up by your privacy/protection software which may filter out such e-mails.

E-mail Address: Username@domain.com
 Verification Code:

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Secure File Transfer

Thank you for verifying your e-mail address.

For future identification and authentication when downloading files, please create a password in the field provided below.

Note: Password must be at least 6 characters long and contain at least 1 number, 1 uppercase alphabet

E-mail Address: Username@domain.com
 Password:
 Verify Password:
 I am on a public computer

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- The download process will then begin.

Your download should begin automatically or you can click on the filename below:

[Spellex Medical.doc \(27 KB\)](#)

To send back a file, please login at <https://securefiles.kumc.edu>.

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- Once fully downloaded, the file can be opened and/or be saved.
- For convenience, files that are sent in the same package can also be retrieved by clicking on the appropriate filename to begin the download.