

Using MOVEit Portal to Transfer Files

Submitting State Reports (CBM and FADS)
to the THECB Educational Data Center
using MOVEit®



Background

The submission of CBM reports must be by electronic transfer. State and federal security requirements mandate that confidential data be submitted or retrieved via a secure process such as HTTPS (secure communication protocol for the internet) or SFTP (the secure FTP server process). Due to the age of the THECB secure ftp server, the operating system is no longer supported and we must transition to a new secure file transfer software. This software is MOVEit® (www.ipswitchft.com/moveit-managed-file-transfer). You will be able to access the secure site using a web browser or a SFTP Client (FileZilla, WinSCP, SSH Secure, etc.).

Note: Each of the two software systems are located on different servers. The OUTPUT folder on the SFTP server and the OUTPUT folder on the MOVEit® server are separate. Any data submitted through MOVEit® will only produce an edit summary report that is available in the OUTPUT folder on MOVEit®.

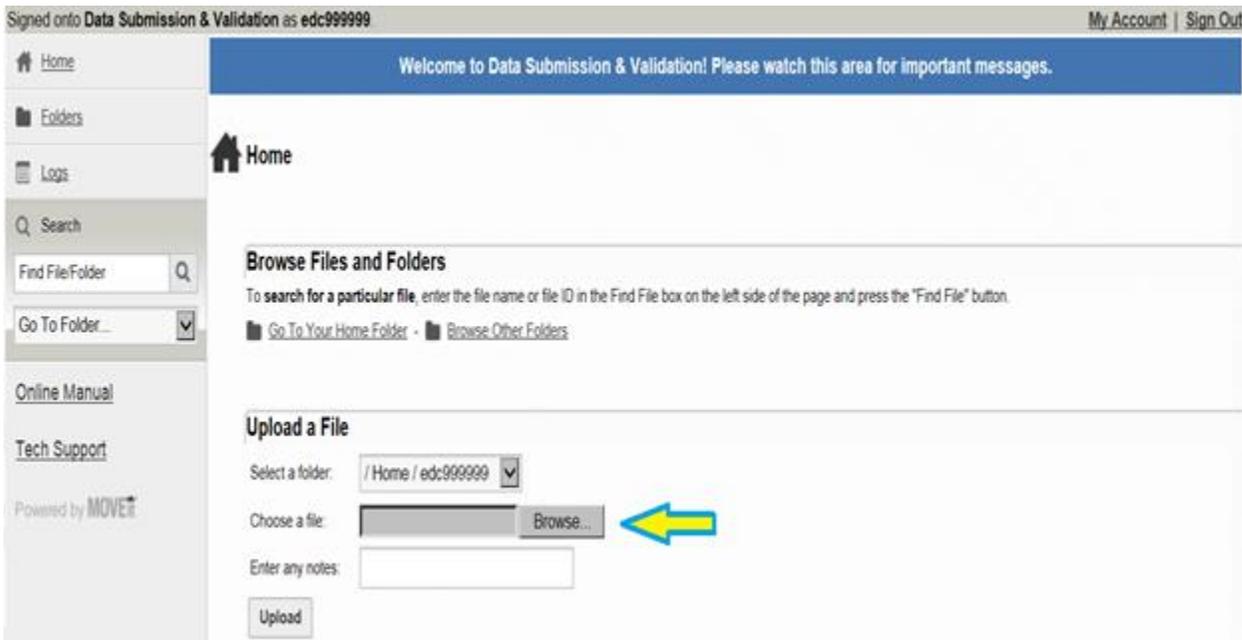
In order to submit EDC CBM files, you must log into MOVEit®, <https://dsv.thecb.state.tx.us/>, with a username and password. For USERID: Enter "edcNNNNNN" where "NNNNNN" is your six-digit FICE code. For example, "edc001234" (lower case 'edc'; leading zeros required in the FICE code). For PASSWORD: Enter your password, case sensitive. Contact the data analyst assigned to your institution for your password. Each username has a unique password assigned to it. Guard it to prevent unauthorized access to your data.

A screenshot of the MOVEit login portal. At the top center is a purple circular icon containing a white padlock. Below this are two input fields: the first contains the text "edc999999" and the second contains a series of dots representing a password. To the right of each field is a small keyboard icon. Below the password field is a green rectangular button with the text "Sign On" in white. At the bottom of the form is a "Security Notice" box with a scroll bar on the right. The notice text reads: "Security Notice You are about to access a secured resource. Data Submission & Validation reserves the right to monitor and/or limit".

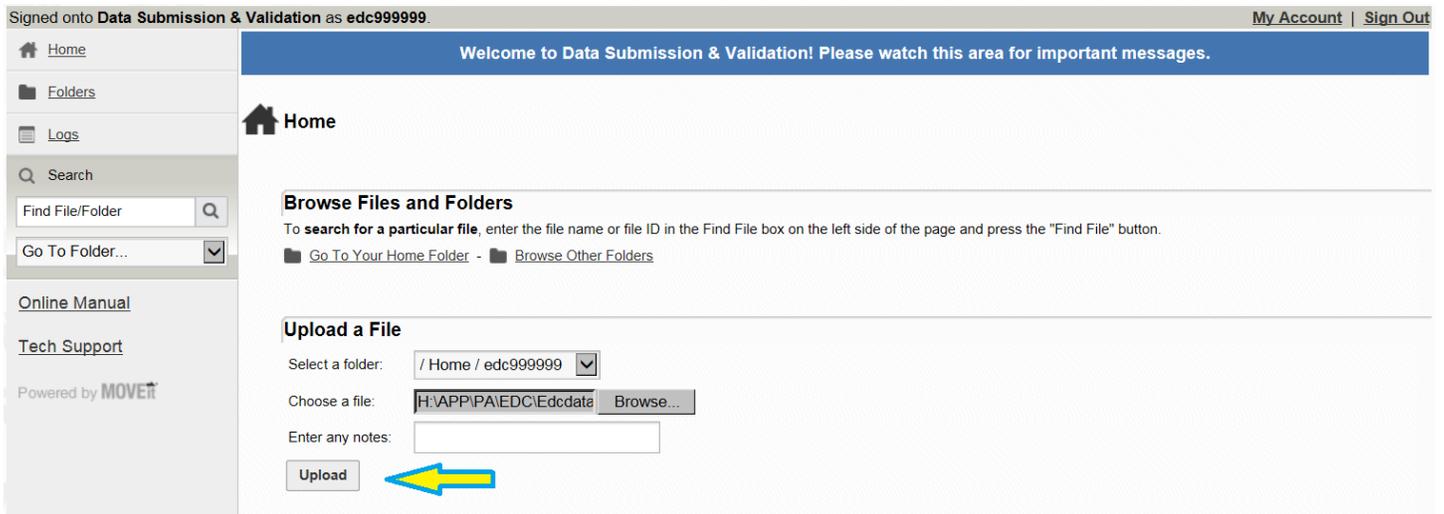
MOVEit® Instructions – Data File Submission

You will not have access to your data file once it is uploaded. You will see a notification the file was successfully uploaded on your home page. The files will be automatically transferred from your home page to a secure location for editing.

1. Go to the MOVEit® portal, <https://dsv.theccb.state.tx.us/>, and sign in using your MOVEit® account.
2. Browse your computer to select the file to upload and click on the Open button in the Choose file to Upload screen.



3. Upload the selected file.



4. Verify completion (blue status line) then sign out

Signed onto **Data Submission & Validation** as **edc999999** [My Account](#) | [Sign Out](#)

Home Uploaded new file with ID #'273624261' OK. 

Home

Browse Files and Folders

To **search for a particular file**, enter the file name or file ID in the Find File box on the left side of the page and press the "Find File" button.

 [Go To Your Home Folder](#) -  [Browse Other Folders](#)

Upload a File

Select a folder: 

Choose a file:

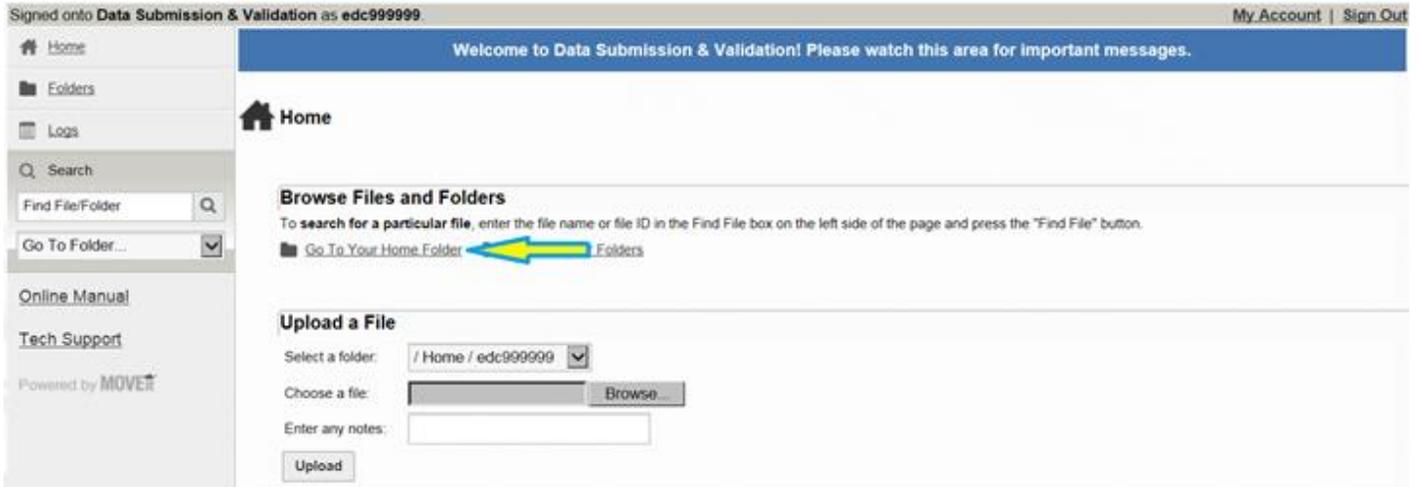
Enter any notes:

Online Manual
Tech Support
Powered by **MOVEit**

MOVEit® Instructions – Edit Report download (a 90-day limit on the output folder will be enforced)

1. Go to the MOVEit® portal, <https://dsv.theccb.state.tx.us/>, and sign in using your MOVEit® account.

2. Go to your Home Folder.



Signed onto Data Submission & Validation as edc999999 My Account | Sign Out

Welcome to Data Submission & Validation! Please watch this area for important messages.

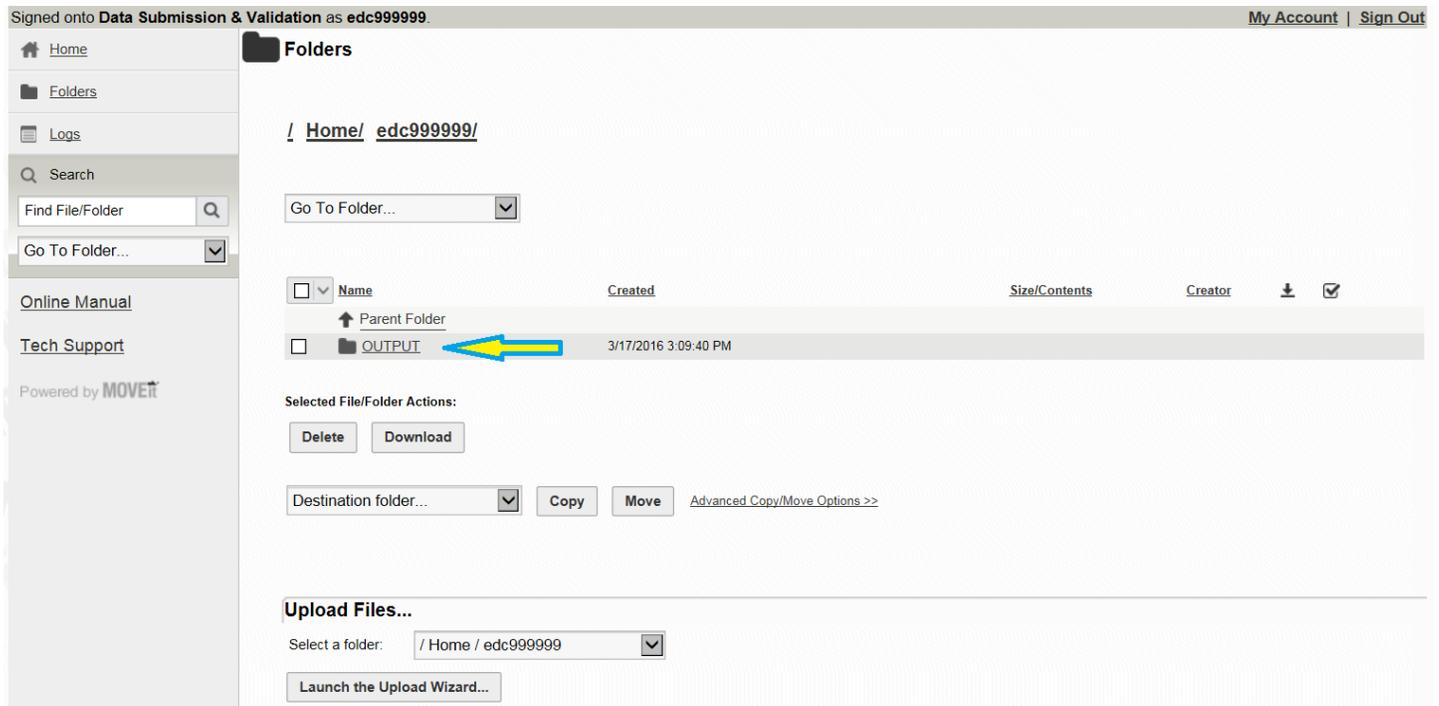
Home

Browse Files and Folders
To search for a particular file, enter the file name or file ID in the Find File box on the left side of the page and press the "Find File" button.

Go To Your Home Folder  Folders

Upload a File
Select a folder: / Home / edc999999
Choose a file: Browse...
Enter any notes:
Upload

3. Go to your output folder.



Signed onto Data Submission & Validation as edc999999 My Account | Sign Out

Folders

/ Home/ edc999999/

Go To Folder...

| <input type="checkbox"/> | Name | Created | Size/Contents | Creator | ↓ | ✓ |
|--------------------------|--|----------------------|---------------|---------|---|---|
| | ↑ Parent Folder | | | | | |
| <input type="checkbox"/> | OUTPUT  | 3/17/2016 3:09:40 PM | | | | |

Selected File/Folder Actions:
Delete Download

Destination folder... Copy Move [Advanced Copy/Move Options >>](#)

Upload Files...
Select a folder: / Home / edc999999
Launch the Upload Wizard...

4. Choose the Edit Report file that you wish to download and click on the Download button to the right.

Signed onto Data Submission & Validation as edc999999 My Account | Sign Out

Home Folders

/ Home/ edc999999/ OUTPUT/

Go To Folder...

| <input type="checkbox"/> | Name | Created | Size/Contents | Creator | <input type="checkbox"/> |
|--------------------------|---|----------------------|---------------|-----------|---------------------------------------|
| | Parent Folder | | | | |
| <input type="checkbox"/> | CBM001_FALL_2013_J_999999_201602011835572.rtf | 3/17/2016 3:21:16 PM | 2.7 KB | edc999999 | 2 <input checked="" type="checkbox"/> |

Selected File/Folder Actions:

Delete

Destination folder... Copy Move [Advanced Copy/Move Options >>](#)

5. You will be prompted to Open or Save the file.

Do you want to open or save CBM001_FALL_2013_J_999999_201602011835572.rtf (2.74 KB) from 204.67.173.122?

Open Save Cancel

6. You may also double-click on the file and click on the Download button on the page that follows. You will then be prompted to Open or Save the file.

Untitled - Paint

Signed onto Data Submission & Validation as edc999999 My Account | Sign Out

Home View

/Home/edc999999/OUTPUT/CBM001_FALL_2013_J_999999_201602011835572.rtf

(ID # 273515852)

File Actions

Download Delete Rename

File Information

Uploaded by edc999999 (edc999999) at 3/17/2016 3:21:16 PM from 172.16.56.117 via MOVEit Wizard Win 8.0.0.0

File Size: 2,810 bytes # of Downloads: 5

Integrity Verified: Yes A SHA-1 hash has automatically been used to confirm this file is identical to the original file from which it was uploaded.

File Log

| Time/Date | User | Action |
|----------------------|-----------|---|
| 3/22/2016 8:41:53 AM | edc999999 | Downloaded as raw file from 172.16.56.117; download took 0.016 seconds (175.625 bytes/second) |

6. Sign out of your MOVEit® account.