

September 21, 2011

How can a user outside of UM send a file to a UM employee, student or affiliate using Accellion?

An invitation can be sent to other users outside of the University system to use the Accellion Secure File Transfer Appliance to *send* files. These users have limited access to Accellion; they can only send files to individuals at the University.

Users outside of the University system do not need an invitation to receive files.

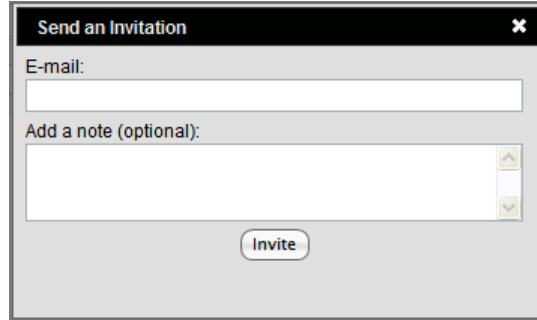
Send Invitation

1. Log into Accellion (<https://securexfer.umaryland.edu>) with your myUMid and Password.
2. To send an invitation, click on the “Invite” button located in the upper right corner of the “Send File” screen.

The screenshot shows the 'Send File' interface of the Accellion Secure File Transfer system. At the top, there is a navigation bar with 'UNIVERSITY OF MARYLAND, BALTIMORE' on the left and 'Secure File Transfer' on the right. Below this is a yellow menu bar with 'Home', 'Send File', 'File Manager', 'My Settings', 'User Guide', and 'Logout'. The main content area is titled 'Send File' and shows a user logged in as 'jchau001@umaryland.edu'. There is an 'Invite' button with an envelope icon. Below the login information are fields for 'To:', 'Subject:', and 'Files:'. The 'To:' field has a lightbulb icon and a 'Choose File' button. The 'Subject:' field is empty. The 'Files:' field has a '[More...]' link and a 'Choose File' button. Below these fields is a large text area for the message body. At the bottom, there are two checkboxes: 'Send me a copy' (checked) and 'Notify on File Delivery + More...' (checked). There are 'Send' and 'Cancel' buttons. The footer contains the Accellion logo and the text '©2000-2010 Accellion, Inc. All Rights Reserved.'

NOTE: Only users with full-access to Accellion (i.e. active employees, registered students, and active affiliates) can send invitations to use Accellion. If a user does not have full-access to Accellion, the 'Invite' Button will not be available.

3. Enter the invitee's email address, and click on the "Invite" button to send an invitation. If needed, you can include a personal message to the invitation.



4. The Accellion System will display a confirmation message. Click the 'OK' button to finish the process.

NOTE: If the user already has an account, you will receive a message that the account already exists. If the user does not know their password, they can reset it using the "Forgot Password" feature on the Accellion login screen.

How to Respond to an Invitation to use Accellion

1. The invitee will receive an email message 'from' the individual that invited them to use Accellion.

Here is an example of the text that will appear in the message.

auser001@umaryland.edu has invited you to use UM Secure File Transfer

Here's an invitation to create an account on UM Secure File Transfer.

To accept this invitation and register for your UM Secure File Transfer account, please click on this link:

<Link appears here>

The invitation link is only valid for 168 hour(s). If you are unable to verify within this time frame, please ask auser001@umaryland.edu to send a new invitation e-mail.
(If clicking the URL in this message does not work, copy and paste the link into the address bar of your browser).

Thank you for using UM Secure File Transfer

2. To start the process to create an account for Accellion, the invitee needs to click on the link in the invitation message.

NOTE: The link in the message is only valid for valid for 1 week (or 168 hours). If the invitee does not complete the registration process in that time, you will need to resend the invitation.

3. Once the Invitee clicks on the link, they should be directed to a website where they can create their Accellion password.

The password must meet the following requirements.

- At least 6 characters in length
- At least 1 number
- At least 1 uppercase letter

The screenshot shows a web page for the University of Maryland, Baltimore, titled "Secure File Transfer". The page has a red header with the university name and a yellow navigation bar with a "Home" link. The main content area is light blue and features a "Register New User" section. Below the heading, there is a prompt: "Please complete the registration for Secure File Transfer." The registration form includes three input fields: "E-mail Address:" with the value "chauwell@hotmail.com", "Create a Password:" (empty), and "Re-type Password:" (empty). A blue note to the right of the password fields states: "Note: Password must be at least 6 characters long and contain at least 1 number, 1 uppercase alphabet". A "Register" button is positioned below the password fields. At the bottom right of the page is the "Accellion File Transfer" logo, and at the bottom left is the copyright notice: "©2000-2010 Accellion, Inc. All Rights Reserved."

4. After entering a valid password, click on the "Register" button to create the account.
5. Once the account is created the invitee will receive a confirmation page, click OK to start using Accellion.

QUESTIONS?

If you require further assistance registering for or using the Accellion Secure File Transfer Appliance, please contact The IT Help Desk at 410-706-HELP (8:00 a.m. - 5:00 p.m.) or send e-mail to help@umaryland.edu.