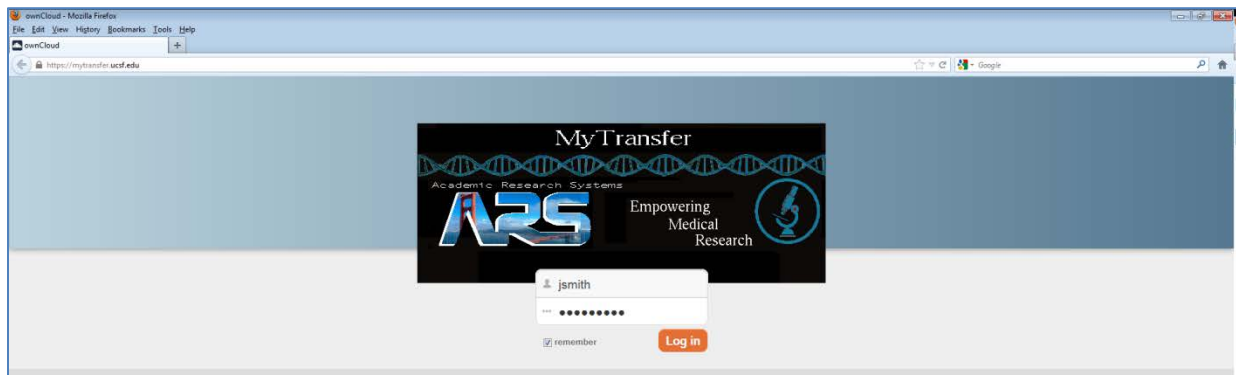


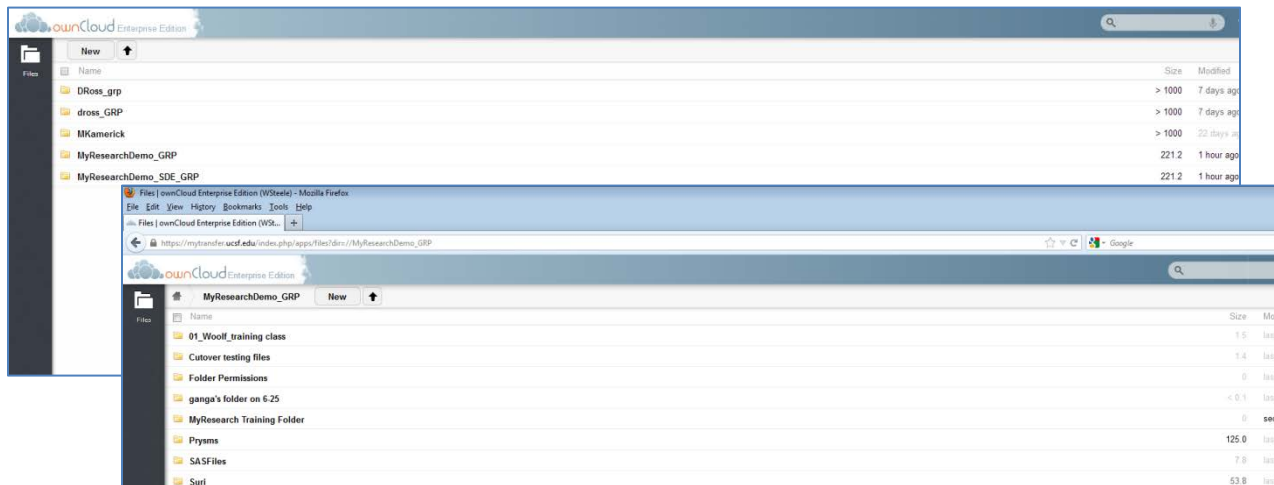
MyTransfer Quick Reference Guide

This quick reference guide explains how to use the file transfer tool, MyTransfer, from your desktop or Mobile device to upload or download files to/from UCSF *MyResearch*.

1. To access MyTransfer, use this link <https://mytransfer.ucsf.edu/> from your desktop or any device capable of an internet connection with a browser. (Is NOT intended to work within MyResearch)
2. Enter your username and password provided to you for MyResearch and click the Log in button.



3. Locate the appropriate folder and then, if necessary, the appropriate subfolder.



Transferring a file or item from your desktop into MyTransfer

1. Either:

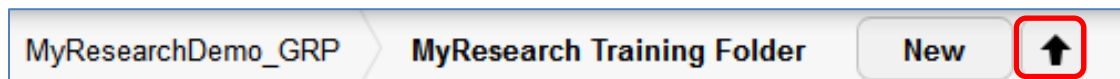
- a) Drag the appropriate file/item from your desktop into the appropriate folder or subfolder.

You may need to resize your MyTransfer window to see the location that contains the file/item you want to transfer.

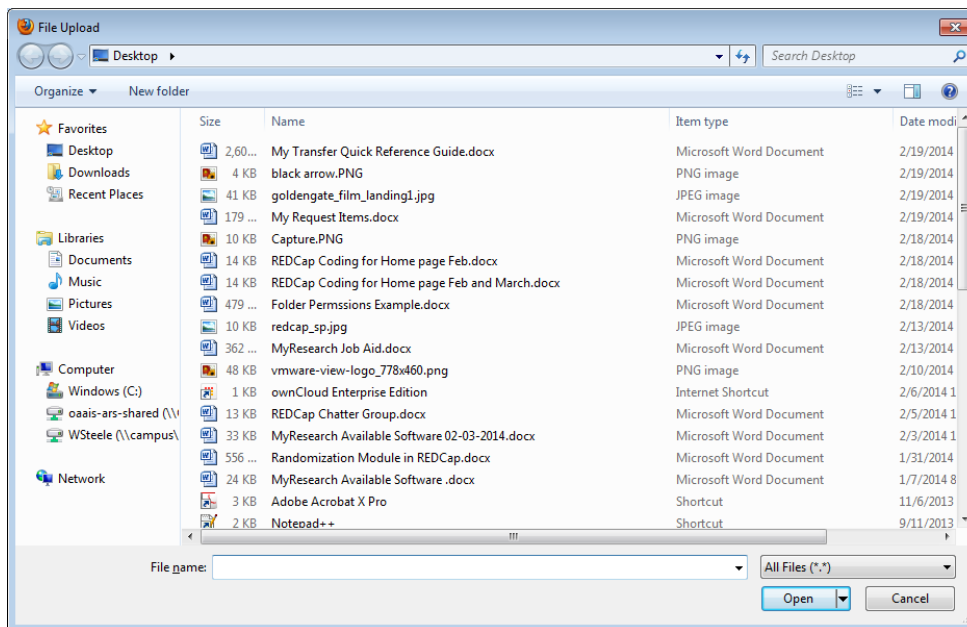
OR

- a) For people using Internet Explorer 10 or higher, locate the appropriate folder and then, if necessary, the appropriate subfolder. Click on the black arrow located to the right of the **New** button.

NOTE: MyTransfer defaults to different locations depending on the type of system and or machine you are using and also on the setup.



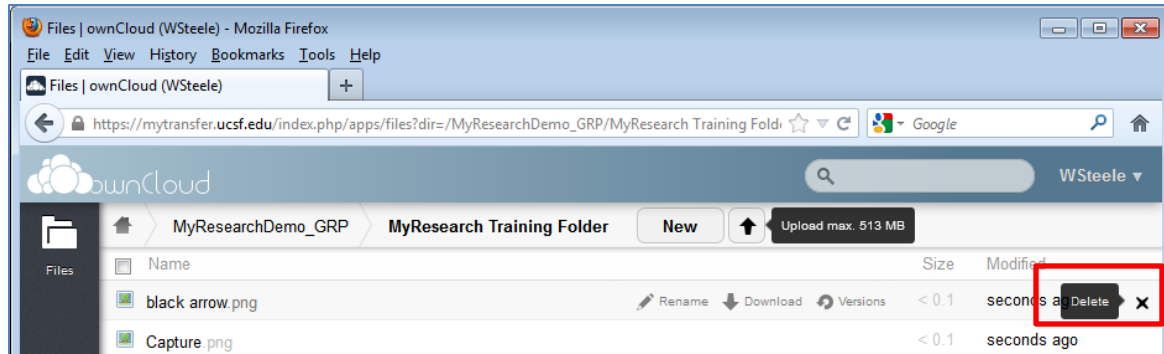
- b) Select the appropriate file/item that you want to transfer and click the Open button. To select more than one file/item to transfer at the same time, hold down the Shift key and select the appropriate items.



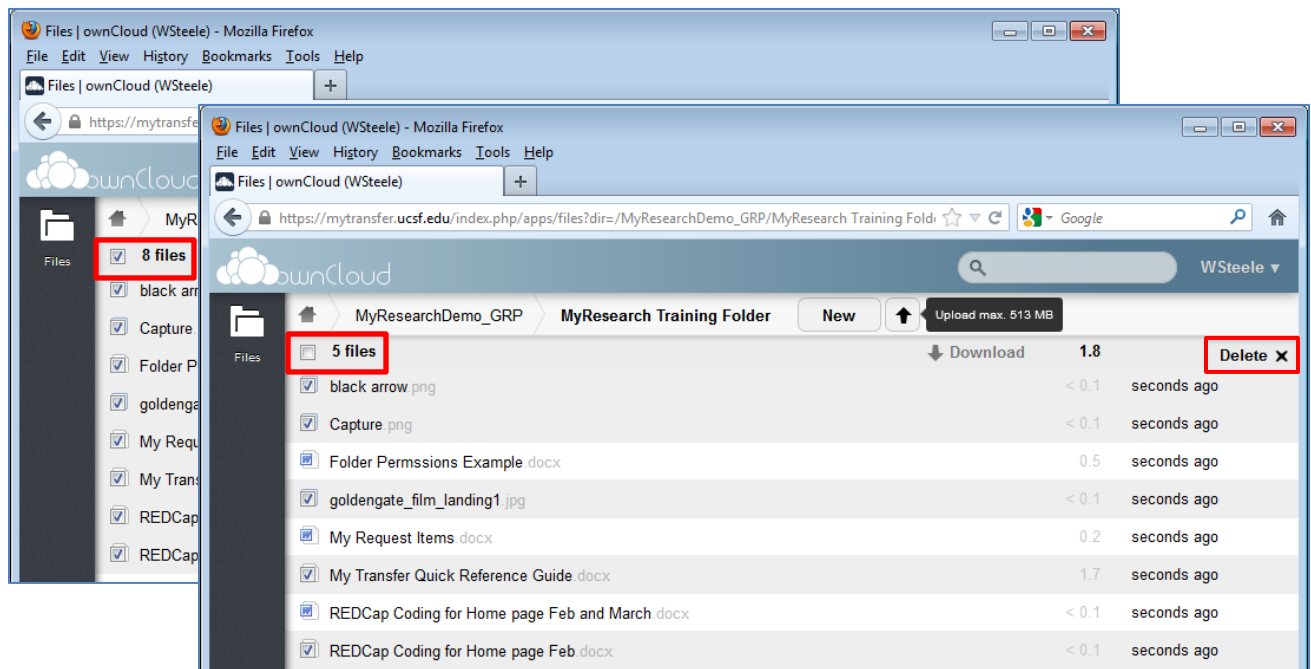
MyTransfer transfers the file(s)/item(s) into the selected folder. MyTransfer also lists the files/items you have transferred in alphabetical order to make it easier to find a specific file or item.

Deleting a File or Item

1. To delete an individual file/item, click on the black X to the far right of the appropriate row.



To delete all the files/items in a folder, select the check box under the home icon on the left of the screen. You can also select all the files/items in a folder and then uncheck individual files/items that you do not want to be deleted.



2. Click the **Delete X** link on the far right side of the screen.

Questions?

If you need help using the MyTransfer tool, please contact Academic Research Systems (ARS) at arsmyresearchsupport@ucsf.edu