

Financial Aid

Eagle File Transfer Instructions

How can I securely send sensitive electronic documents to the University?

Students and parents needing to send sensitive electronic documents to the University, such as tax returns, financial record, etc., should utilize the Eagle File Transfer service. This secure file transfer service allows you to send documents such as PDFs, images, Microsoft Office files, etc. with strong encryption that protects your personal information from theft.

To begin using Eagle File Transfer, please [complete this form](#) requesting an invitation to the system. You will be asked for your name, email address, and an optional phone number. Upon submission, you will receive a notification indicating your request for invitation was received.

The screenshot shows a web form titled "Eagle File Transfer - Request Invitation" powered by MachForm. The form includes the following fields and elements:

- MachForm** logo at the top left.
- Eagle File Transfer - Request Invitation** title.
- Subtitle: "Request an invitation to Eagle File Transfer, where you can securely send and receive sensitive files."
- Your Name *** section with two input boxes labeled "First" and "Last".
- Invitation Email *** section with one input box.
- Contact Phone Number** section with three input boxes separated by dashes, with labels "###", "###", and "####" below them.
- Submit** button.
- Footer: "Powered by [MachForm](#)".

Financial Aid | Eagle File Transfer Instructions

Eagle File Transfer Registration

Once your invitation has been processed, you will receive a second email with instructions to complete your registration with Eagle File Transfer. Following the instructions within the email, you will be asked to choose an user name and password and to optionally provide further contact information.

Register

Please enter the information below and click Submit.

Login Credentials

User Name *

Password *

Confirm Password *

Contact Information

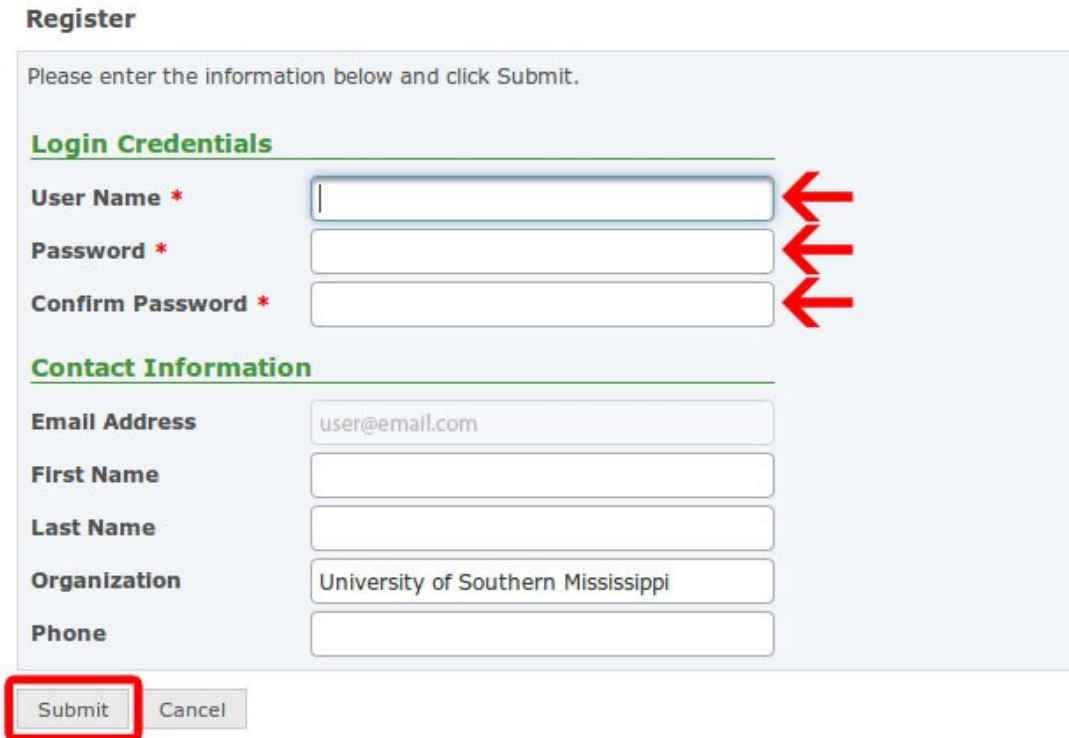
Email Address

First Name

Last Name

Organization

Phone




Upon completion, you will be directed to the Eagle File Transfer login page, where you can input the user name and password you chose to log in and start securely sending files.

Financial Aid | Eagle File Transfer Instructions

Sending Secure Files with Eagle File Transfer

After you log in, select the “Secure Mail” option, and then select “Compose.”





Logged in as:
Last Login: 2/21/18 7:55:56 PM
[Logout](#) | [Help](#)



Dashboard **Secure Mail** Secure Folders My Account ▾ Invite Users

Dashboard

The Web Client provides you with the ability to perform ad-hoc file transfers and file sharing through your internet browser.

-  **Secure Folders**
Quickly exchange files between your desktop and the file server.
-  **My Profile**
View your profile and keep your details up to date.
-  **Secure Mail**
Send messages and files to individuals through secure email links.
-  **Get Help**
Access the online help system to find answers and get useful tips.

Dashboard **Secure Mail** Secure Folders My Account ▾ Invite Users

Secure Mail

- Inbox
- + Compose**
- Drafts
- Outbox
- Sent Items
- Address Book

Inbox

From	Subject	Received On	Expires On	Size
No items are in your inbox				

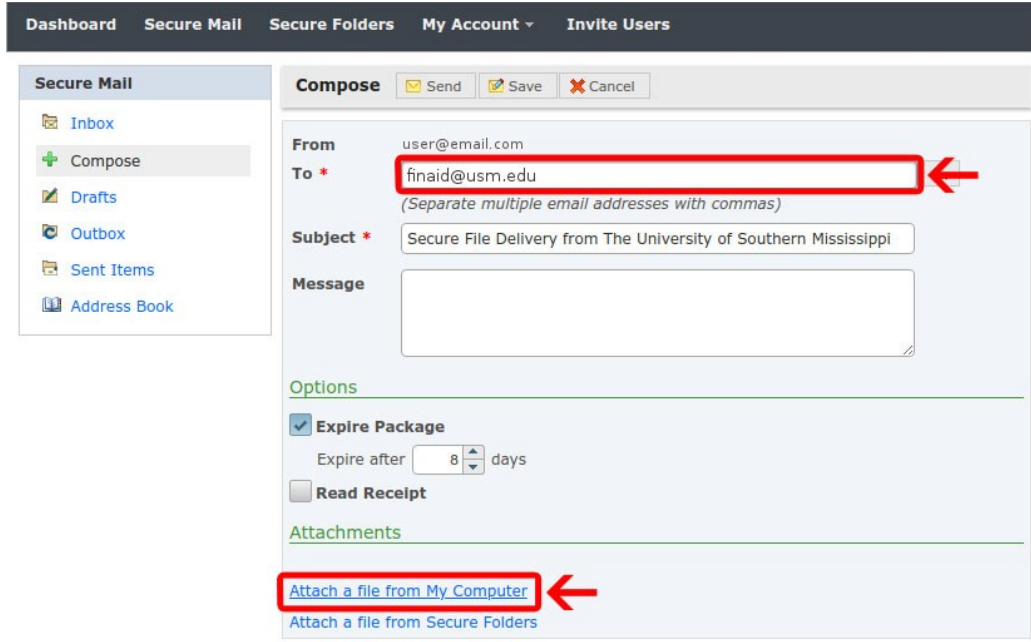
Showing 0 - 0 of 0 << >> Rows 10 ▾

Financial Aid | Eagle File Transfer Instructions

Sending Secure Files with Eagle File Transfer

When composing a secure mail, you will be asked for an email address to which to send the files. To direct your files to the Office of Financial Aid, please use the address `finaid@usm.edu`.

Attach your file to the email by selecting “Attach a file from My Computer.”

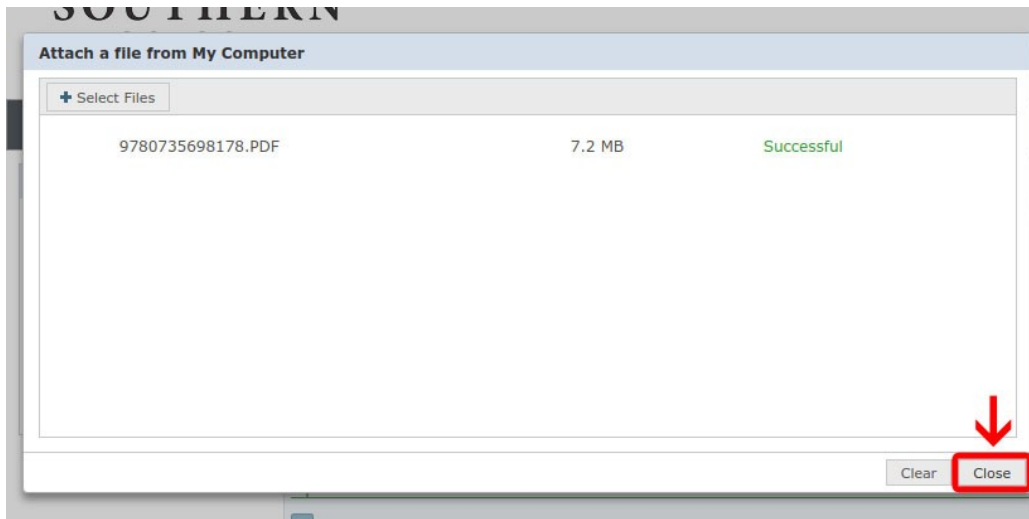


On the attachment dialog, select “Select Files”, select the file to send, and select “Open”. To send more than one file, “Select Files” again and follow the previously defined steps.

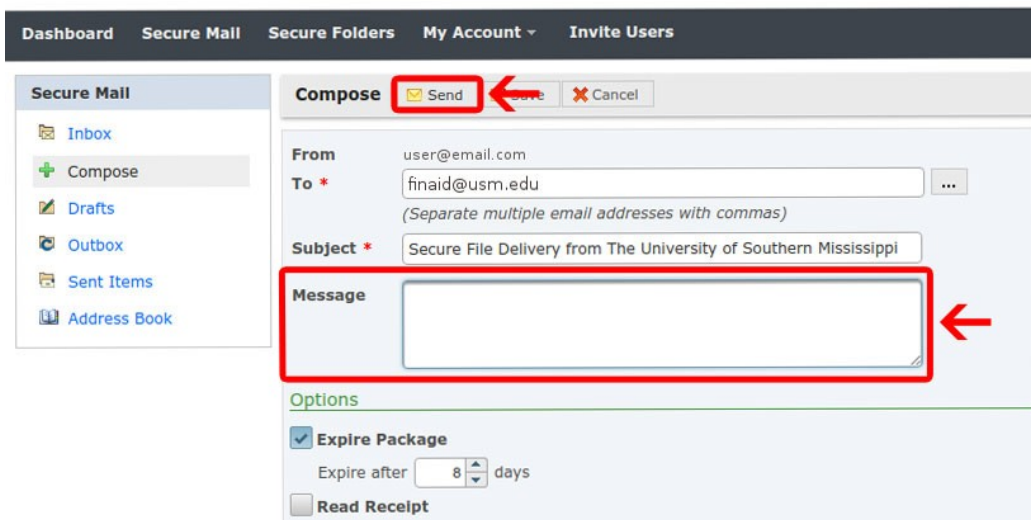


Sending Secure Files with Eagle File Transfer

When you have selected all of the documents you wish to send, select “Close.”



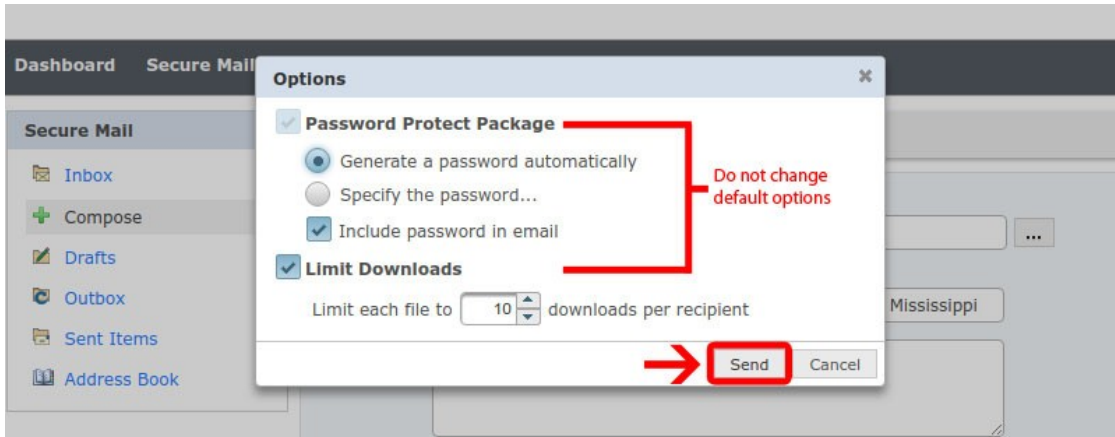
At this point, you can also enter a custom message to accompany your files. When ready, select “Send” to start the file transfer.



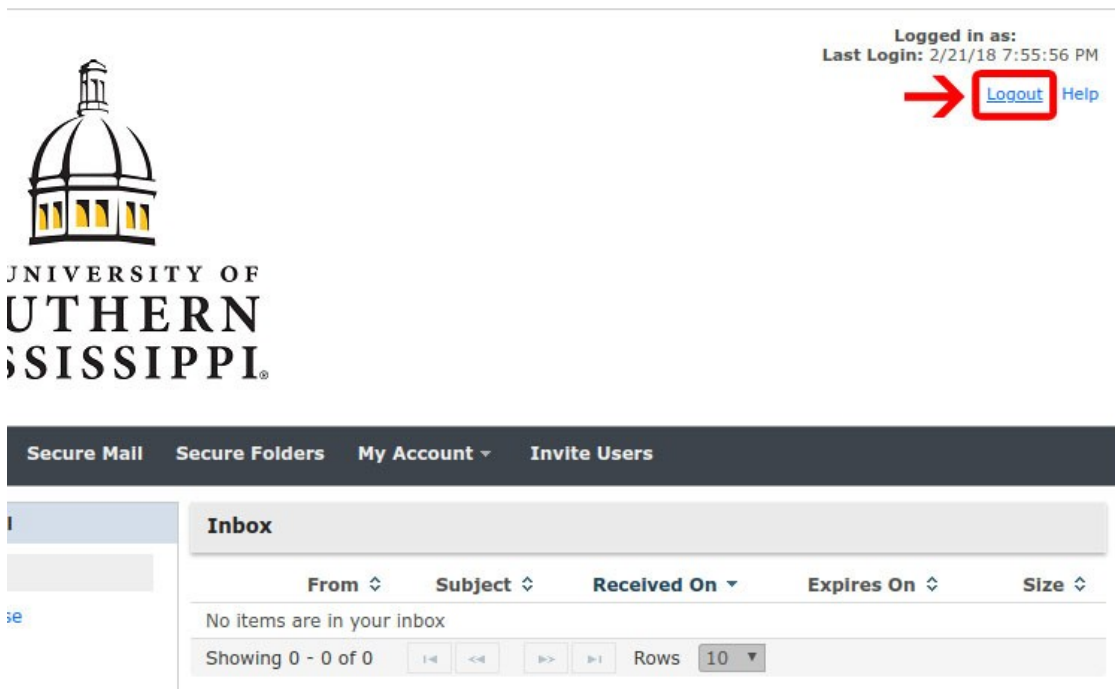
Financial Aid | Eagle File Transfer Instructions

Sending Secure Files with Eagle File Transfer

You will be prompted for package options--please leave the default options selected and select "Send."



Your files have now been securely transferred, and you can logout.



If you need to send more files later, please browse to <https://transfer.usm.edu> and log in with the user name and password you chose in the account setup process. From there, you can compose further secure emails to finaid@usm.edu.