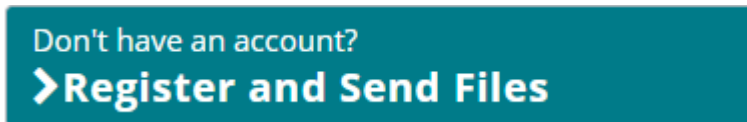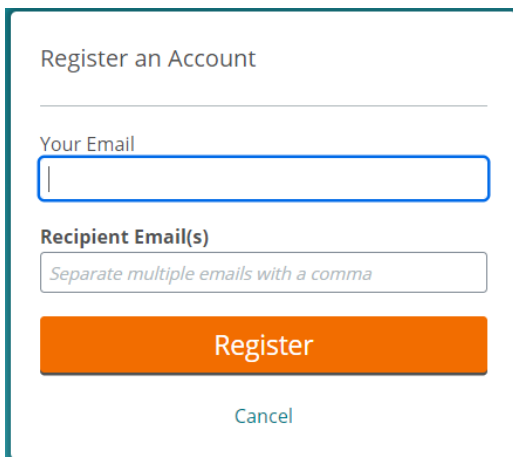# DFPS External User Instructions for MOVEit

MOVEit is a secure file transfer protocol utilized by Texas Department of Family of Protective Services (DFPS) to send and receive large file. Below is step by step guide to sending are requesting data to and from DFPS employees.

Step 1: Navigate to the URL https://workspace.dfps.texas.gov/

Step 2: Scroll down on the landing page until you see this box

Step 3: Click on this box and the next screen will have a registration box that looks like this
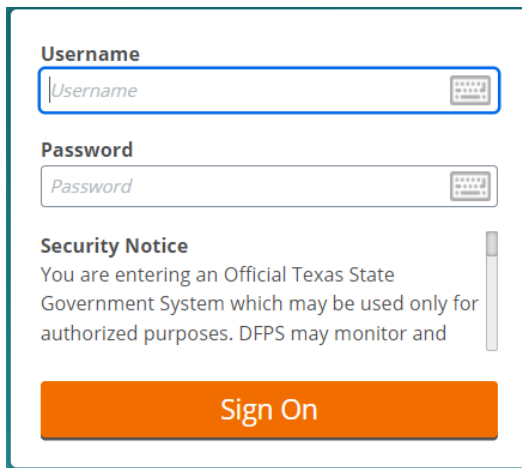

Step 4: Enter your email address and the DFPS employee you intend to request data from or intend to send data to. (NOTE: The DFPS employee must have a MOVEit account in order to receive or send data)

Step 5: Shortly after you register you will receive an email from MOVEit with temporary credentials. Your access to MOVEit is only for a 7-day period. If you need to request or send subsequent data after the 7-day period, you will need to repeat steps 1-4.

Step 6: Once you receive your temporary password from MOVEit you will return to the MOVEit landing page: https://workspace.dfps.texas.gov/ and enter your email and provided temporary password here
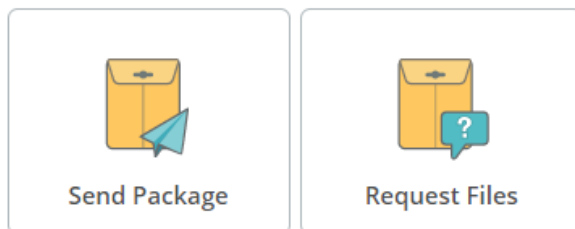
Username

Username

Password

Password

Security Notice
You are entering an Official Texas State Government System which may be used only for authorized purposes. DFPS may monitor and

Sign On

Step 7: Once logged in there will be 2 button options, to send or receive data

Send Package

Request Files

Step 8: Make your selection. The interface for sending data looks like drafting an email. Once you have filled in the requisite information, (i.e. the recipients' email, subject and uploaded the data) then select send and the recipient will me notified via email that data is waiting for them to download. If you are requesting data, the process is the same except there is no place to upload data.

Please note that MOVEit is for transferring files and not for long term storage. Files older than 7 days are deleted from the MOVEit server automatically and not recoverable.

If you have any issues or concerns please contact the DPFS office of information security at infosec@dfps.texas.gov.