

## Managed File Transfer (MFT) Workspace User Guide

1. Contact the AMT Unit (Mike Johnson: [michael.m.johnson@state.mn.us](mailto:michael.m.johnson@state.mn.us)) to be added to the project on the MFT site.
2. Select the secure link contained within the automated e-mail invite that you will receive from the MFTAdmin.



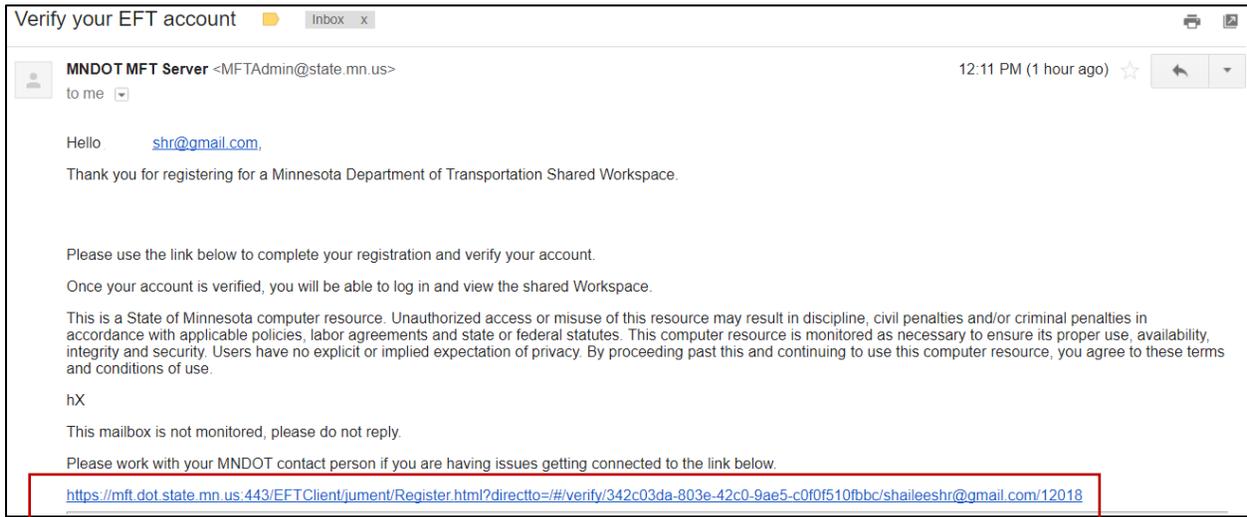
3. MnDOT Employees: Login using your AD username and password **if you are a member of the group that gives permissions to the MFT workspace.** Otherwise, please create a new account if you are an external user, or a MnDOT employee that does not already have an account.

Passwords must contain a minimum of 8 characters. **Please note that your e-mail address is set as the username by default.**

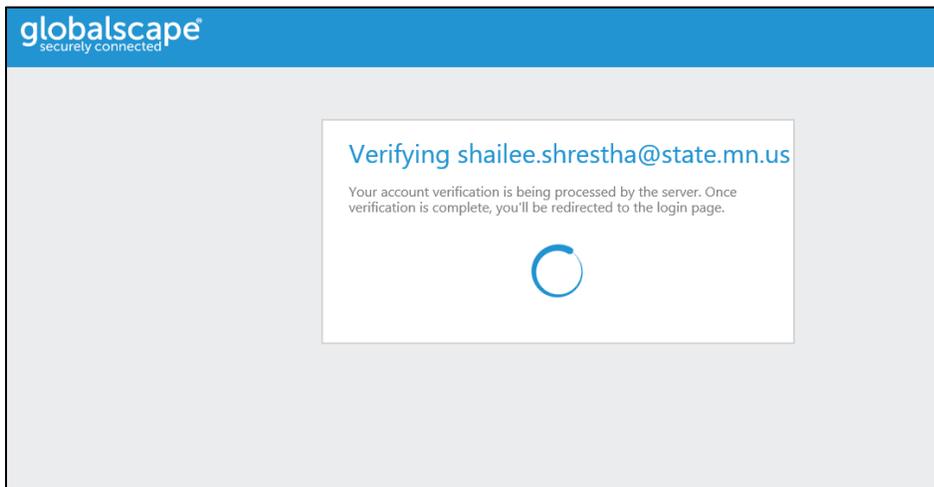
The screenshot shows the Globalscape login and registration interface. The header includes the logo 'globalscape securely connected'. There are two main sections:

- Join Workspace with new account:** This section prompts the user to create a new account. It shows the 'Username' field populated with 'shailee.shrestha@state.mn.us'. Below it are fields for 'Password' and 'Password Confirmation'. A green button at the bottom reads 'CREATE ACCOUNT & JOIN WORKSPACE'.
- Already have an account?:** This section prompts the user to log in with an existing account. It shows the 'Invitation Email' field populated with 'shailee.shrestha@state.mn.us'. Below it are fields for 'Username' and 'Password'. Two blue buttons at the bottom are labeled 'JOIN WORKSPACE' and 'JOIN WITH SMARTCARD'.

4. A verification e-mail will be sent to users that are creating new accounts. Select the secure link in the e-mail to verify the account.



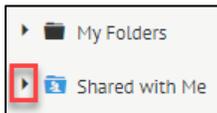
An account verification message will then display.



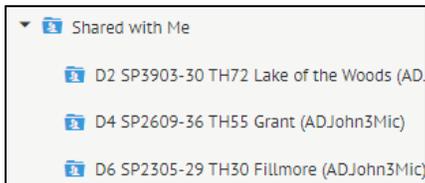
After the verification process is complete, the managed file transfer login page will then display. Login accordingly with your credentials. **Reminder: your user name will be your e-mail address if you had to create an account!**



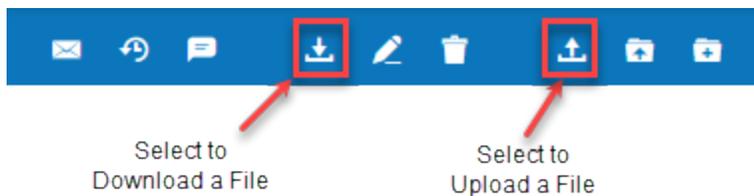
5. Select the triangle by the “Shared with Me” Folder to expand shared workspace.



6. Navigate to the desired project workspace and folder.



7. Download and upload files as needed (see snapshot below for buttons to select for download and upload operations). Use FileZilla (or another SFTP platform) to download/upload larger files that timeout while using the MFT website.



8. After initial login to MFT site, access the MFT site directly at: <https://mft.dot.state.mn.us> for future logins.