MyTransfer Quick Reference Guide

This quick reference guide explains how to use the Academic Research Systems (ARS) MyTransfer application. MyTransfer is available to use from your desktop or mobile device to upload/download files to/from your ARS MyResearch account.

Accessing your MyTransfer Account

1. Use this link https://mytransfer.ucsf.edu to access the MyTransfer application from your desktop or mobile device capable of an internet connection with a browser. **MyTransfer is not designed or intended to work within your MyResearch Virtual Desktop.**

2. Enter your MyResearch username and password in the appropriate fields and Enter or click the gray arrow.


Instructions continued on the next page.

Accessing your MyTransfer Account – Continued

3. Locate and open the appropriate folder and if necessary, the appropriate sub-folder.

   NOTE: You cannot drag and drop any file(s) in to the blank white space underneath the list of folders or a Principal Investigator's (PI) root folder. The root folder is the first blue folder you see with a PI's name on it.

4. Click the link on the PI's name to open the root folder.
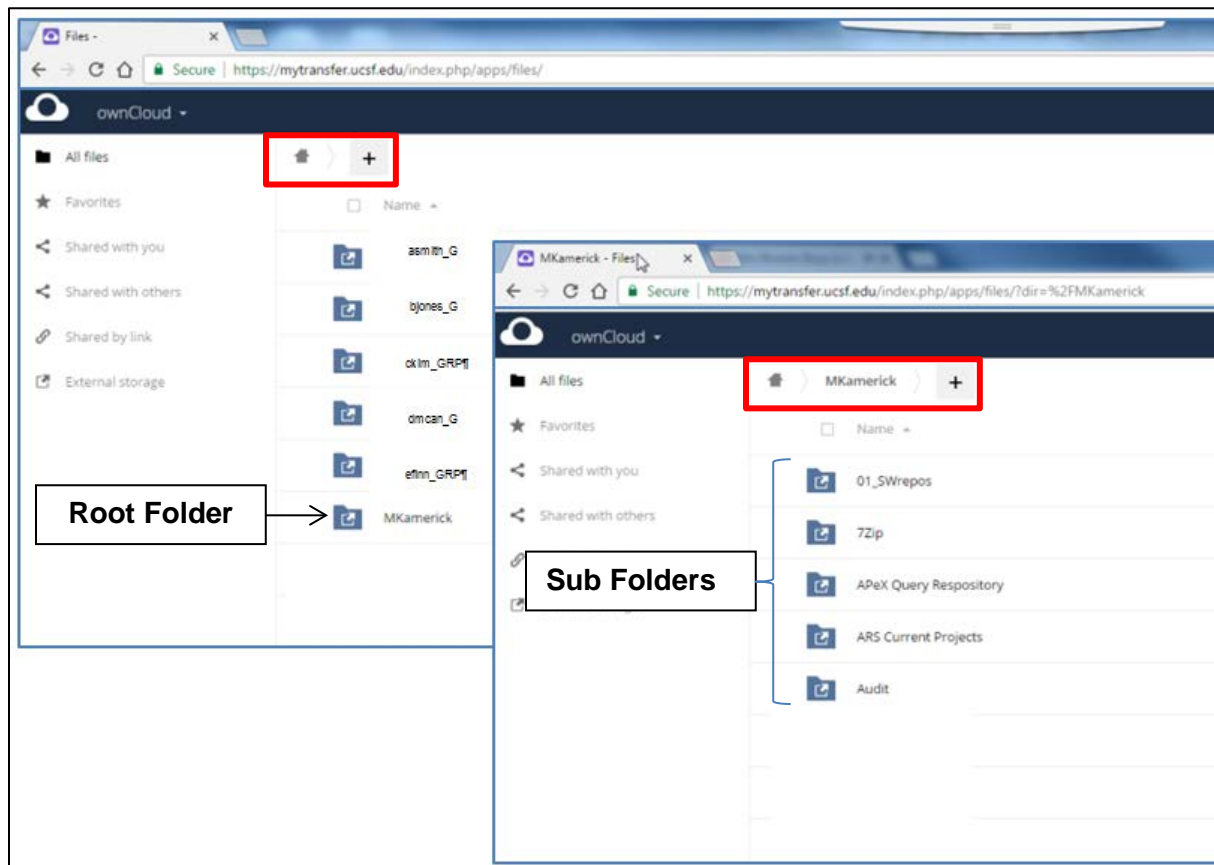
IMPORTANT
If you try to drag and drop a file in to the PI's root folder the following error message displays.

Not enough free space, you are uploading 512 kB but only 0 B is left

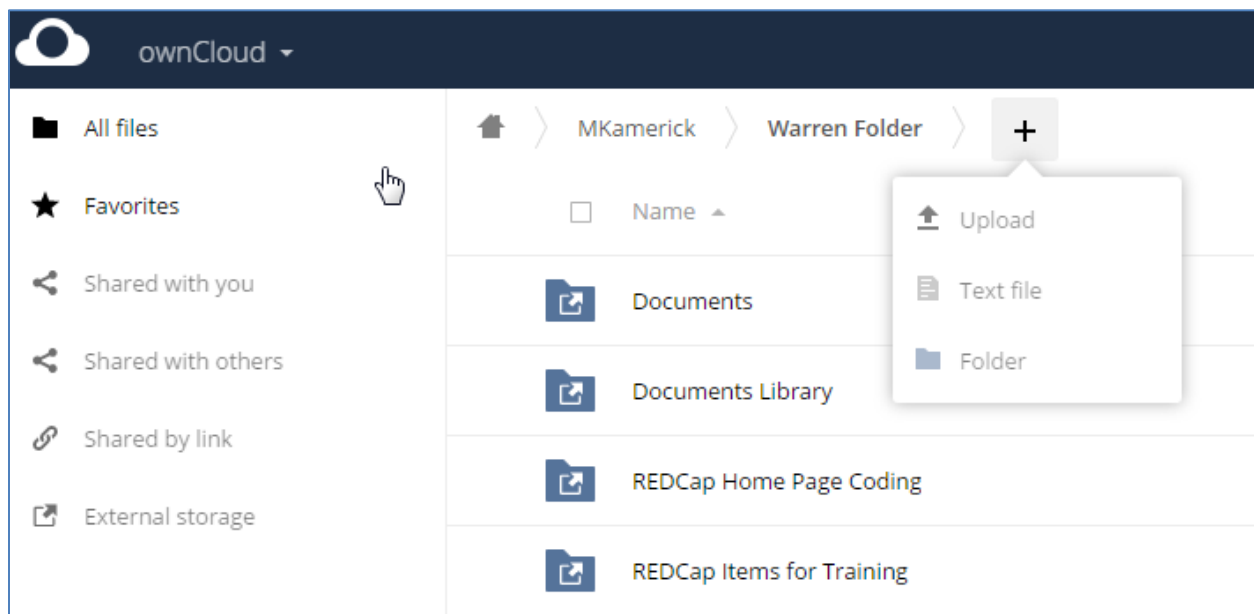## Transferring a File or Item from your Desktop in to a MyTransfer Folder

Use either of the two methods below to upload a file using your MyTransfer account.

Method 1
1. Drag the file/item from your desktop in to appropriate folder or sub-folder. You may need to resize your MyTransfer window to see the location containing the file/item you want to transfer.

| Method 2 |
| --- |
| 1. If you are using Internet Explorer 10 or higher, locate the appropriate folder, and sub-folder if necessary, in your MyTransfer account.
2. Click the black cross to display the drop-down menu.
3. Select Upload. |

Instructions continued on the next page.

Transferring a File or Item from your Desktop in to a MyTransfer Folder – Cont'd

MyTransfer displays your default location for selecting a file/item.

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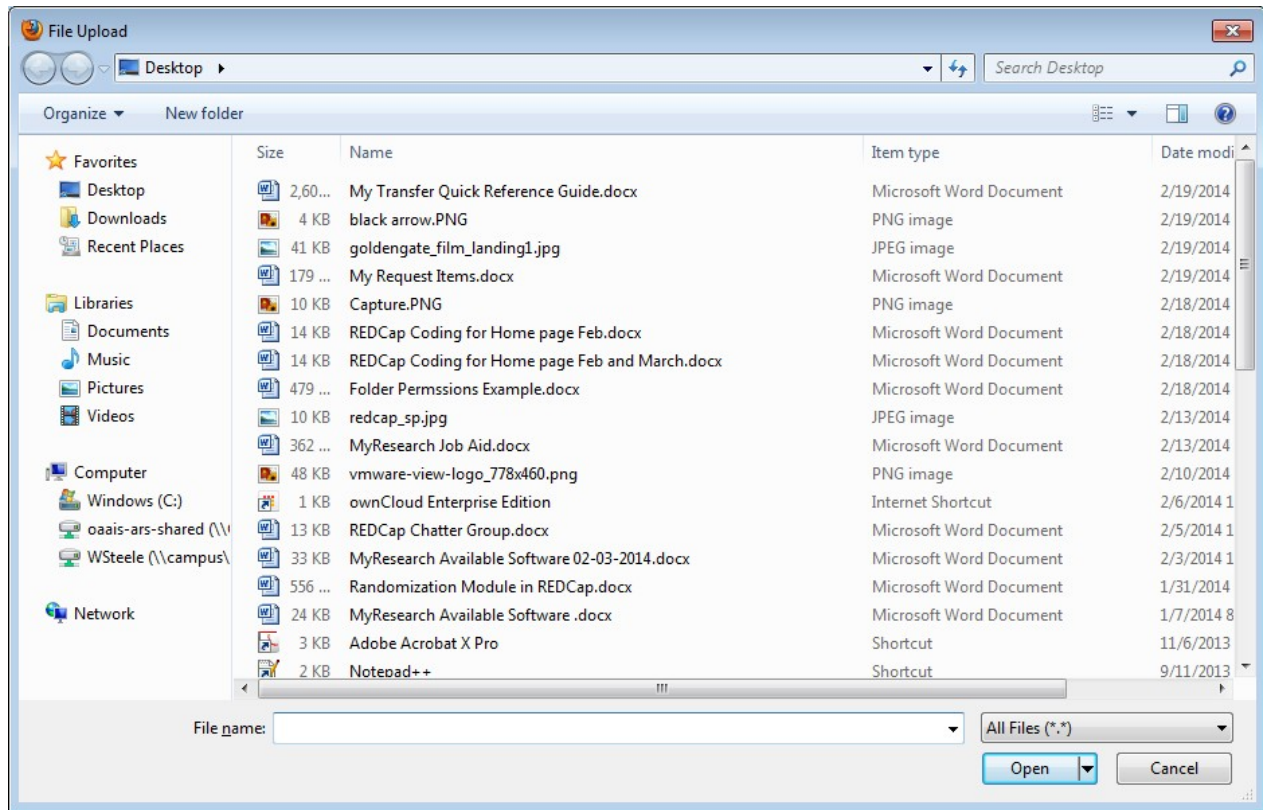

1. Select the appropriate file/item you want to transfer and click the Open button. To select multiple files/items to transfer at the same time hold down the Shift key while selecting the files/items.

Your file(s)/item(s) are transferred in to the appropriate folder. MyTransfer alphabetizes your uploaded files/items to make it easier to locate a specific file/item.
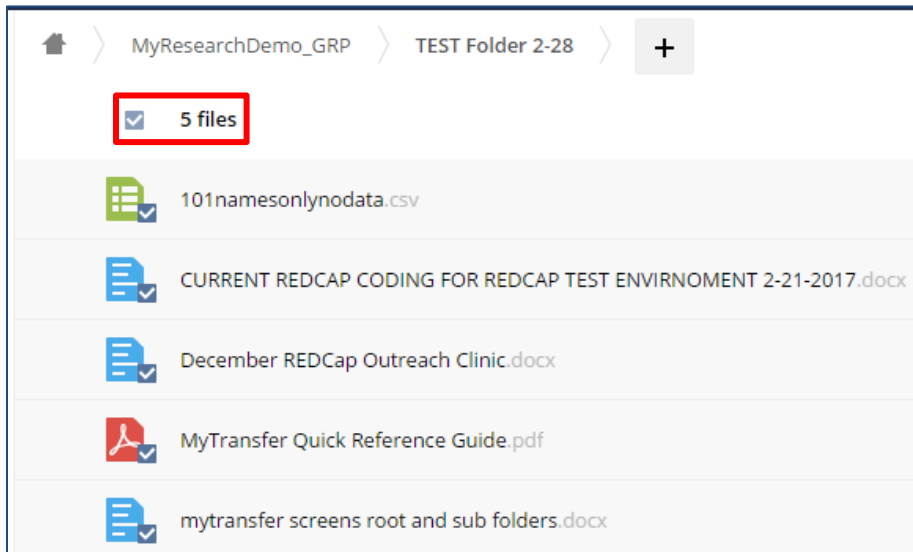
Deleting a File or Item

1. To delete an individual file/item, select the appropriate file/item and click the three dots on the right-hand side of your MyTransfer screen.
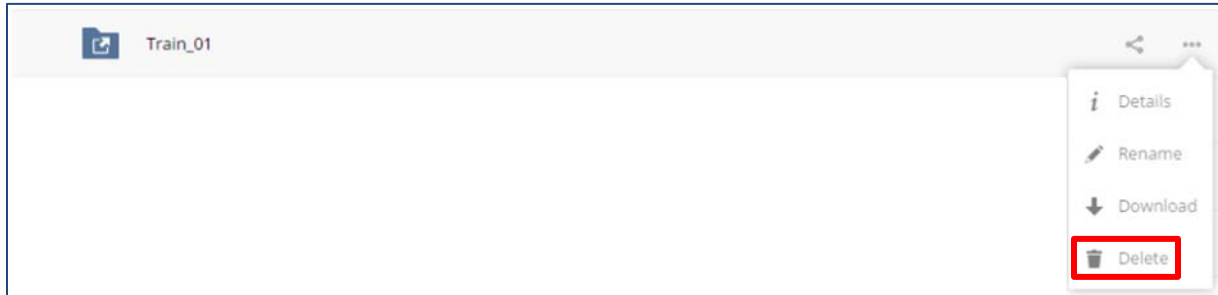
2. Select the Delete option.

Deleting multiple files/items from a folder

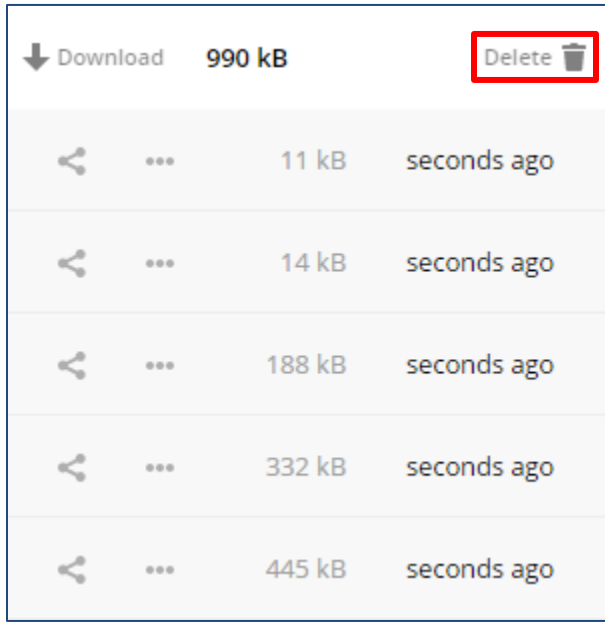1. Open the appropriate folder and click the checkbox to the left of the Name field.

MyTransfer selects all your files/items in that particular folder.

Deleting multiple files/items from a folder – Cont'd

2. To delete all the files/items in the folder click the Delete icon in the upper right-hand side of the screen. You can uncheck any file/item you do not want to delete.

↓ Download	990 kB		Delete 🗑
≺ •••	11 kB	seconds ago	
≺ •••	14 kB	seconds ago	
≺ •••	188 kB	seconds ago	
≺ •••	332 kB	seconds ago	
≺ •••	445 kB	seconds ago	

Questions?
If you need help using the MyTransfer tool, please contact Academic Research Systems (ARS) at its-arssupport@ucsf.edu