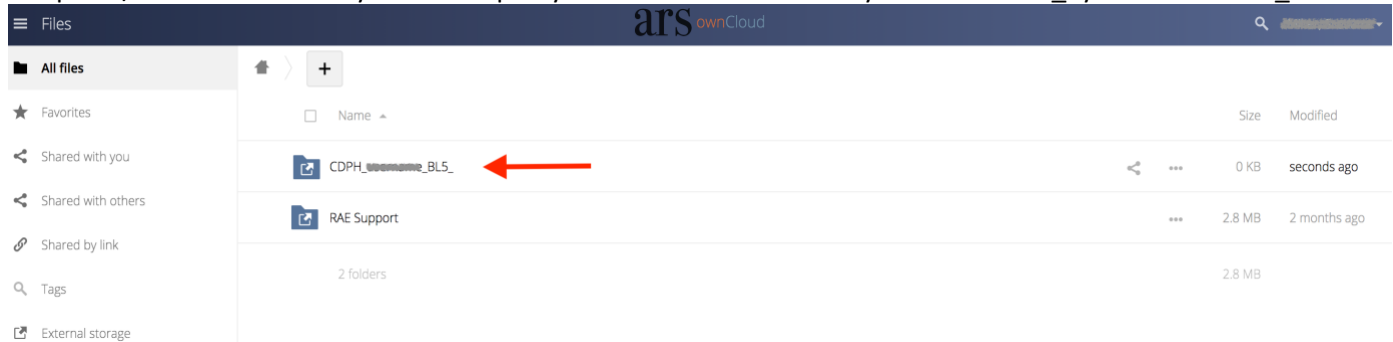


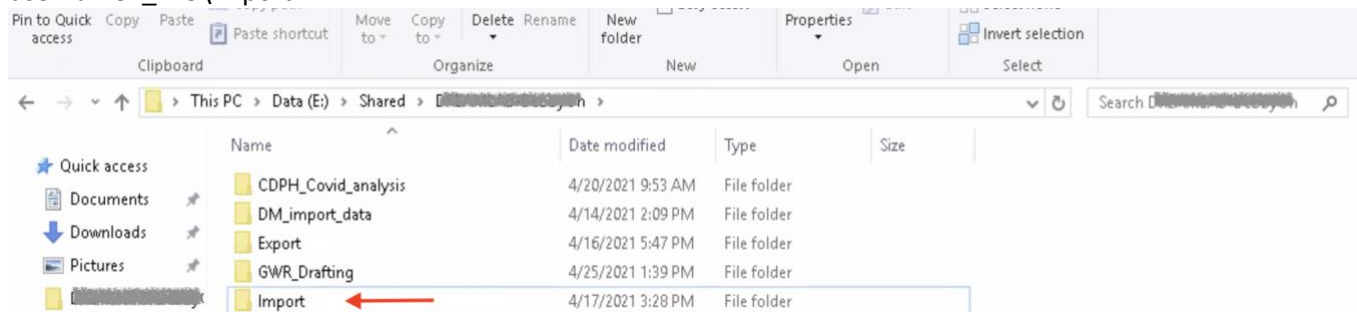
## Importing Your Files

The **MyTransfer** application allows you to upload/transfer files from your desktop to your RAE account from anywhere in the world. [Access the MyTransfer Quick Reference Guide.](#)

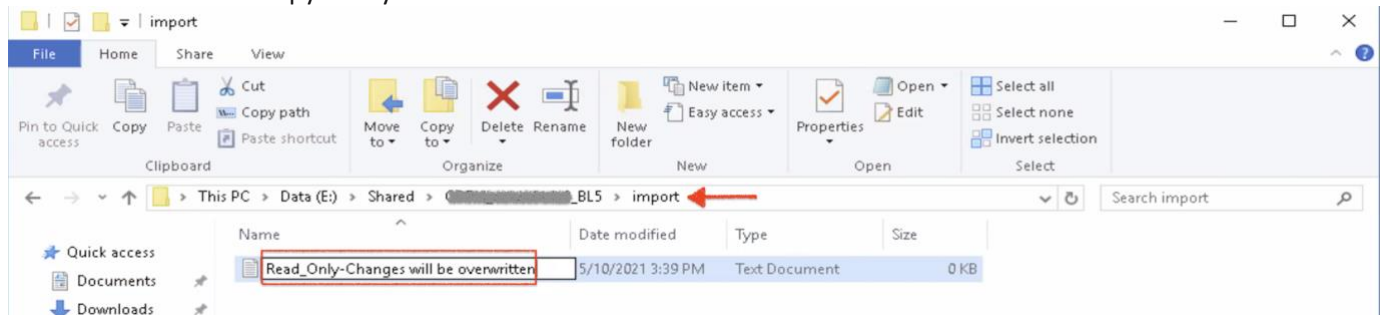
1. Open <https://mytransfer.ucsf.edu> in a browser.
2. Log in using your username only e.g. "john\_smith" do not use a domain name.
3. Authenticate by using the DUO Two Factor Authentication (2FA).
4. Upload/transfer files from your desktop to your RAE account directory named "CDPH\_<your username>\_BL5".



5. Imported files will be available for pickup in RAE CDPH Sandbox from the directory named "E:\Shared\CDPH\_<your username>\_BL5\Import".



6. Move or copy imported files to your working directory before making changes or beginning your work. The Import folder is read-only and intended to bring your files into RAE. The sync process runs 15 minutes after the hour every hour and creates an exact copy of MyTransfer folder content.



### Important Notes:

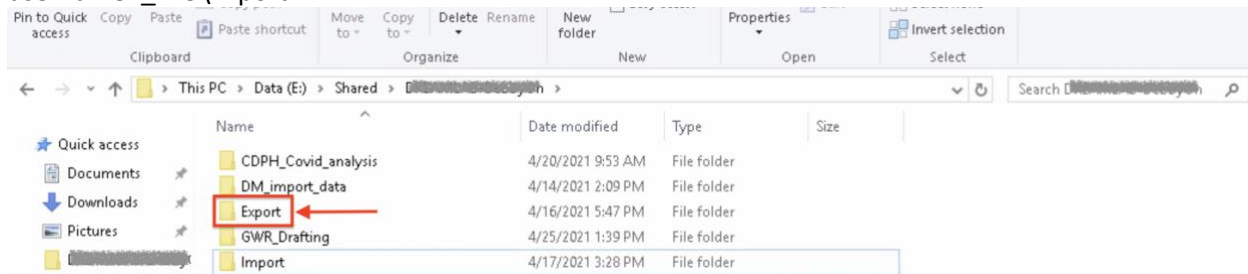
- If the files are not available within 24 hours, please contact [its-cdphsupport@ucsf.edu](mailto:its-cdphsupport@ucsf.edu).
- If you plan to import a file that exceeds 50 GBS, please let us know.

## Exporting Your Files

1. Access your CDPH Sandbox. You have access to step-by-step documentation in the "[RAE Support](#)" training library within MyTransfer.
2. Open File Explorer.



3. Transfer files you'd like to export from your working directory to an export location "E:\Shared \CDPH\_<your username>\_BL5\Export".



4. Submit CDPH File Export Form: <https://is.gd/CDPHform>
5. Your request will be evaluated for result export compliance rules. CDPH export requirements are:
  - Reviewing for aggregated data only (no line level detail)
  - No PHI
  - Aggregated data cannot be unbundled/re-identified
  - No cell size <11
6. Email notification will inform that exported files are available for download.
7. Login to <https://mytransfer.ucsf.edu>.
8. Exported files will be available for a download from "CDPH\_<your username>\_BL5\Export" folder.



### Important Notes:

- Transferred files will only be checked once. Researchers must resubmit approval if major changes are made to the files being transferred.
- Program runs daily at 9AM. Weekly requests run on Fridays. Monthly requests run on the 1<sup>st</sup> of the month.

## RAE Information and Contacting Academic Research Systems (ARS)

Please note that RAE account is unavailable every Tuesday evening from 06:00PM to 12:00AM for system maintenance.

Questions or problems? Email us at [its-cdphsupport@ucsf.edu](mailto:its-cdphsupport@ucsf.edu).