



MSU File Hawk is a web-based service which provides a secure and easy method of file exchange between MSU employees. It allows you to send one or more files (up to 10 files at once). This service can be used to transfer files that contain sensitive data such as confidential University documents or files that contain Personally Identifiable Information (PII) such as student record reports, etc.

***Please note** that this service is for faculty and staff it is not accessible by students, *including students employed by the University*.

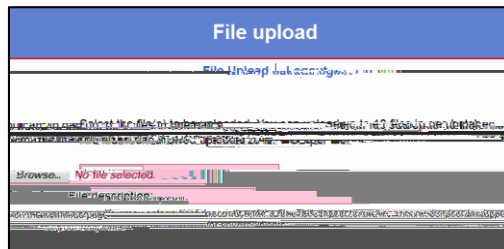
Accessing MSU File Hawk

- 1) Navigate to <https://msufilehawk.montclair.edu/>
- 2) Log in with your NetID and Password

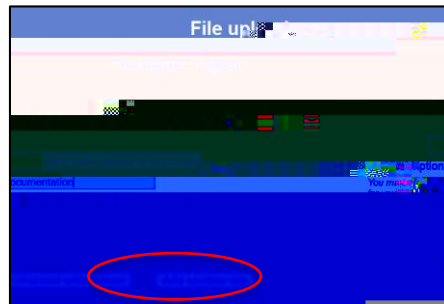


Uploading File(s)

- 1) Click **Browse** to launch your file browser and select the desired file



- 2) Once the file has been selected you may enter a file description (optional)
- 3) Click Proceed with upload



4)