

# Harris School Solutions - Managed File Transfer System for ODR Data Transfers powered by Serv-U



**HARRIS**  
School Solutions



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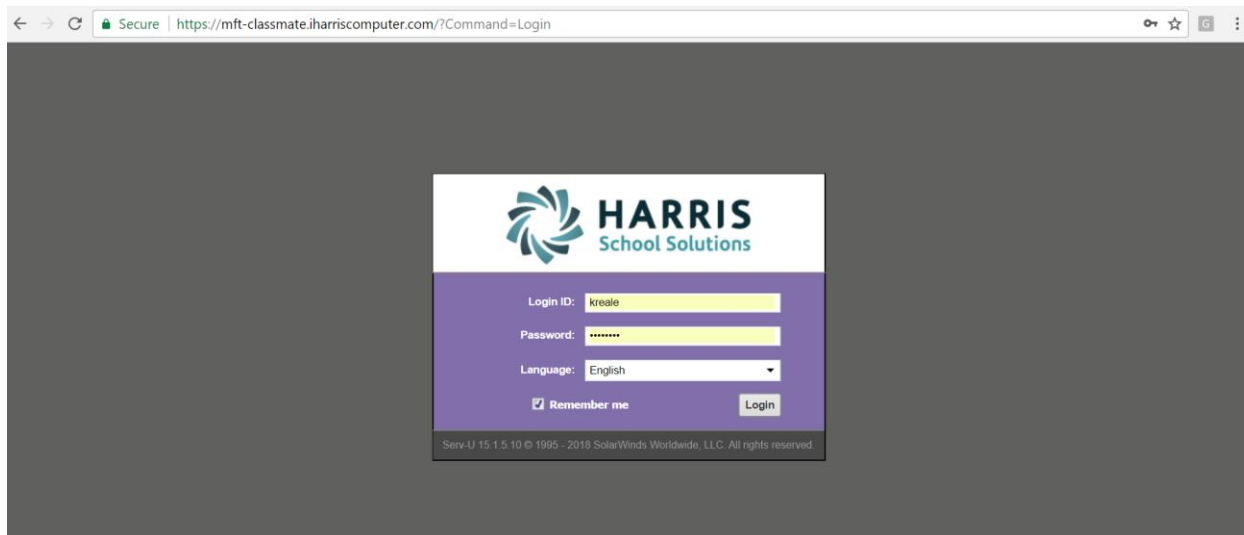
[www.harrisschoolsolutions.com](http://www.harrisschoolsolutions.com)

## Using the HSS - MFT Web Client

To use the HSS – MFT Web Client, you will access the website at:

<https://mft-classmate.iharriscomputer.com/>

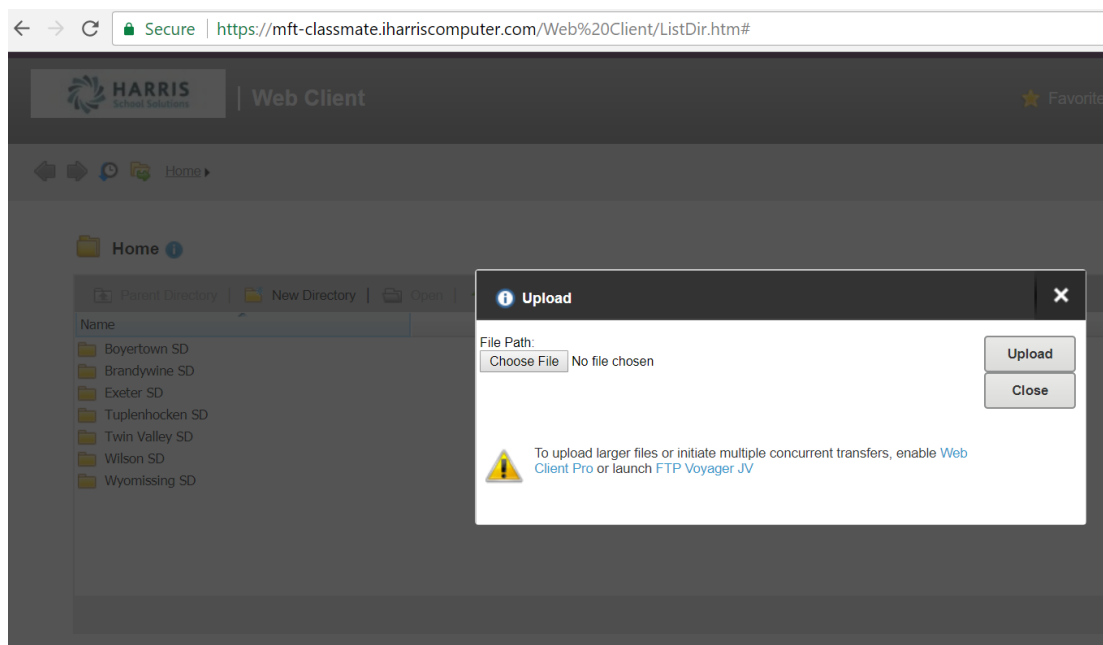
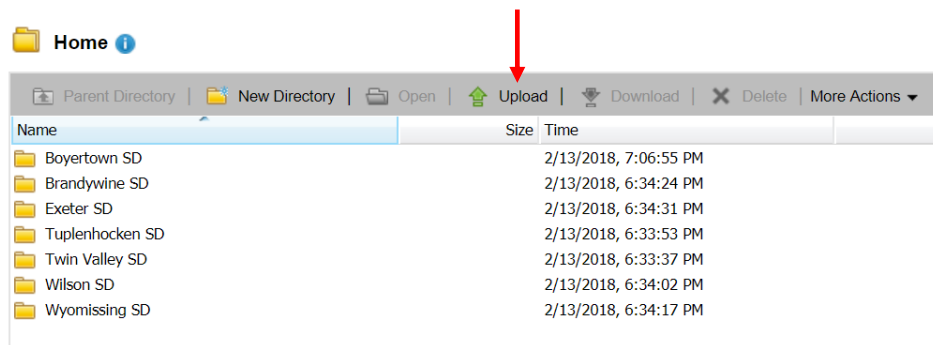
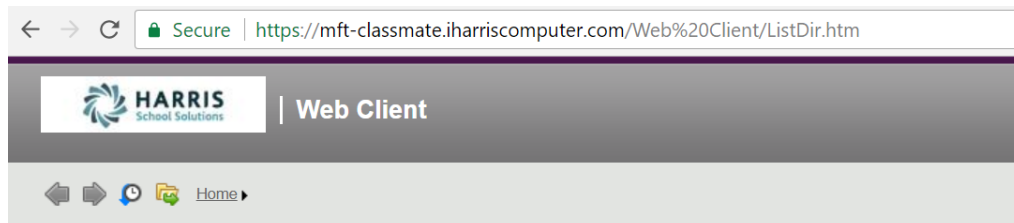
You will have been given a login and password for your use only. You may be asked to change your password after you first login:



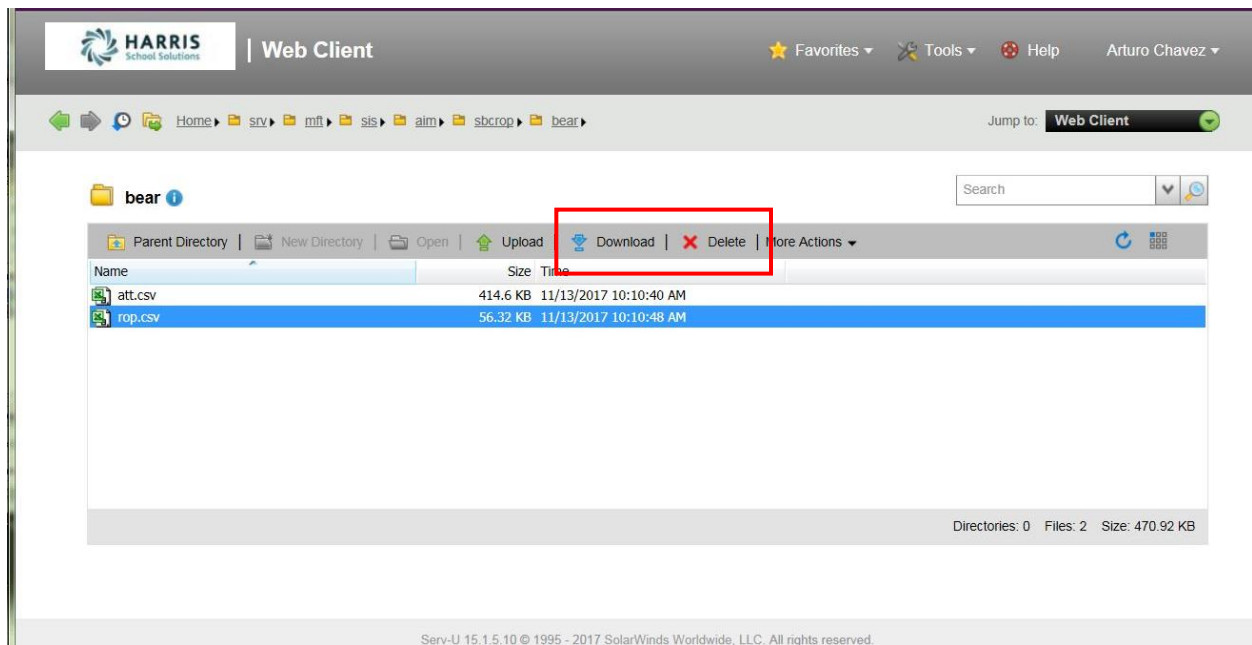
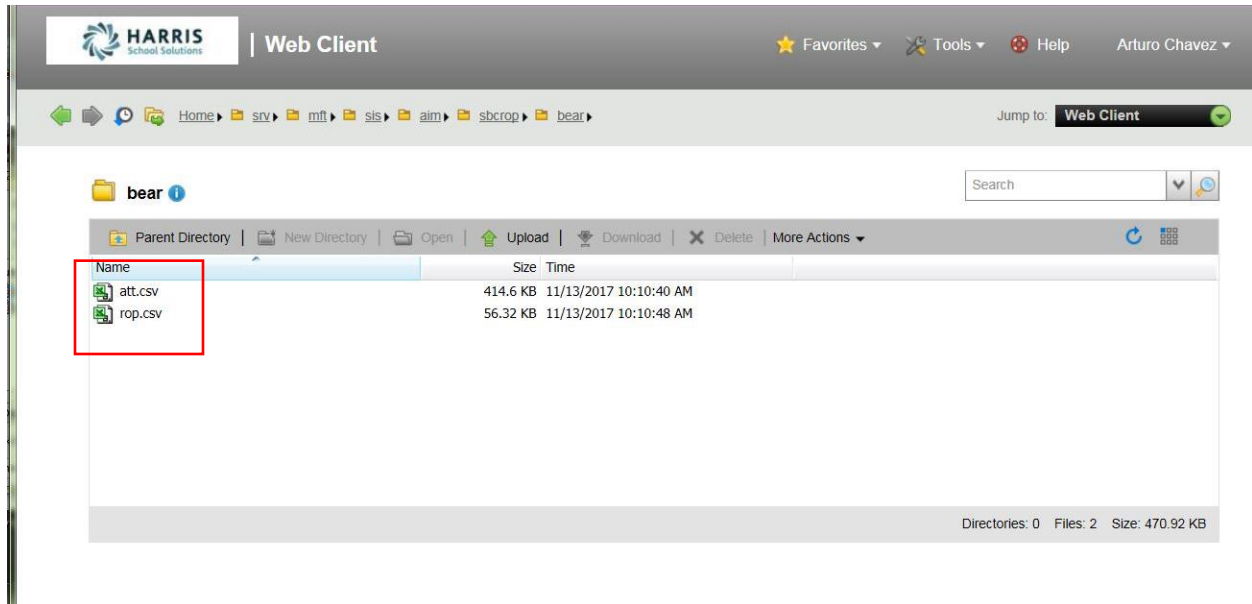
Serv-U requires long, complex passwords. Lower-case letter, upper-case letter, and numbers are required and must be at least 12 digits. Be sure to store your passwords safely.



In the Serv-U Web Client you are able to manually transfer files very simply. After clicking on the Upload button, select the file(s) from their location, upload and then close the dialog box. Below you see an example of transferring a file using the Upload button and the upload dialog box that appears after pressing the Upload button. In this example, it shows a home directory with sub-directories, **as a district user, you will only have a home directory available to you, with no sub-directories.**

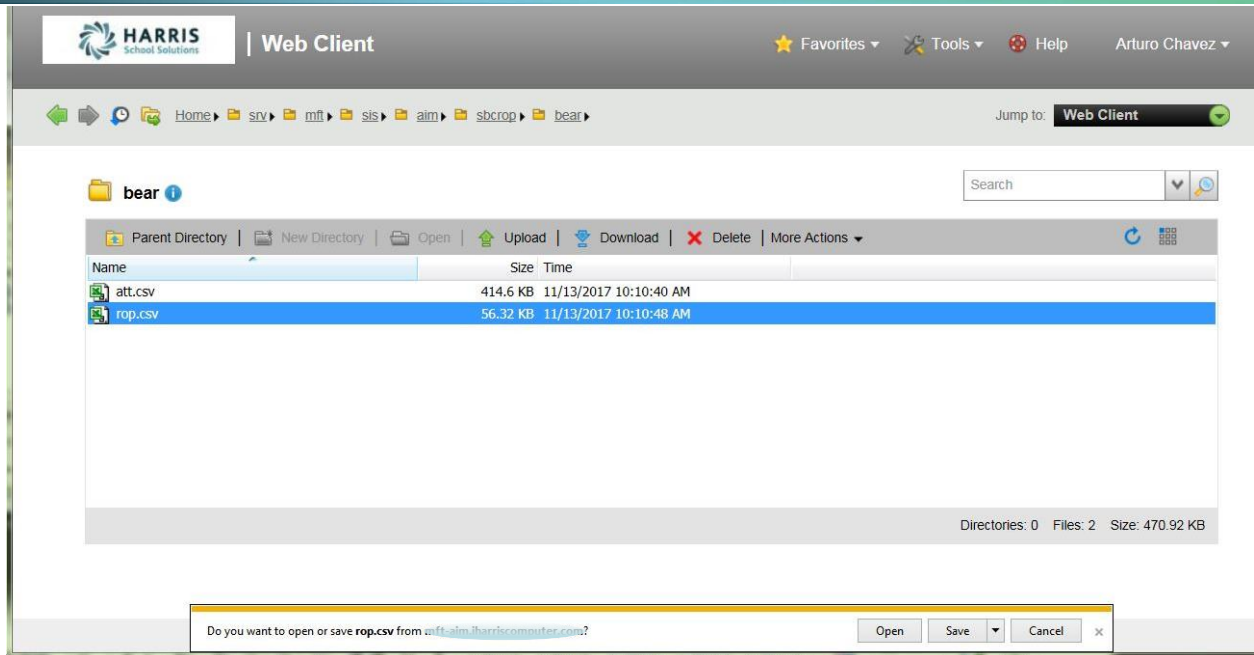


More commonly, you may want to download files from the specific districts' folders. In the screen below you see that the Download (and Delete) button will activated when a file is highlighted:



The process is similar for downloading as they are for uploading. You will click on the Download button first or just double-click the file. If you would like to open the file directly, choose Open.





If you want to save the file to your workstation, when you choose that option you decide if you want to open it directly from your workstation's download directory or open the folder to save it elsewhere.

