

How to use the TICUA secure upload/download site

To log into the site:

- Use your web browser to open: <https://secure.moses.com/www.ticua.org/uploads/index.php>
- You should see a page similar to the one shown below in Figure 1:

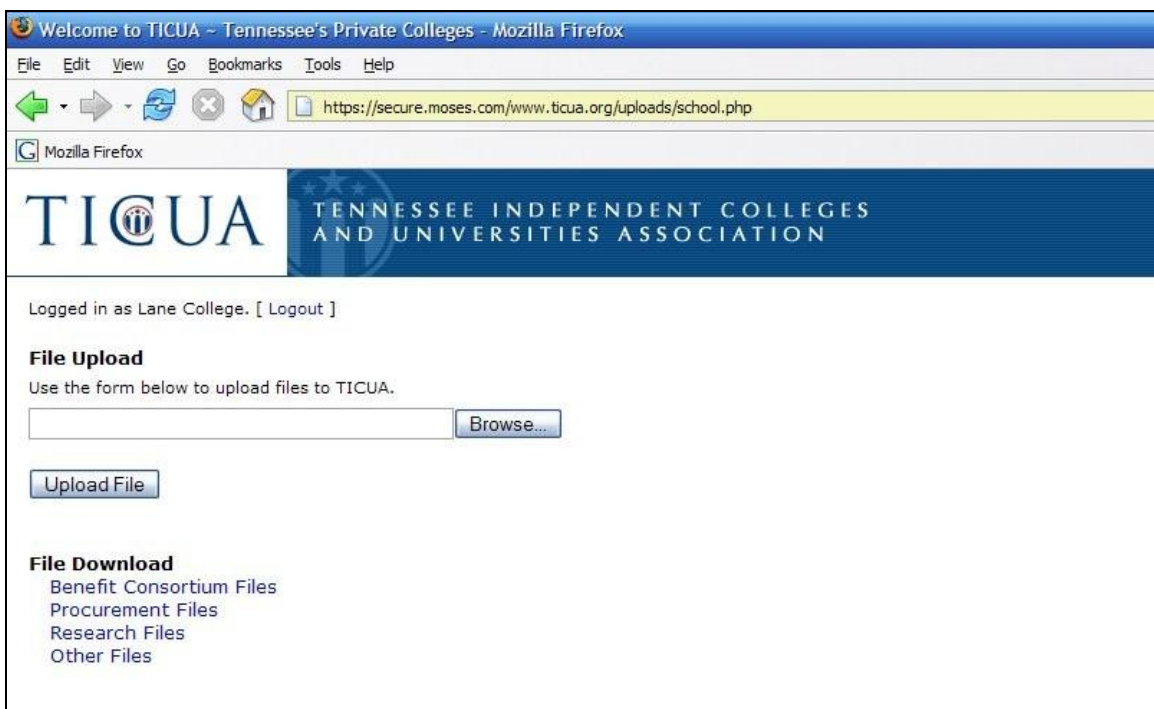
Figure 1: Login page



- In the top box, select your school from the drop-down list. Then type your password in the second box.

- If the appropriate password is typed, then you will be taken to the main page shown below in Figure 2:

Figure 2: Main page



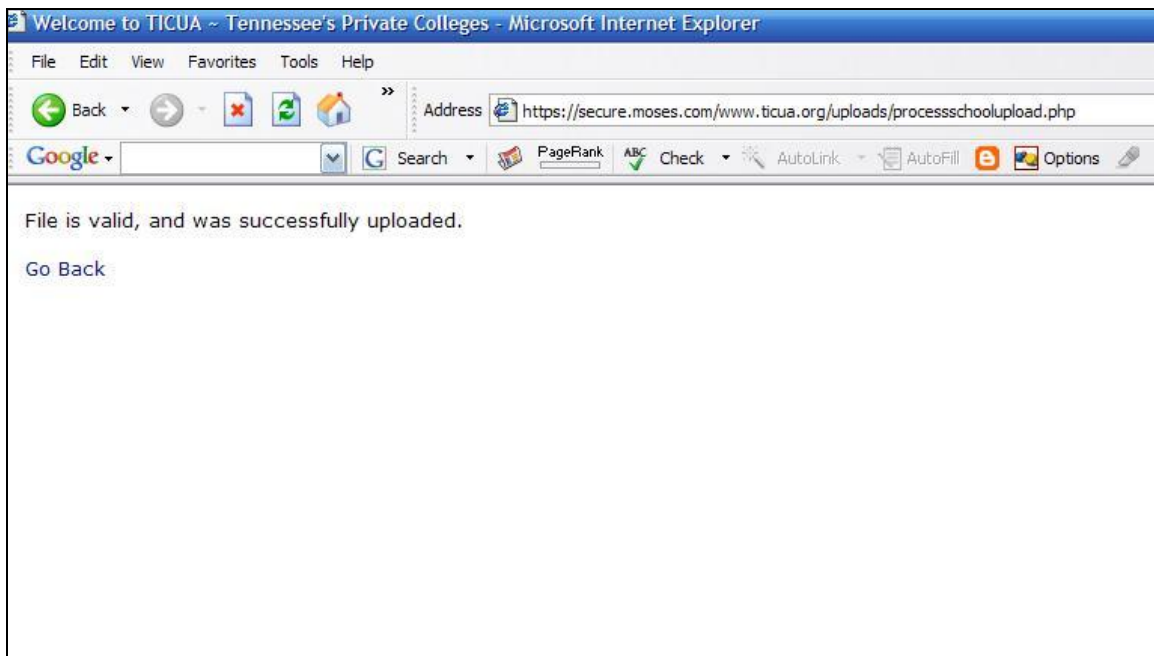
To upload a file to TICUA (send a file):

- To upload a file to TICUA, click the 'Browse' button, navigate through Windows Explorer to find and select the appropriate file, and then click 'Upload File'. If the file is large it may take some time to upload, depending on the speed of your Internet connection.

- If the upload is successful, you will see a page with the message 'File is valid, and was successfully uploaded'.

- Click the 'Go Back' below the message to return to the main upload / download page (Figure 2).

Figure 3: Successful upload

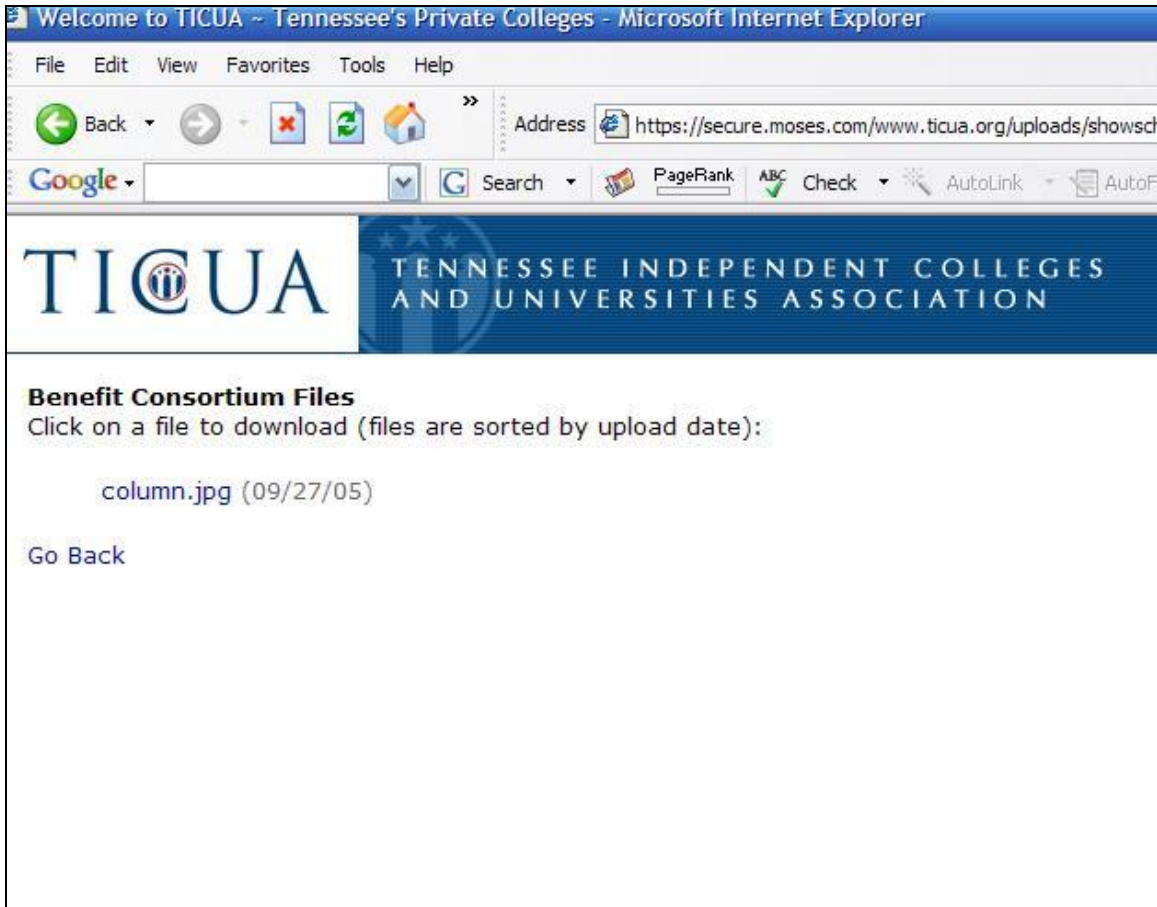


To download a file from TICUA:

- From the main page, select the classification of the file you wish to download – Benefit Consortium, Procurement Files, Research Files, or Other Files – and click on the appropriate link on the bottom of the main page (Figure 2).

You will see a page with files listed, similar to Figure 4 below. Note: if there are no files in the folder, you will just see a page similar to Figure 4, but with no files listed – there will not be a ‘No files listed’ notification.

Figure 4: File download listing



- To download a file, right-click on the filename and select ‘Save As’, and save to your local system.

- To return to the main page, click the ‘Go Back’ link below the file listing.

- When you are finished, log out by clicking the ‘Log out’ link beside your institution name at the top of the main page (Figure 2).

Troubleshooting / Known Issues:

- Some people have run into trouble uploading files greater than 2MB in size. If this is the case, consider using a compression program (WinZip, 7-Zip, or even Windows XP's built-in compression option) to compress the file into a ZIP file and then upload it. This method greatly reduces the size of Excel files (.XLS) and should reduce it to a more manageable size.

- Some users have also run into a problem when downloading a file using Internet Explorer. When attempting to save the file, an error appears similar to "Internet Explorer could not download...[file name here] from secure.moses.com. The file could not be written to cache." This error can be quickly corrected by opening Internet Options from the Tools menu in Internet Explorer. On the Advanced tab, under the Security heading, check "Do not save encrypted pages to disk". Click OK and try the download again. An alternate solution would be downloading the file in another browser such as Mozilla Firefox, which is a free download at <http://www.mozilla.com/en-US/>.

To obtain your password to access the system, email Amy Heckman at heckman@ticua.org.

If you have any questions / problems, please contact Amy Heckman at heckman@ticua.org or 615-242-6400 ext. 208, or Patrick Meldrim at meldrim@ticua.org or 615-242-6400 ext. 204.