

# GDMS Secure File Transfer (SFT) Cloud Drive for External Users Guide

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## Introduction

Using the new GDMS SFT Cloud Drive facilitates outside parties and enables them to securely exchange messages and files with a GDMS user. Communications must first be initiated by a GDMS user. When a GDMS user contacts you via the SFT Cloud Drive, you will receive two email messages: one is the **Welcome** message that provides a **Secure Message Notification** containing your username. The other contains a temporary **Password** for you to sign on to the SFT.

## Initial Sign On

Click the link to the SFTCloud Drive. The **Sign On** page displays. Enter your **Username** and temporary **Password** and click the **Sign On** button. To open a keyboard that can be used for added security, click on the keyboard icon  next to the **Password** field.

GENERAL DYNAMICS  
Mission Systems  
Secure File Transfer

Cloud Drive

Username

Password

Forgot Password?

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Use of this site is restricted to General

Sign On

Help

Français - Deutsch - Español - 日本語 - 简体中文 - 繁體中文

New users will be required to change password after initial login.

Requirements:

- Must be at least 8 characters.
- Must not contain or resemble Username.
- Must contain at least one letter and one number.
- Must not contain dictionary words.
- Must contain both upper- and lower-case letters.
- Must contain at least one non-alphanumeric character.
- Must not contain 3 consecutive keyboard strokes or keys e.g. 123, asd, 111
- Must not match any of the previous 24 passwords.

Enter Your New Password:

Enter Your New Password Again:

Enter your **New Password**; enter your **New Password Again** and click **Change Password**. Once your new password is established you can access the SFT at any time until your password or account expires.

**Note: Passwords expire every 90 days and must be changed, or account will be disabled. External user will get an email notification, 2 weeks in advance, that their password is about to expire.**

**Change password OK** is displayed, together with the new **Secure Message** and any attachment(s). At this point, you can open or download the attachment, but it is recommended that first you install a Upload/Download Wizard especially if file is over 2 GB.

## Your Home Page

When you sign on to the SFT Cloud Drive, it opens to your personal **Home** page.

The screenshot shows the SFT Cloud Drive Home page. The header includes the General Dynamics Mission Systems logo and 'Secure File Transfer' text. The navigation sidebar on the left has links for Home, Folders, Packages, and Logs, with the Home link highlighted in a red box. The main content area displays a welcome message, user guides, and buttons for Send Package, Request Files, Inbox, and Contacts. Below this is a 'My Packages' section with a list of folders: Drafts (0 Total), Inbox (0 Total), Sent (0 Total), Templates (0 Total), and Trash (0 Total).

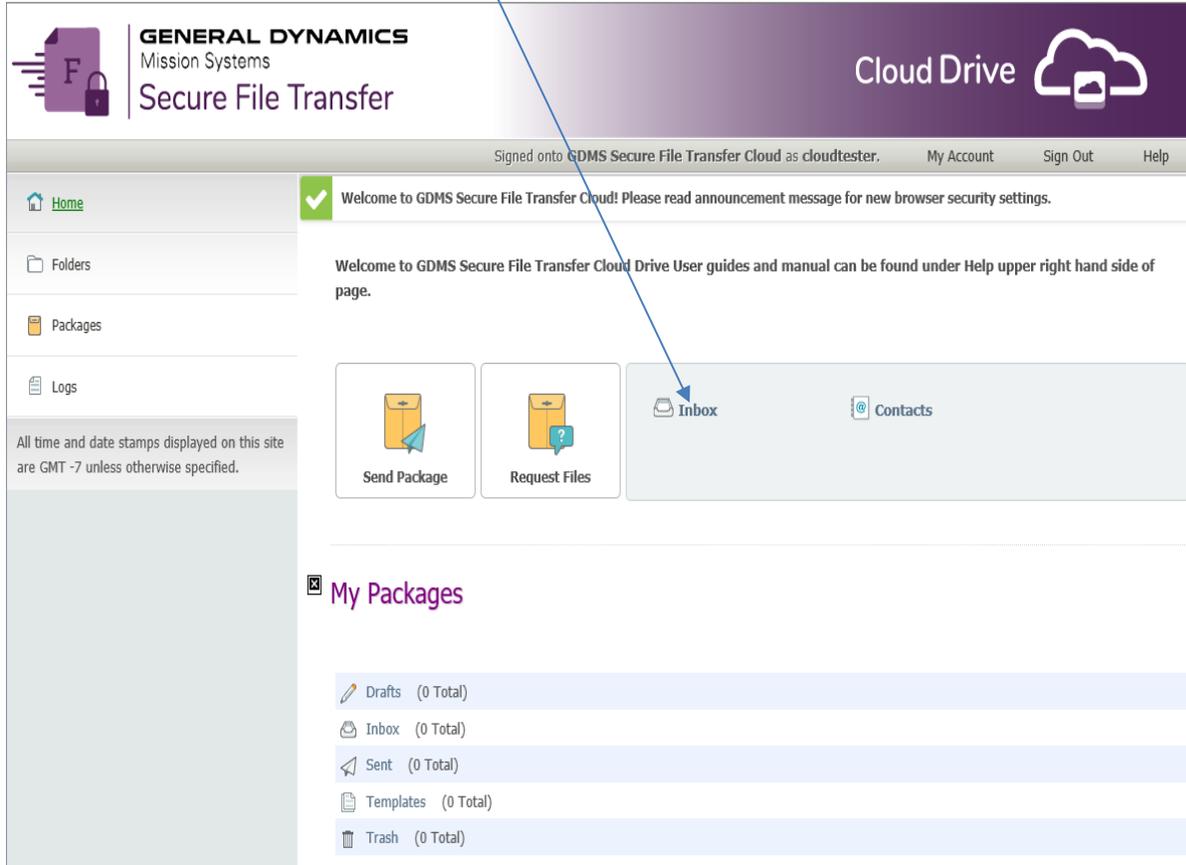
- **Announcements** - display messages posted by the SFT Cloud Drive Administrator.
- **Account Options** – Lets you modify personal preferences.
- **Help** – Provides technical support information, Setup Guides for users and online manual from vendor.
- **Sign Out** – Logs you out of the SF Cloud Drive.
- **Mailboxes** - lists your mailboxes and their contents.
- **Send Message/Package** - allows you to create and send a message.

The **Navigation Links** appear at the left of most pages.

- **Home** - takes you to your Home page.
- **Folders** – Provides access to content within the SFT Cloud Drive.
- **Packages** - link takes you to the **Secure Messages** mailboxes.
- **Logs** - link takes you to the **Logs** page.

## Access a Secure Message

On your **Home** page, click on the **Inbox** to view email message(s). Message information will be displayed when you click on the message. You can view or download the attachment, view its **History**, or view the **Printer Friendly** version.



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Secure File Transfer

Cloud Drive

Signed onto GDMS Secure File Transfer Cloud as cloudtester. My Account Sign Out Help

Home Folders Packages Logs

Welcome to GDMS Secure File Transfer Cloud! Please read announcement message for new browser security settings.

Welcome to GDMS Secure File Transfer Cloud Drive User guides and manual can be found under Help upper right hand side of page.

Send Package Request Files **Inbox** Contacts

All time and date stamps displayed on this site are GMT -7 unless otherwise specified.

### My Packages

- Drafts (0 Total)
- Inbox (0 Total)**
- Sent (0 Total)
- Templates (0 Total)
- Trash (0 Total)