



ICTA Secure FTP 2019

DRIVEN TO SERVE
INDIANA BUREAU OF MOTOR VEHICLES

FTP Process

What You Need To Know

- Who to contact when requesting access to the Secure FTP site
- How to install/login to the Secure FTP site
- How to access folders on the site
- Who to contact for questions
- Contact information



Who to Contact for Access

Send email to: Tamytha Cooper, Distribution and Reconciliation Supervisor
tcooper@bmv.IN.gov

When requesting access, please send the following and include information for all parties:

- Name:
- County/Municipality:
- County/Municipality Address:
- Phone #:
- Email:

Please allow up to two weeks to receive login information



How to Log In

After receipt of login information:

1. Go to <https://myshare.in.gov/Pages/sftp.aspx>
2. Select [GUI \(Winscp Install\)](#)
3. After installing, run WinSCP3 by double clicking on the desktop



Winscp3.lnk

4. Set up a Secure FTP Session (shown on next slide)
5. Select Stored Sessions
6. Enter in the information from the screenshot on the next slide using your username to access the SFTP Server.
 - Your IDs belong in a domain and must be fully qualified when you log in. See the screenshot below for user name example



How to Log In Continued

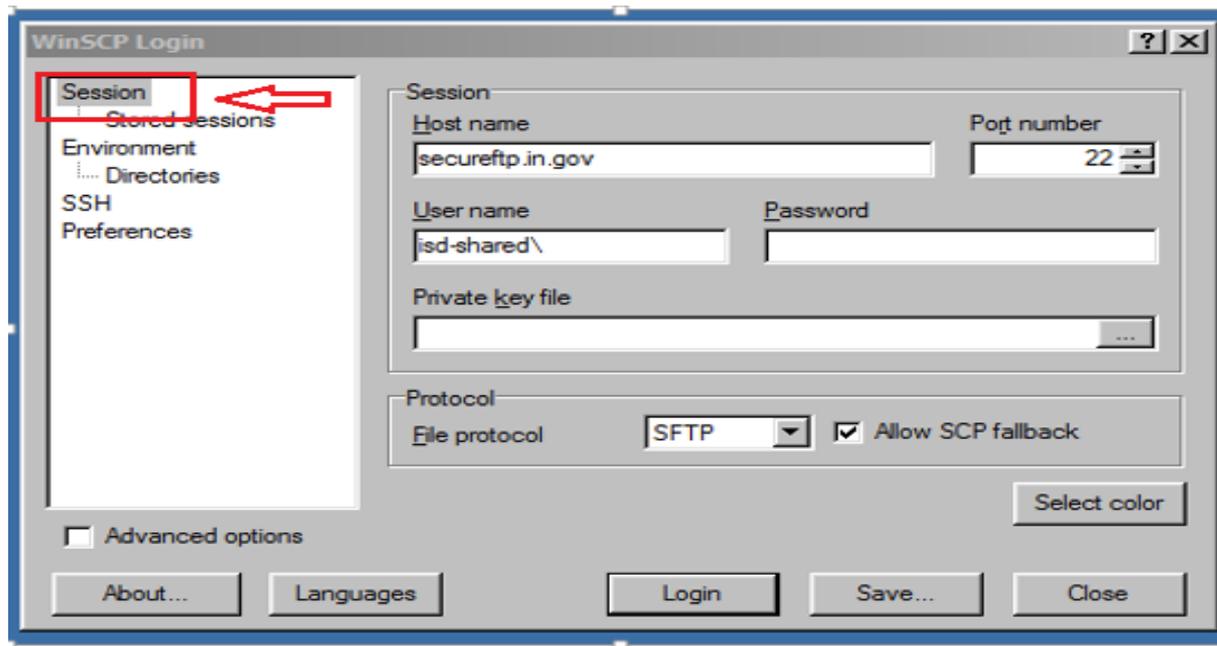
Host Name:

secureftp.in.gov

User Name:

isd-shared\username

Input your username ↑

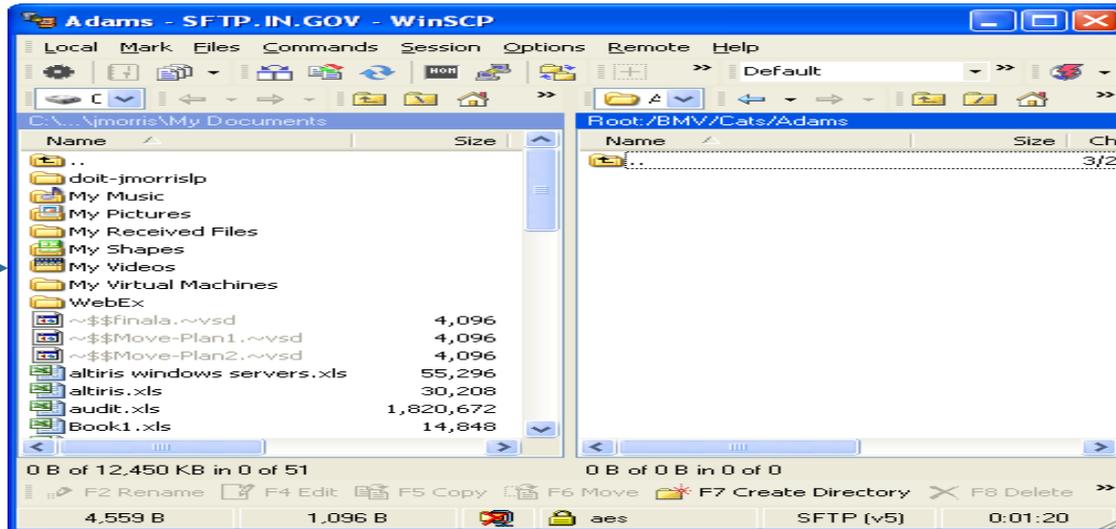


How to Log In Continued

Accept the Host Keys and State of Indiana Authorized User Policy



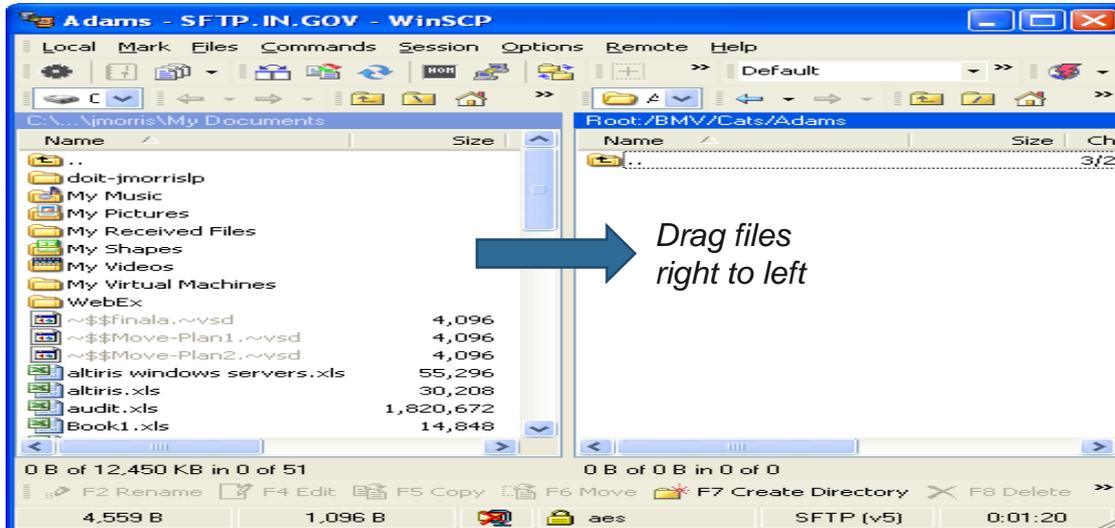
How to Log In Continued



The program window will display and split the local directory and the remote directory as two side by side panes.

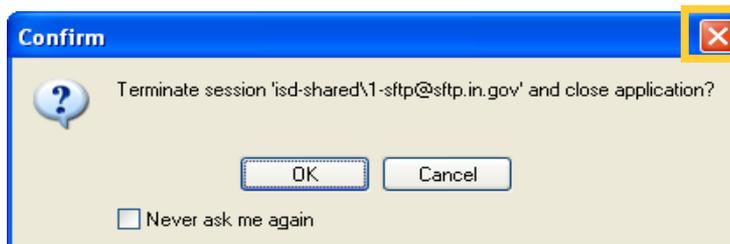


How to Log In Continued



Highlight and drag the file from the right pane and drop the file on the corresponding folder to which the file belongs in the left pane.

Repeat process until all files are moved.



When You Are Finished:
Click "x" to close and then "OK" to terminate the session



How to Change Password for FTP Access

The BMV provides FTP access for various agencies. We have provided those agencies with an ISD-SHARED domain login and password. In the past, it has not been required to change your password. The BMV will require you to change your password on your ISD-SHARED account at least every 89 days.

In order to accomplish this from a workstation that is not on the state network or in the ISD-SHARED domain, follow the instructions on the following slides.

Passwords for the ISD-SHARED domain must conform to the following rules:

- Passwords must be 8 Characters (with no spaces between characters).
- Passwords must have a combination of at least three of the following:
 - Upper Case Letters
 - Lower Case Letters
 - Numbers
 - Non-alpha characters (i.e. ~, !, #, \$, ^, *, (,), ?, <, and >)



How to Change Password for FTP Access



1. Launch Internet Explorer.
2. Type in the following secure URL:
<https://myshare.in.gov/Pages/Default.aspx>
3. At the top of the screen, select “Need to Change Password?”
4. Type in your “isd-shared\username” (without quotes)
5. Type your old password
6. Enter your new password
7. Confirm your new password by typing it again.
8. Click on the **Submit** button

Update Password

someone@example.com

Old password

New password

Confirm new password

Submit **Cancel**

This is the IOT Change Password Page.



How to Change Password Continued

You should receive a message that your password has been changed successfully.
You can now safely exit Internet Explorer.



If you are still having issues, contact the ITD Helpdesk at 317.232.0373 to have your password reset.

***Note:** Because you are not logging into the ISD-SHARED domain, you will need to set up a reminder to change your password every 89 days.*



Who to Contact?



Any questions regarding reports should be sent to:

Tamytha Cooper, Distribution and Reconciliation Supervisor

Email: tcooper@bmv.in.gov Desk: (317) 232-6438

Common questions/requests for Tamytha include:

- Resending distribution reports
- Reports not showing up in the folder
- Reports not matching deposits
- Not being able to read reports

Password Issues

Contact the state IOT department at 317-234-4357 and request a password reset.

