

## **Moving your Content from Team Content Dropzone to My Content** <sup>[1]</sup>

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Are you missing your content from your 'My Content'?

**Here is what you need to do!**

**If your Employee ID folder has been migrated to the upgraded CU-Data it will be in Team Content** – Now, you're ready to move your content from Team Content to My Content.

- Log in to **CU-Data**.
- Navigate to **Team Content > Finance > CU-Data Dropzone**. Select the folder with your Employee ID on it.
- Use the **More** menu (the three dots next to the folder name) to select Copy or Move.
- In the pop-up window, select **My Content** from the menu on the left, then click the **Move to** button.

Now, when you click on **My Content**, you'll see the report views or queries you moved over.

**What if you missed the deadline to move My Content from the old environment?**

Please click on this [link](#) <sup>[3]</sup> to view the detailed instruction on how to move your content from the old cu-data to the upgraded cu-data production.

**Send email when Published:**

Yes

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**Source URL:** <https://www.cu.edu/blog/m-fin/moving-your-content-team-content-dropzone-my-content>

### **Links**

[1] <https://www.cu.edu/blog/m-fin/moving-your-content-team-content-dropzone-my-content>

[2] <https://www.cu.edu/blog/m-fin/author/1855> [3] <https://www.cu.edu/controller/m-fin-how-moving-my-content-upgraded-cu-data>