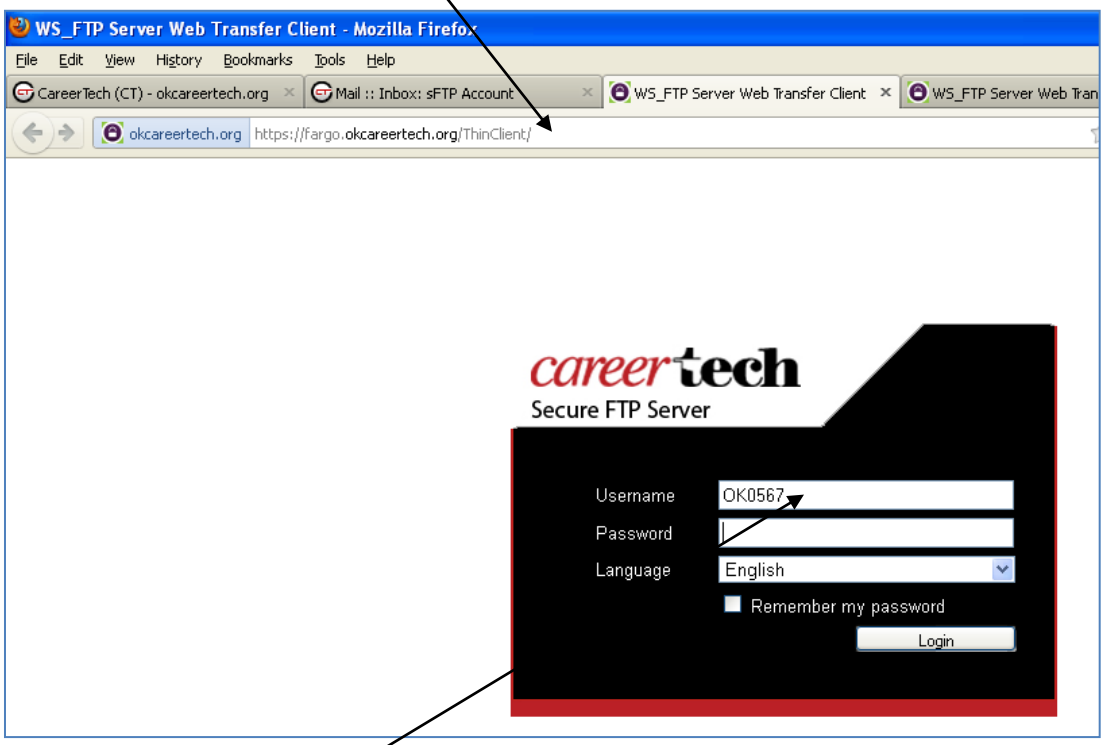
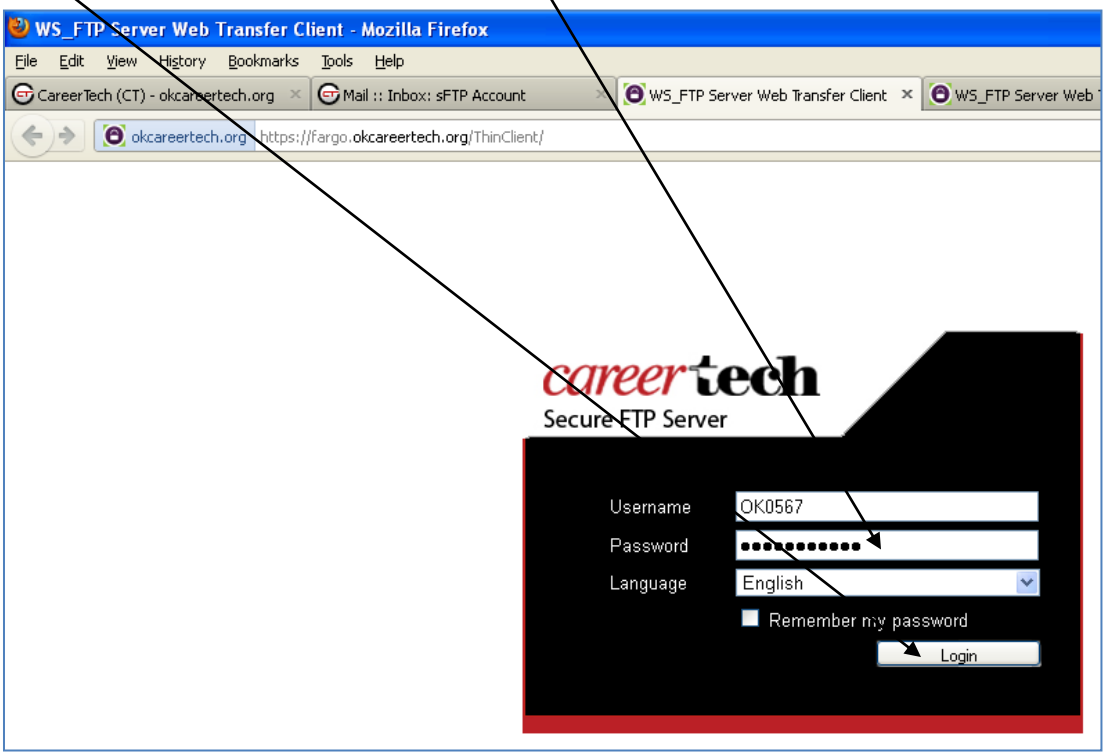
Step-by-step Instructions for Uploading SAE Record books through FTP

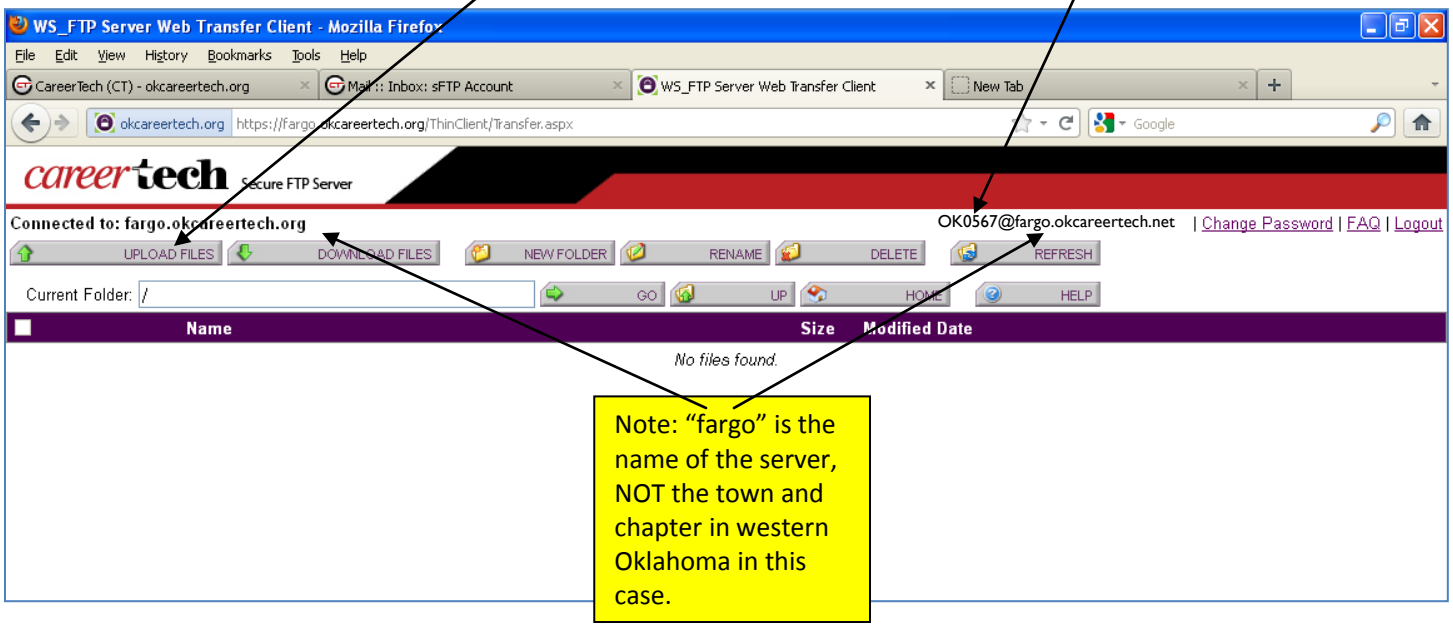
1. Make sure all students' record book files are saved in one folder labeled "2012 Record Books" on your desktop. Files should properly be named with LastnameFirstname2012 format (ex. SmithJohn2012).
2. Open web browser (Internet Explorer, Firefox, or Safari for example).
3. Type in https://fargo.okcareertech.org/ThinClient (or copy & paste) into the web browser address bar.



4. Enter the **Username**. NOTE: User name is **your** Chapter Number, OK followed by your 4 digit chapter number (as in this example: OK0567).
5. Enter your **password** that was provided via e-mail.
6. Press Login.

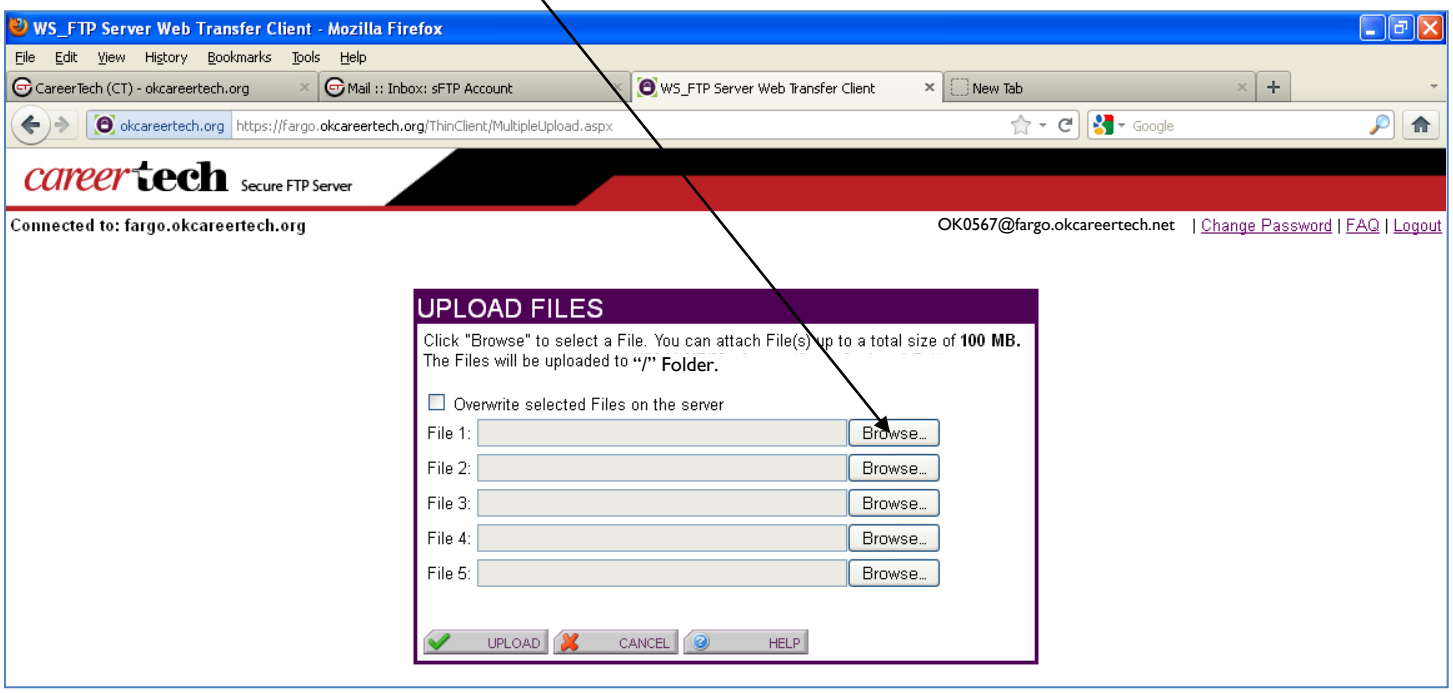


7. Verify that you are in the correct folder by making sure the chapter number is correct. If this number is not right, call the State office at this time.
8. Click on the “Upload Files” button.

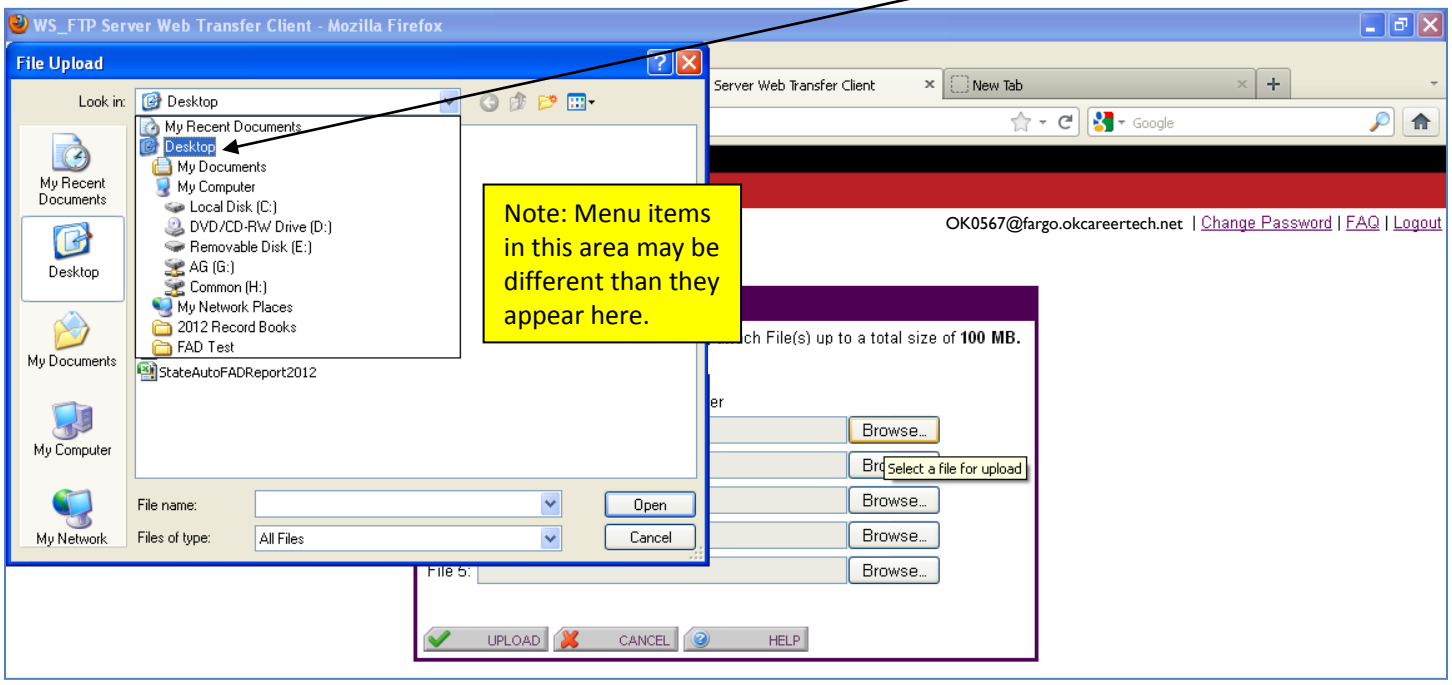


Note: “fargo” is the name of the server, NOT the town and chapter in western Oklahoma in this case.

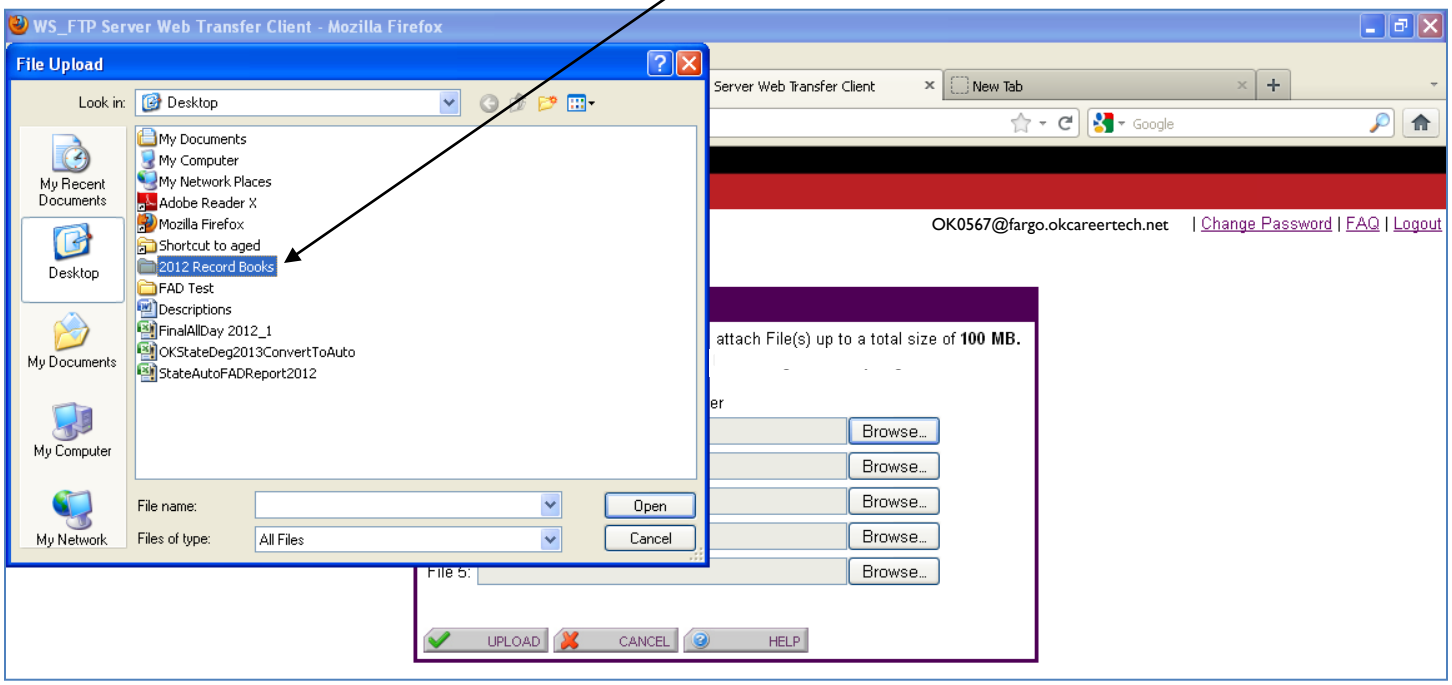
9. Your screen should look like the following graphic.
10. Press on the “Browse . . .” button.



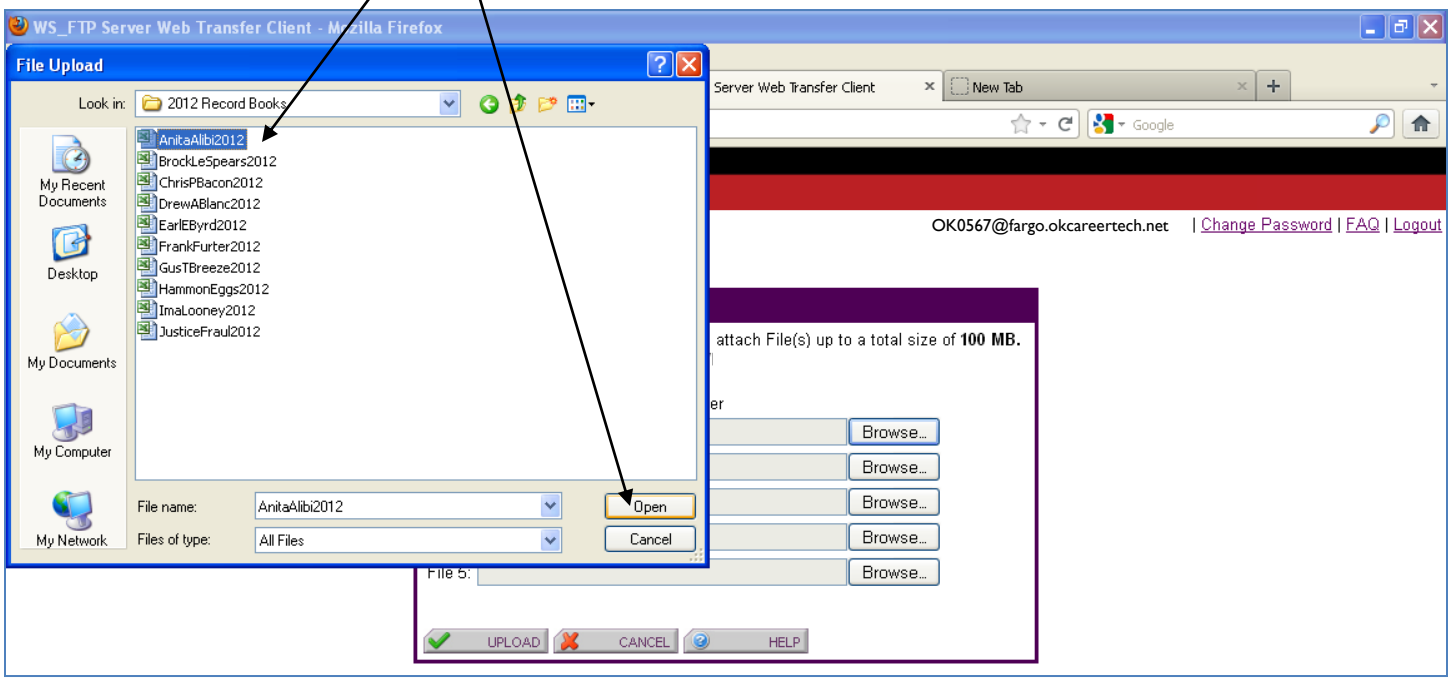
11. Your screen should now look like the following graphic. Locate the desktop. Click on it.



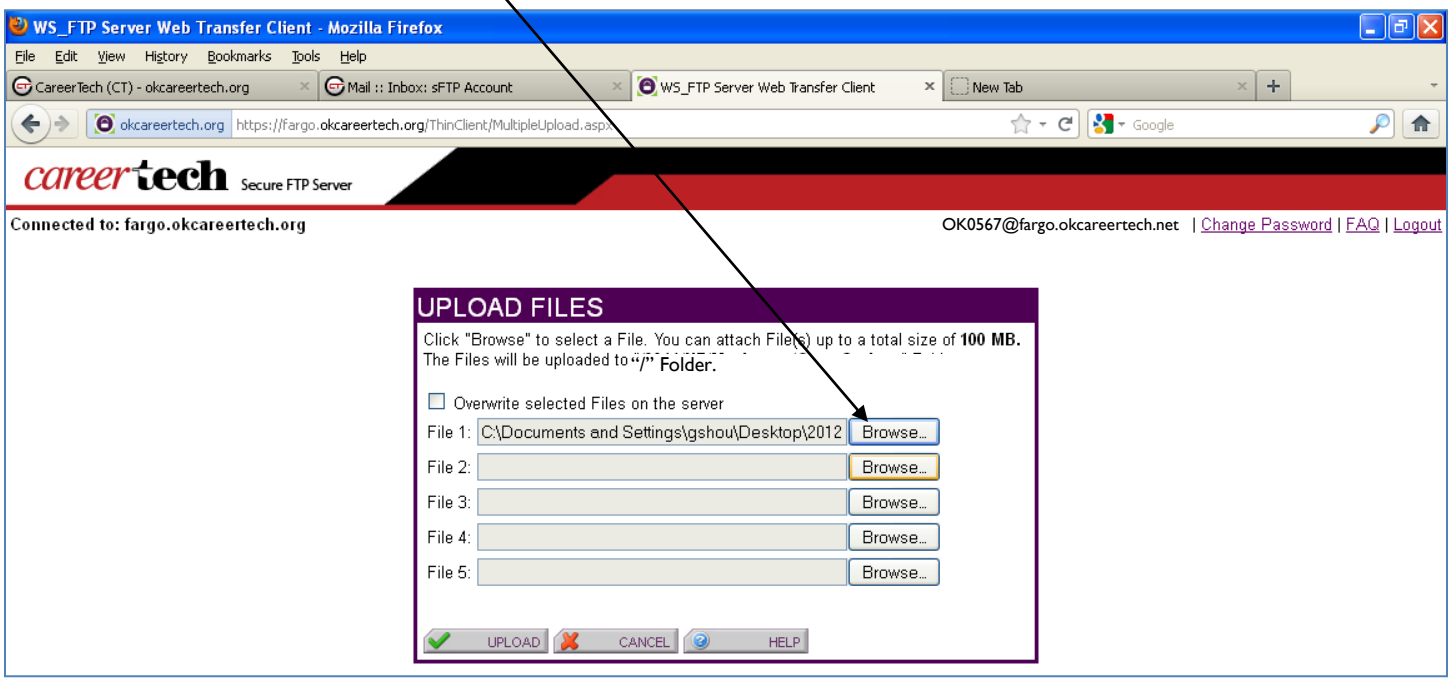
12. Find the "2012 Record Books" folder and click on it.



13. Click to select the first file.
14. Click “Open” to attach the file.

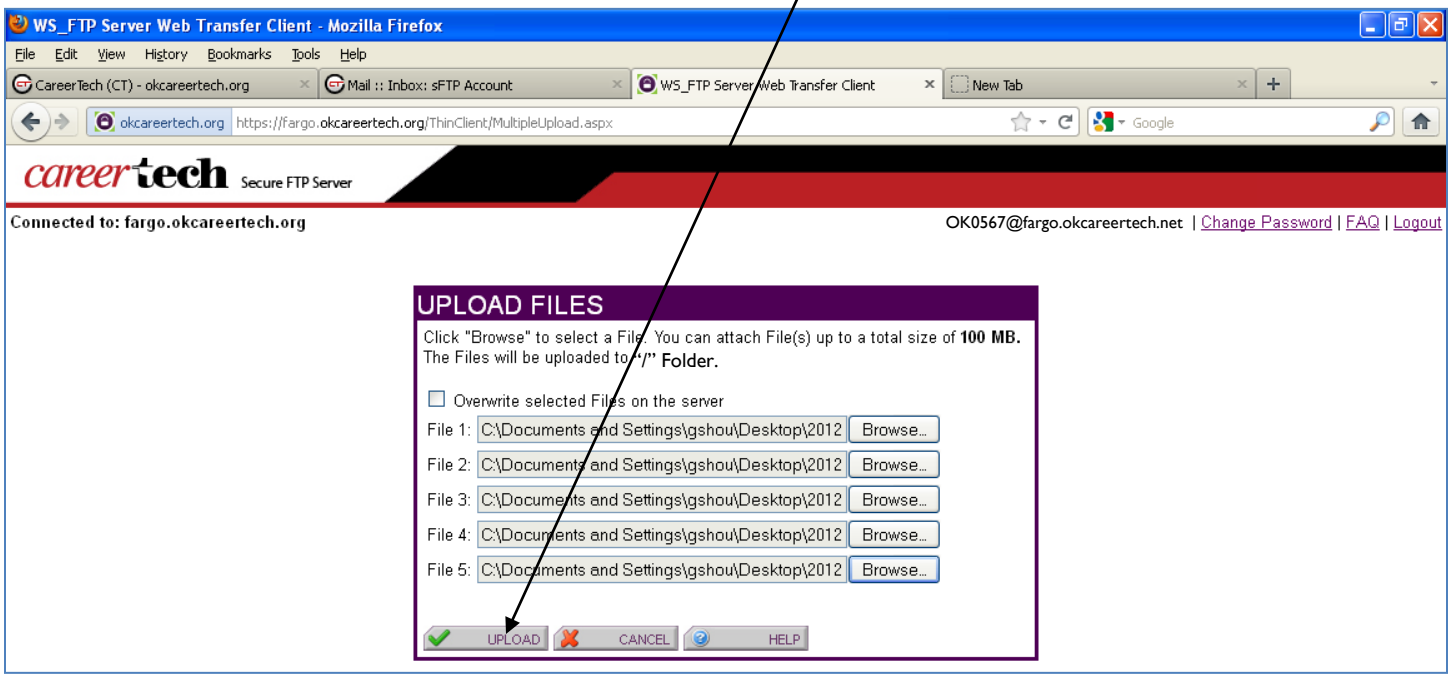


15. The screen should list the document selected and come back to the “Upload Files” screen. Select your second file using the same process. Once the folder has been initially located, when you select “Browse . . . ” it should take you directly to the correct folder with all your students’ records.

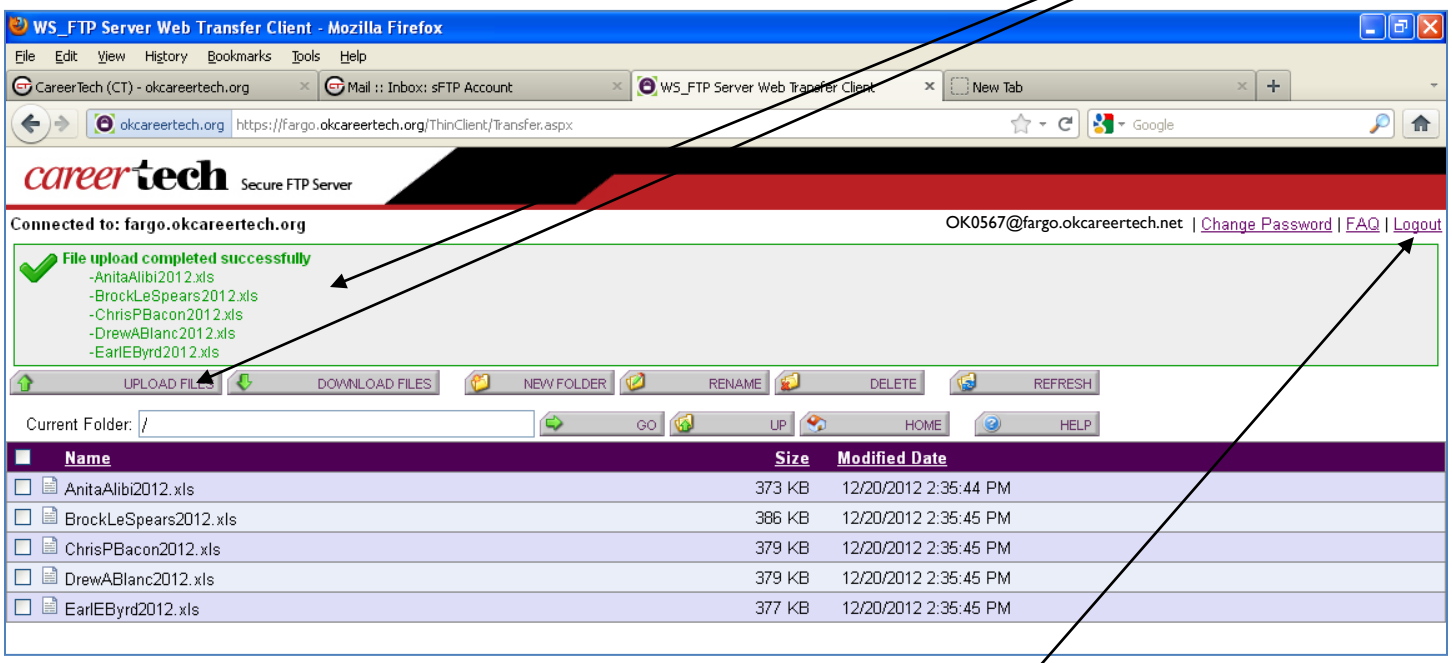


16. Continue steps 11 through 15 to upload your first five students’ records.

17. Once five files are selected, click on the “UPLOAD” button.



18. You have successfully uploaded the first five files. The files uploaded are listed on the screen.
19. Select “Upload Files” to continue loading five files at a time until all files are uploaded.



20. When you have uploaded all files, click on “Logout” to finish your session.