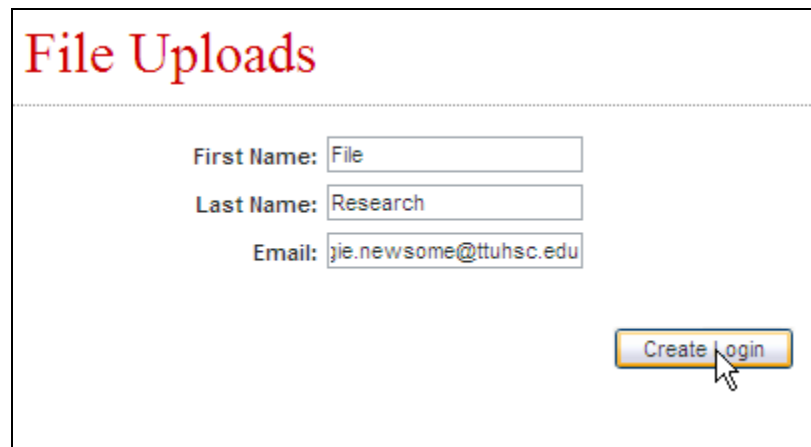


# HOW TO USE FILE UPLOADS

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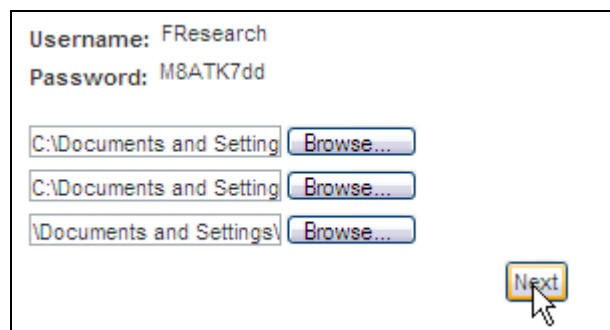
Navigate to: <https://www.ttuhs.edu/IT/IS/FileUploads/>.

Enter a first and last name (this can be a generic name or your name). Enter your email address and click Create Login.



The screenshot shows a web form titled "File Uploads" in red text. Below the title, there are three input fields: "First Name:" with the value "File", "Last Name:" with the value "Research", and "Email:" with the value "jje.newsome@ttuhsc.edu". To the right of these fields is a yellow button with the text "Create Login". A mouse cursor is pointing at the button.

This will generate a username and password from the information entered. You are able to upload up to three files. To do this, simply browse to the files you would like to upload and click on Next.



The screenshot shows a web form with the following fields: "Username: FResearch" and "Password: M8ATK7dd". Below these are three file selection rows, each with a text box containing a file path and a "Browse..." button. The paths are "C:\Documents and Setting", "C:\Documents and Setting", and "\Documents and Settings\". To the right of these rows is a yellow button with the text "Next". A mouse cursor is pointing at the "Next" button.

Once the files have been uploaded, enter the recipient's email address. If more than one person needs to receive this information, enter your own email address. Instructions on how to retrieve the files will be sent to the entered email addresses.

To send a notification to multiple users, simply forward the email generated by the File Upload program to the intended recipients.