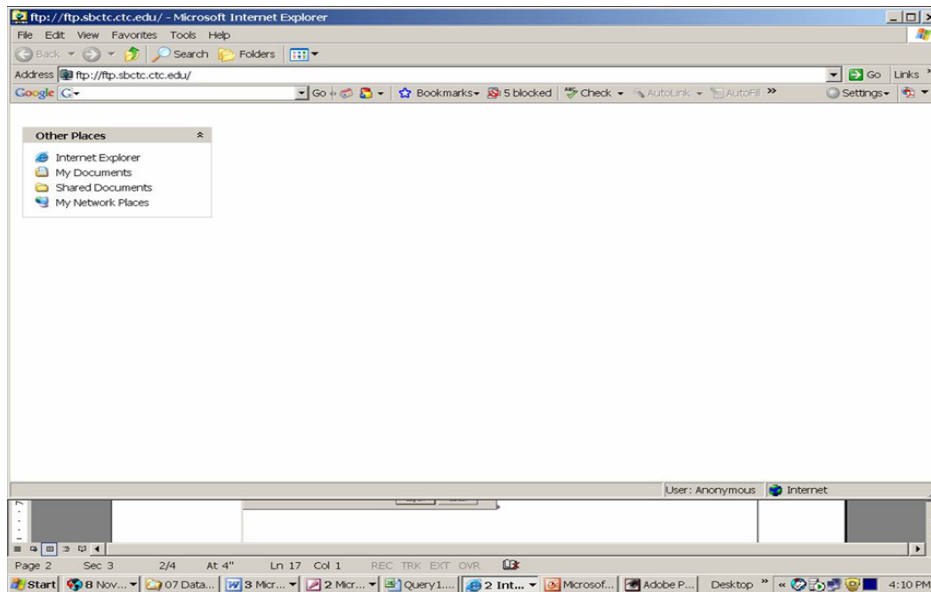


Instructions for Transferring the Student Data Report File to the FTP Site

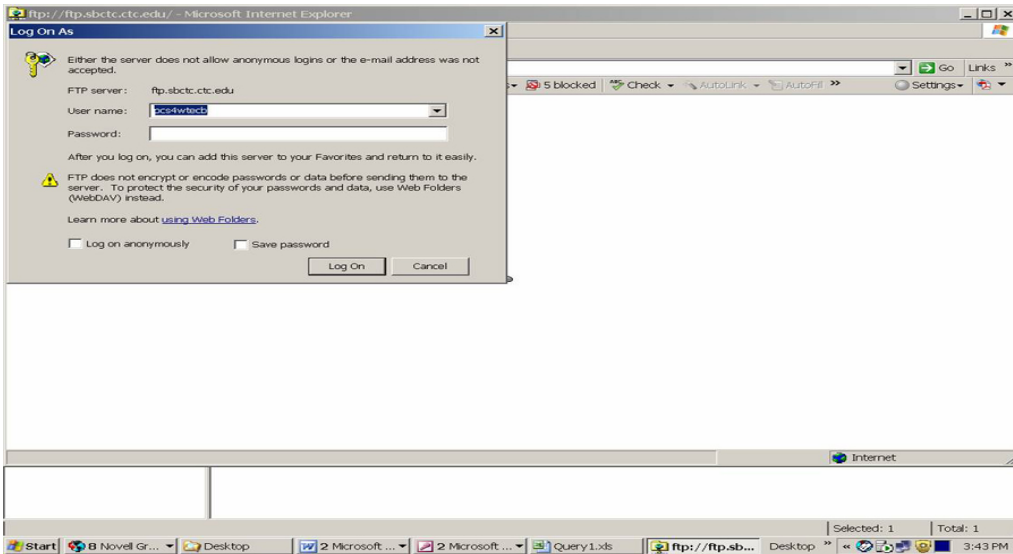
To transfer student data file using Internet Explorer and ftp, follow these steps:

1. First, *give your file a name that includes the name of your school*, so that we can identify the file.
2. Save the file with a password. To do so in Excel, click on **File, Save As**, then click the **Options** button. Then type in the password and continue with saving the file.
3. Send the password in an email to Barbara Mix at bmix@wtb.wa.gov, so that we can open your file. Include the name of your file and your school name in the email.
4. Open your Internet Explorer browser and enter the following URL in the address bar. Copy and paste this URL into the browser address window. If you click on it from here, it will not work.

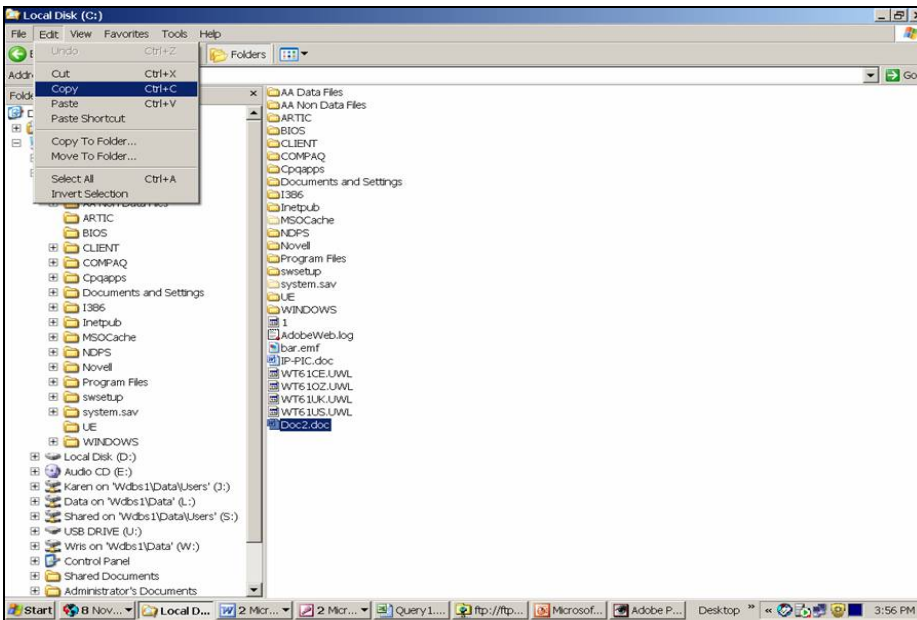
<ftp://ftp.sbctc.ctc.edu/>



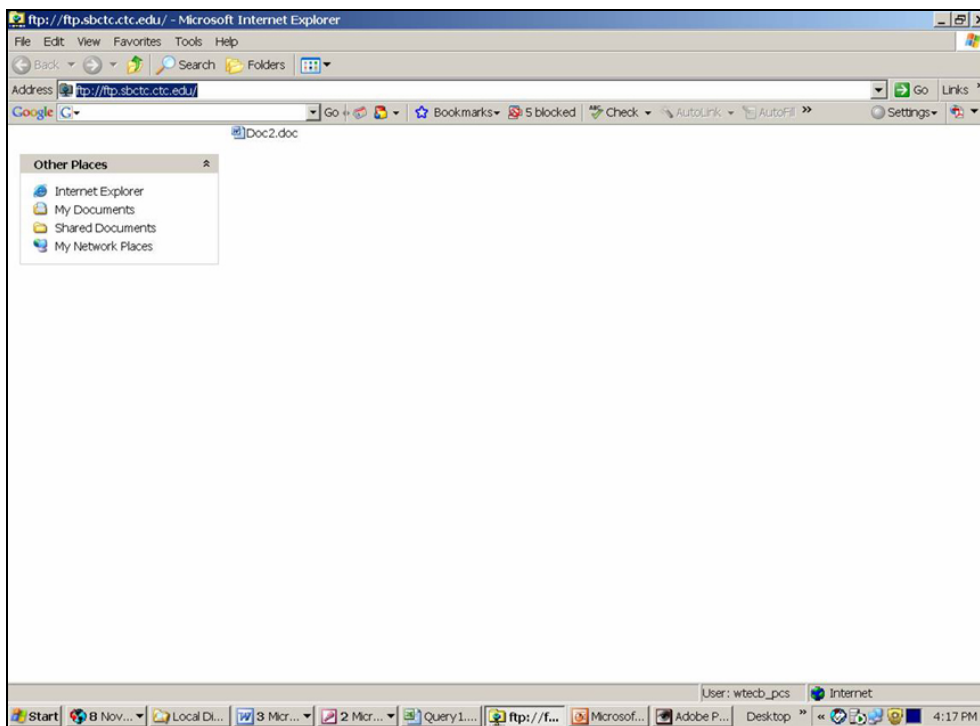
5. Enter User Name: pcs4wtecb (case sensitive) and password: pc5!wt3c6 (case sensitive). Then click “Log On.”



6. Go to where the file is located on your computer and copy it, using “edit”, “copy”, as shown below.



7. Go back to the web page you logged in to and click “edit” at the top and then “paste” to paste the file onto the ftp server in the browser window. You should see the file appear on the page, as in the example below (example file is called doc2.doc).



That’s it. If you see your file on the ftp web page, then your file has been transferred. The file can now be downloaded by Workforce Board staff--the only people with access to downloading the files on this ftp site.

Before you finish:

Did you remember to give your file a name that includes the name of your school?

Did you email your password to Barbara Mix at bmix@wtb.wa.gov?

If you have any questions, or problems with transferring your file, you can contact Barbara Mix at (360) 586-3322.