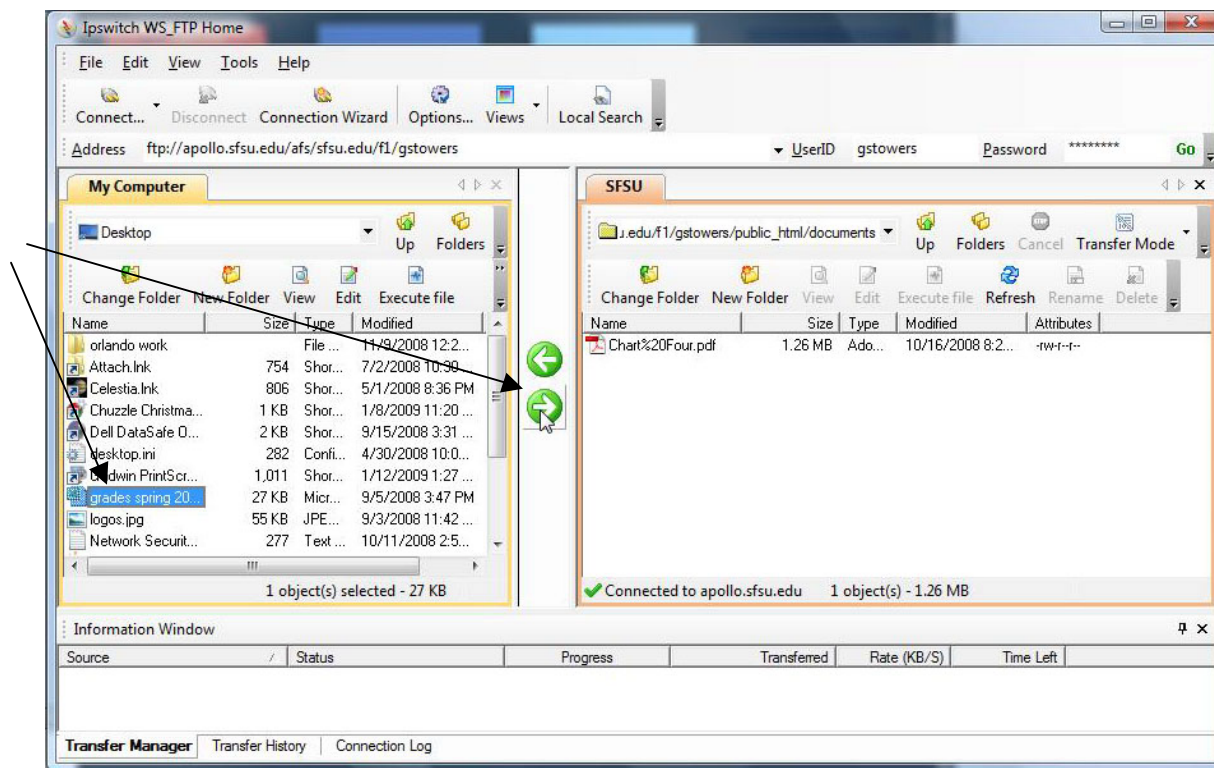


Department of Public Administration
Completing Your Eportfolio
Step 3: Moving Your EPortfolio Files to Your Web Account

1. Open WS-FTP again and make the connection with your web account. Input the following information: To connect using any ftp software, the following information must be used:
 - a. Site or remote connection is **apollo.sfsu.edu**
 - b. Your account name is **whatever your email name is—mine is gstowers**
 - c. Your password is **whatever your SFSU email password id**
2. Once WS-FTP is open, select the drive on the left for your flash drive and then the folder in which your eportfolio files reside. Highlight the files to be moved. On the right side (representing the web account), move up and down the file structure until you are in public_html and then the documents folder. With the files on the left highlighted, simply click on the arrow facing right to transfer the files to the web account.



3. Transfer files until all are moved into the documents folder.
4. Make sure you make a note of the exact names of each of the files.

5. The web address of a file called “resume” in the documents folder would be

<http://userwww.sfsu.edu/~emailname/documents/resume.pdf>

For example, the address of my resume would be

<http://userwww.sfsu.edu/~gstowers/documents/resume.pdf>