# CONNECT AND UPLOAD TO THE FLVS FTP
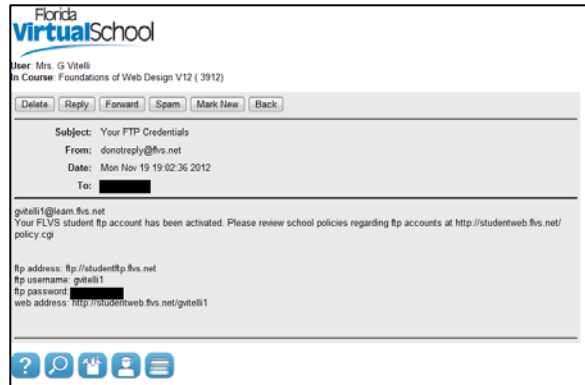
## Find Your Username and Password

*Step 1:* When you started this course, you received an email in Educator with your FTP account information. You will need this information to upload work to the internet.

*Note:* Your username is the same as your FLVS login username - the password is not the same as your FLVS login password.
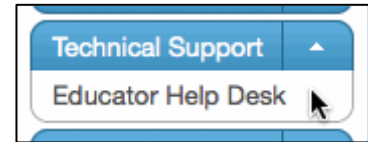
*User Interface Design Students:* If you took Foundations of Web Design at FLVS, the username and password are the same. You will not receive a new email.



**If you have misplaced your email, you can have the password reset.**
1. In Educator, select TECHNICAL SUPPORT > EDUCATOR HELP DESK
2. Look for the FTP PASSWORD RESET section and select the RESET PASSWORD button.
3. A pop-up box will ask if you are sure. Press OK.
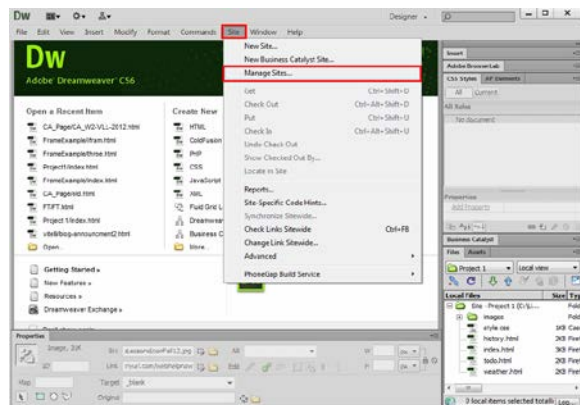4. The new password will be sent to your Educator email account.



**Your teacher does not have access to your password.**

## Connect to your FTP Site - First Time Setup
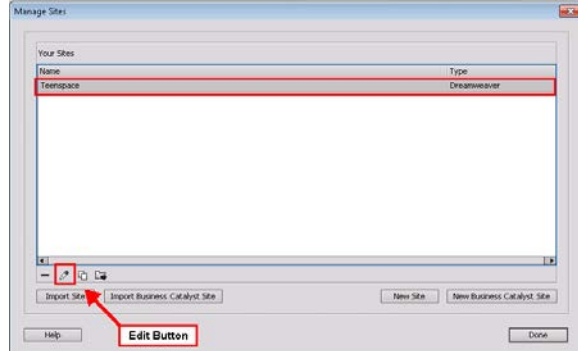
*Step 1:* In the online workspace, open Dreamweaver.
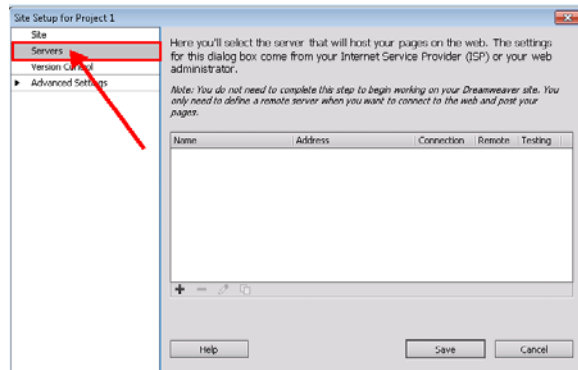
Select SITE > MANAGE SITES

**Step 2:** Under Manage Sites, locate the name of the Teenspace Site and select EDIT. (this button looks like a pencil)
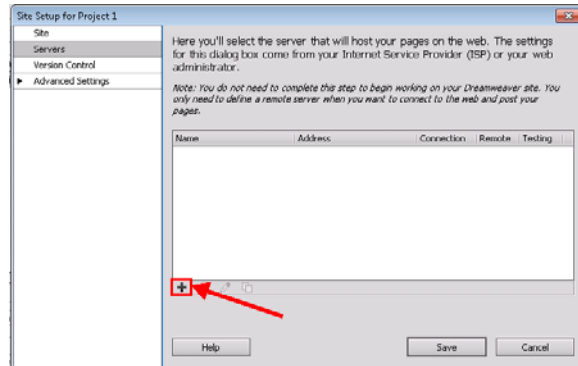
**NOTE:** If you do not see your Teenspace site, you will need to import your site. Select the "Import Site" button and look for the "Teenspace.ste" file. Once your Teenspace site is showing, you can press the EDIT button.
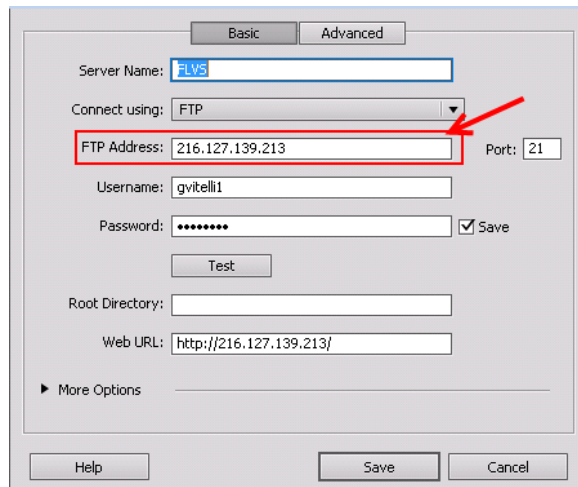
**Step 3:** Select the Servers Category.
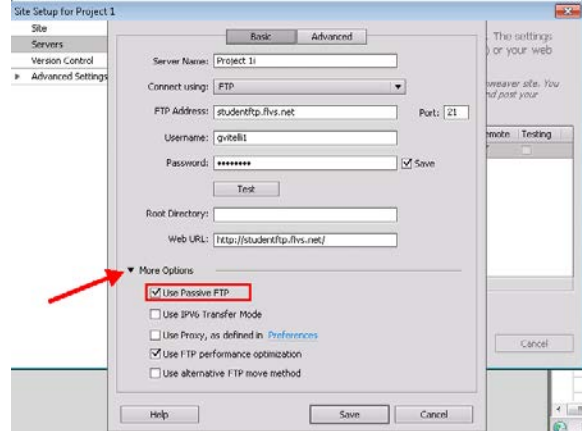
**Step 4:** Press the + button to add a new Server.

**Step 5:** Complete the following:
**Server Name:** FLVS
**Connect Using:** FTP
**FTP Address:** 216.127.139.213
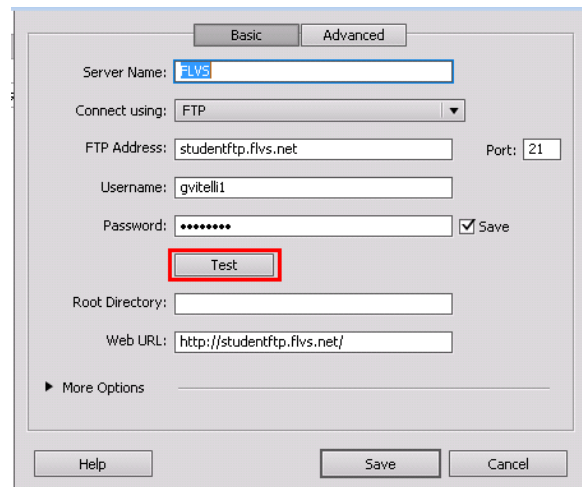**Username / Password:** from above

**Step 6:**  Click the More Options drop down box.

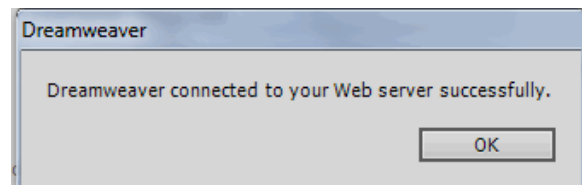Make sure the "Use Passive FTP" checkbox is selected.

**Step 7:** Press the TEST button.

**Step 8:** You should receive this message.  Click OK.

(If you do not receive this message, check the steps and then contact your instructor for assistance.)
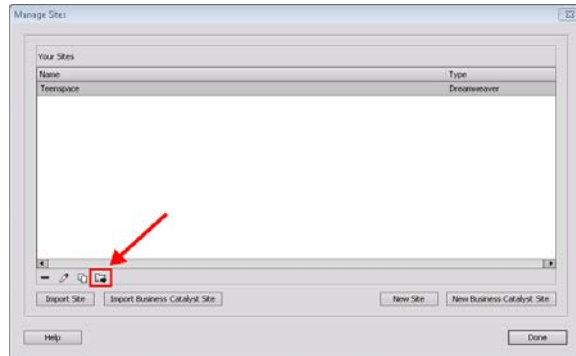
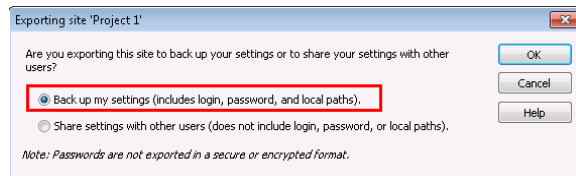**Step 9:**  Press Save to return to the Site Setup Dialog box.

Then press SAVE again to return to the Manage Sites box.

**Step 10:** Now we need to re-export your site to save these settings. Select the "Export the Currently Selected Site" button. (looks like a folder with an arrow on it)



**Step 11:** The Exporting Site Dialog box will open. Select "Back up my settings" and press OK.
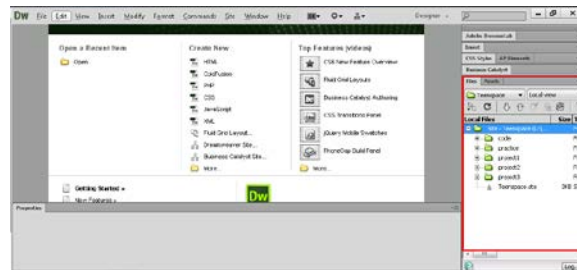


**Step 12:** Save the Teenspace.ste file in the Teenspace folder. You will be replacing the exported site you previously created with this one.
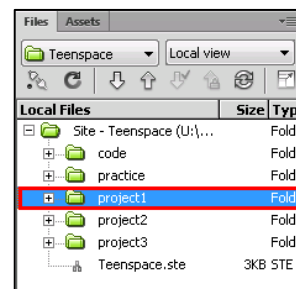
Press DONE to close the Manage Sites box.

## Upload Files to Your Folder on the FLVS Server

**Step 1:** Once your Site is correctly setup in the Manage Sites Dialog box, you are ready to upload the files to the FLVS Server. Look in the bottom right corner for the Files Panel.
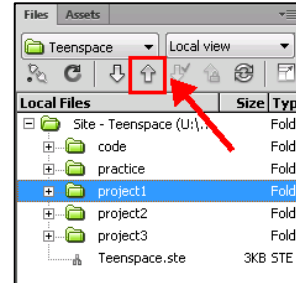


**Step 2:** Select the folder you would like to upload by clicking on it.



**Step 3:** Press the up arrow to "Put files to the Remote server".

NOTE: You may get a pop-up box asking "Should dependent files be included in the transfer?".  If you see this box, press Yes.



**Step 4:** Once you have uploaded your files, your work is available for viewing on the internet.  Your website address will be:

**Foundations of Web Design:**
http://studentweb.flvs.net/username/project1/index.html

**User Interface Design:**
http://studentweb.flvs.net/username/Module%202/index.html

**Note:** If you have difficulty connecting your pages to the server, contact your instructor for assistance. Zipping your files to submit may be an option for this assignment, but you will need to speak to your instructor first.

 Watch this video demonstration on how to upload and view your work on FLVS Server