

Procedure for Transferring Multiple Files – Requesting Access to OPI FTP Site

There are some OPI employees who have had the ability to upload files directly to the OPI website. This was an accepted practice for the last few years for work units that transferred large amount of files, or were constantly updating files.

OPI Network staff are always working to keep our website as safe as possible and they have developed a new procedure for OPI employees to transfer files more securely. This procedure is designed for larger groups of file transfers, not necessarily the routine updating of existing web pages.

1. Open a Help Desk ticket requesting a “drop folder” for your unit/division, including the name for the folder - i.e. School Finance, Special Education.
2. Network Staff will add a folder for you here:
Share/#FileDropforWebserver/
3. You will be notified that the folder has been created.
4. Drag and drop your files into your folder.
5. Inform Web staff - Steve Meredith or Janet Andrew - that you have files to be uploaded and where you want them to go.
6. You will only need to send one request for a drop folder - once the folder is created, it will remain for your use.

External employees or users outside the state network:

1. Contact Steve Meredith or Janet Andrew to request access to the FTP site.
2. Provide the following information:
3. first and last name
4. school
5. phone #
6. email
7. job title

Steve or Janet will open a Help Desk ticket requesting an account for you on the FTP site. Once you have been given permission to use the FTP site, you will be provided with log in information.

Any questions? Please contact Janet Andrew, Steve Meredith or the Help Desk.