

Uploading Artifacts to PASS-PORT

Step 1: Save the document, you want to upload as a file (such as Word) on your computer or flash drive.

Step 2: Log into PASS-PORT

- Click on the Artifacts tab



- Click on the files link





- Click on the "Upload File Here" button



- Click and select the file that you want to upload
- Enter a file nickname


Enter file nickname.


-
- Type artifact description (optional)
- Click
- Your file now appears at the lower part of the screen with a  beside it and the name you gave the document

Name	Date	Size
 Field Exp Transfer [Rename Delete Cut Submit For Review Properties]	4/17/2012	0.035MB


*Place file in a folder

- Click cut under the file name, go to the folder name you wish to put the document in and click Paste.



Name	Date	Size
 Field Exp Transfer [Rename Delete Cut Submit For Review Properties]	4/17/2012	0.035MB

*To upload directly to a folder you already have created

- Click on the folder name  [EDUC 203 Fall 2011](#)
[[Rename](#) | [Delete](#) | [Cut](#) | [Create Subfolder](#) | [Properties](#)]

- Click the "Upload File Here" button on the right side of the screen.



- Then continue with the steps listed above.