Instructions for
Uploading GPA Calculator Files

I.   Accessing your folders on MI's secure FTP site

Once you have been notified that your account is set up, access the FTP site and update your password as follows:

1) Navigate to: *https://transfer.measinc.com/ThinClient/WTM/public/index.html#/login*

2) Enter your **username**. Your username is the first half of your email address before the @ symbol

   For example, for Ftpuser@measinc.com, the username would be "ftpuser").

   Remember that accounts have been set up based on the emails of each program's Data Manager.

3) Enter the default **password**: "M3451nc" (without the quotes).

   Note that the 5th character is a numeral, not a letter. Remember that passwords are case sensitive.

4) You will need to create a **new password** before you can access your folder(s).

   Once you create a new password, you will need to log in again.

5) You should see folder(s) associated with the number(s) of all grants that you are supporting.

NOTE: Accounts are set to expire every **90 days**. Contact MI if you need to extend your account.

II.   Uploading files

1) **Access your account** as described above

2) **Double click on the folder** associated with the grant number for the data you are uploading. ALWAYS OPEN YOUR FOLDER BEFORE YOU UPLOAD FILES – otherwise no one will be able to see them except you.

   If you support more than one grant, you should see multiple folders. Please upload data for each grant separately into each appropriate folder.

   You should see the name of the folder in the upper right corner:
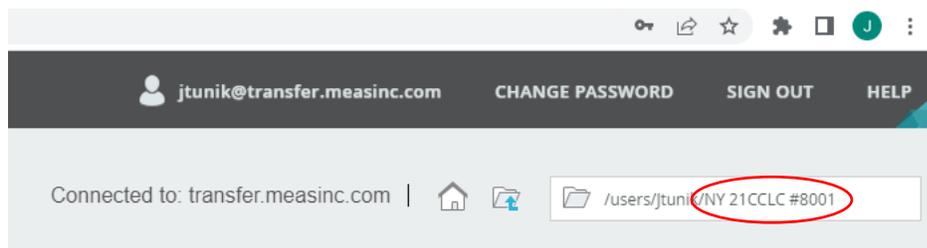
4) **Upload** your files (see screenshot below):

    a. In the upper left, click **Upload**

    b. Click **Browse** to select files from your computer.

> *You can upload multiple files at the same time, either by entering a file into each row, or you can enter multiple files into the same row.*

    c. Click **UPLOAD**

> NOTE: ***You can only upload 50 Mb at a time.*** *If your files sum to more than 50 Mb, you will need to split them up into several batches and repeat steps 3) a. through c.*
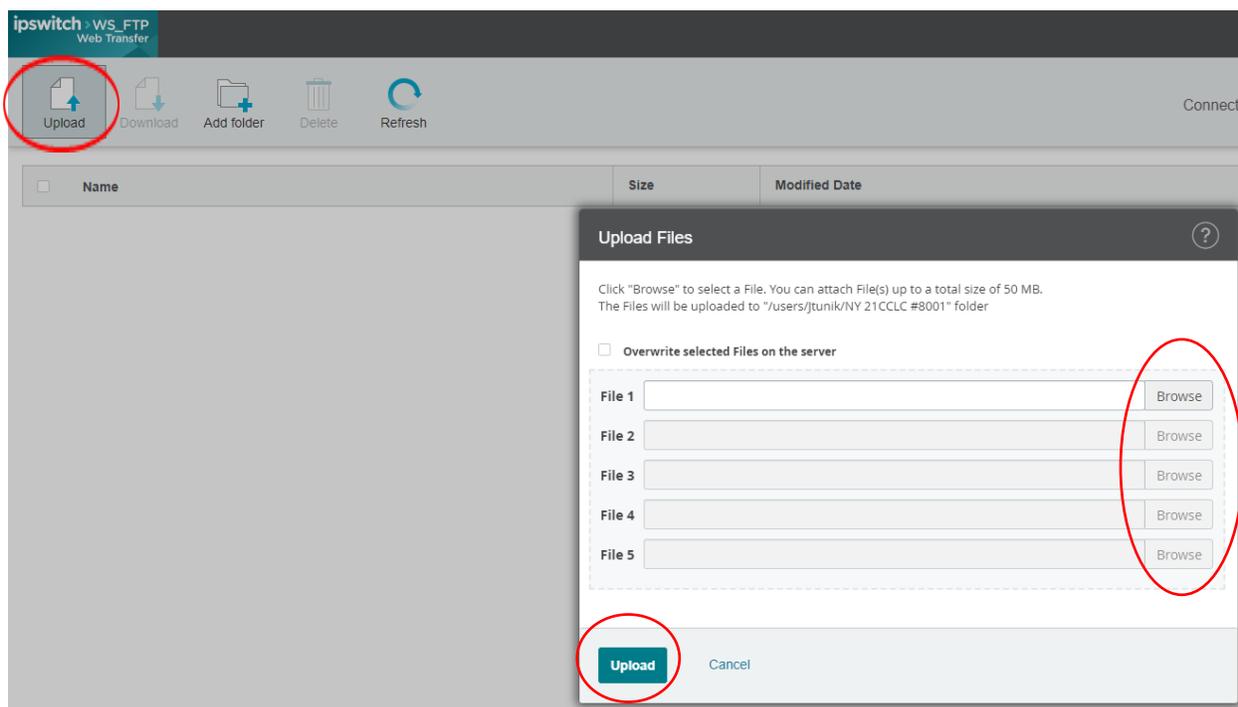
5) If you need to **upload additional files for a different grant**:

    a. Once you have uploaded all files for the first grant, exit the folder by clicking the icon in the upper right.

    b. Repeat steps 2) and 3).

6) Remember to **LOG OUT** when you are done.

It is highly advisable that you do not delete your original files until this year's APRs have been submitted.