

State FTP Site

<https://sftp.sde.idaho.gov/login.html>



Account: Remember me

Password:

Language:

Wing FTP Server ©2003-2016 wftpserver.com All Rights Reserved

Account: ME

Password: ME-Works

It is handy to click the “Remember me” check box.

Click Login.

You land in a screen that lists all the IMEN members.

[Welcome, ME] ? Help Logout

Multi-files operations: Zip Files Delete Files Cut Files

Now directory: / includes 0 files and 21 directories, size: 0 Bytes

| Name | Size | Type | Date modify |
|---|------|--------|---------------------|
| <input type="checkbox"/> Nampa School District | 0 | folder | 2016-09-01 13:11:47 |
| <input type="checkbox"/> American Heritage Charter School | 0 | folder | 2016-09-01 13:12:32 |
| <input type="checkbox"/> Clark Fork Jr. and Sr. High School | 0 | folder | 2016-09-01 13:21:44 |
| <input type="checkbox"/> Indian Creek and Ross Elementary | 0 | folder | 2016-09-01 13:20:41 |
| <input type="checkbox"/> Initial Point Alternative High School | 0 | folder | 2016-09-01 13:21:20 |
| <input type="checkbox"/> Kuna Middle School | 0 | folder | 2016-09-01 13:21:07 |
| <input type="checkbox"/> Meadows Valley School District | 0 | folder | 2016-09-01 13:13:02 |
| <input type="checkbox"/> Meridian Academy Alternative | 0 | folder | 2016-09-01 13:17:24 |
| <input type="checkbox"/> Meridian Technical Charter High School | 0 | folder | 2016-09-01 13:17:39 |
| <input type="checkbox"/> Moscow School District | 0 | folder | 2016-09-01 13:16:51 |
| <input type="checkbox"/> Atlas Alternative School | 0 | folder | 2016-09-01 13:19:58 |
| <input type="checkbox"/> North Valley Academy Charter School | 0 | folder | 2016-09-01 13:12:01 |
| <input type="checkbox"/> Notus School District | 0 | folder | 2016-09-01 13:18:18 |
| <input type="checkbox"/> Rivervue Academy | 0 | folder | 2016-09-01 13:18:41 |
| <input type="checkbox"/> Rocky Mountain Middle School | 0 | folder | 2016-09-01 13:17:05 |
| <input type="checkbox"/> Salmon Junior-Senior High School | 0 | folder | 2016-09-01 13:19:30 |
| <input type="checkbox"/> Silver Creek Alternative High School | 0 | folder | 2016-09-01 13:09:21 |
| <input checked="" type="checkbox"/> Three Creek School District | 0 | folder | 2016-09-01 13:08:46 |
| <input type="checkbox"/> Union High School | 0 | folder | 2016-09-01 13:20:27 |
| <input type="checkbox"/> Venture High School | 0 | folder | 2016-09-14 16:48:17 |
| <input type="checkbox"/> Wilder School District | 0 | folder | 2016-09-01 13:18:05 |

Double click your school name.

You are now in your school's directory:

[Welcome, ME] ? Help Logout

Multi-files operations: Zip Files Delete Files Cut Files

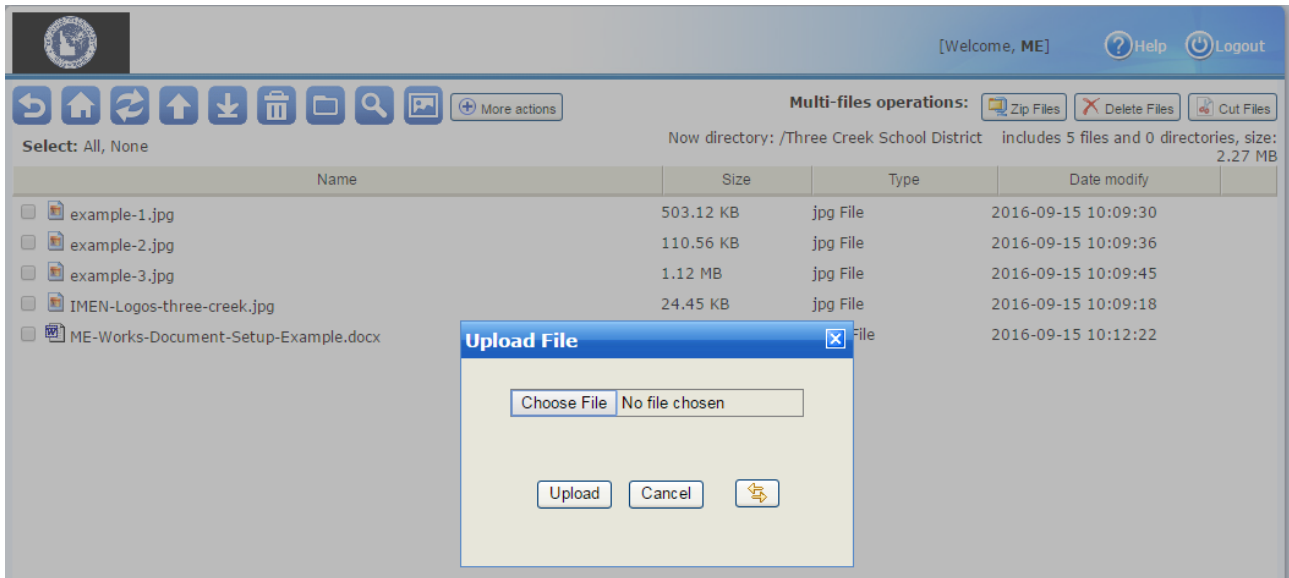
Now directory: /Three Creek School District includes 0 files and 0 directories, size: 0 Bytes

| Name | Size | Type | Date modify |
|------|------|------|-------------|
|------|------|------|-------------|

Click the upload file icon that looks like an arrow up.

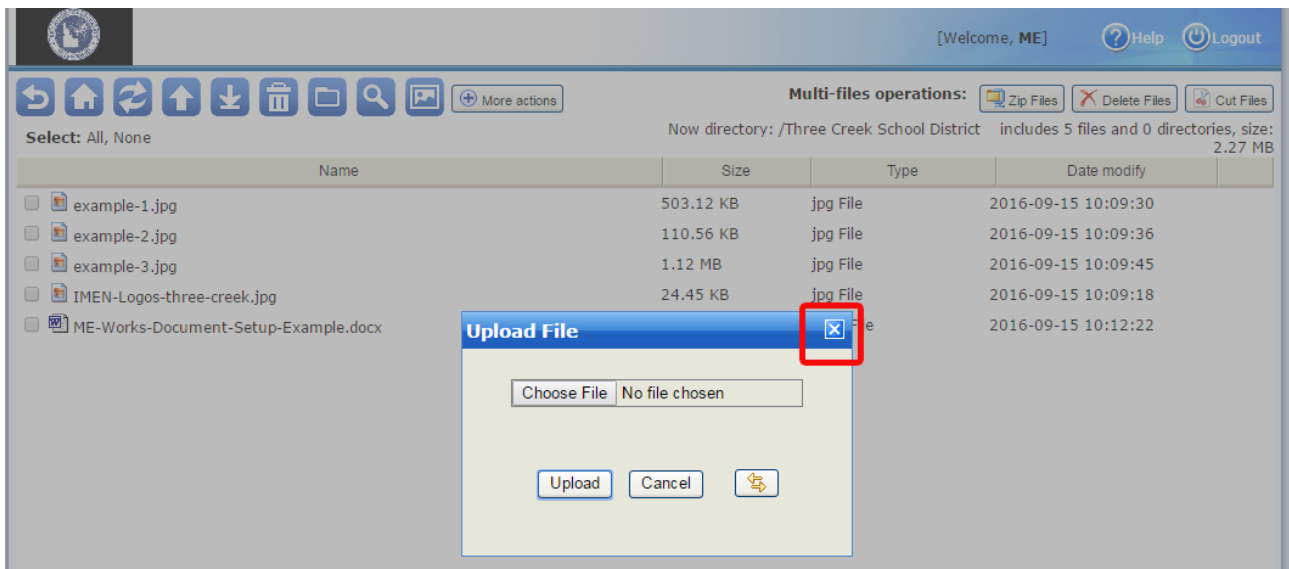
Upload File window allows you to choose your files.

If you have several files it might save time to zip them into one folder and just have to upload one zipped file that I can extract.



* Please include the Word document you created along with all the photos you described.

Close the upload File window.



Logout.

Email: lbolen@sde.idaho.gov after uploading to request this gets posted. Allow 2 to 5 business days to complete the request. I will respond to your email letting you know you can verify I completed it correctly.