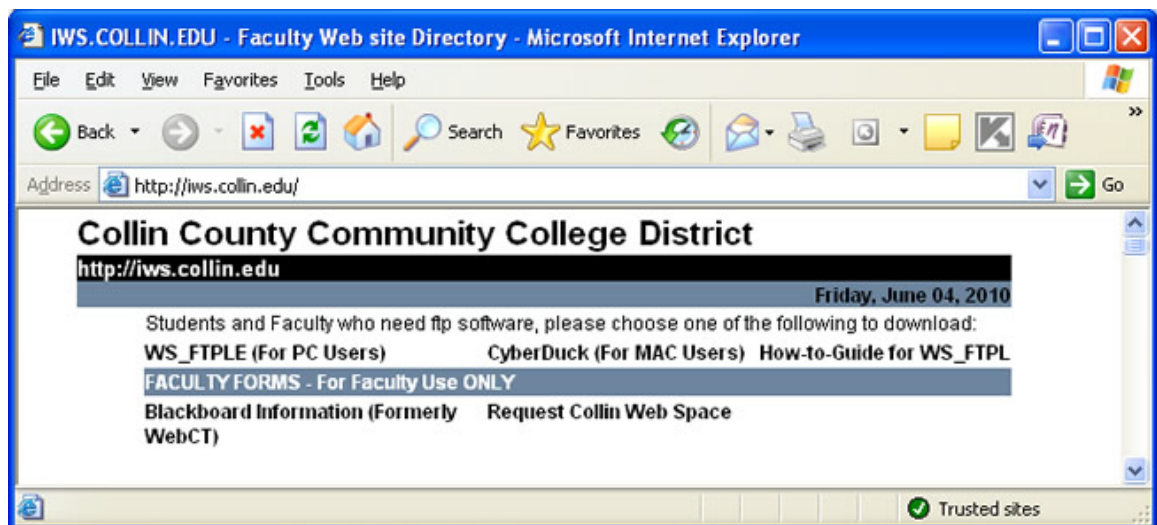


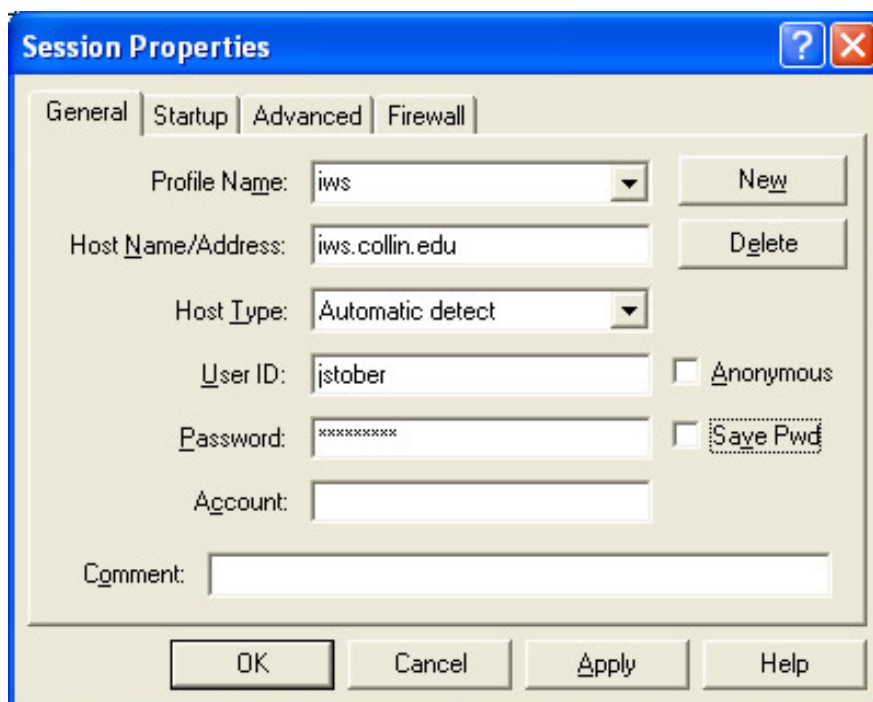
Download FTP Application:

1. Go to <http://iws.collin.edu>
2. On the top of the page under Software Download there are two options: WS_FTPLE (for PC users) and Fetch (for Mac users)
3. Download the correct program and save it to your hard drive.
4. Run the setup program for your system. This is a self-extracting zip file.



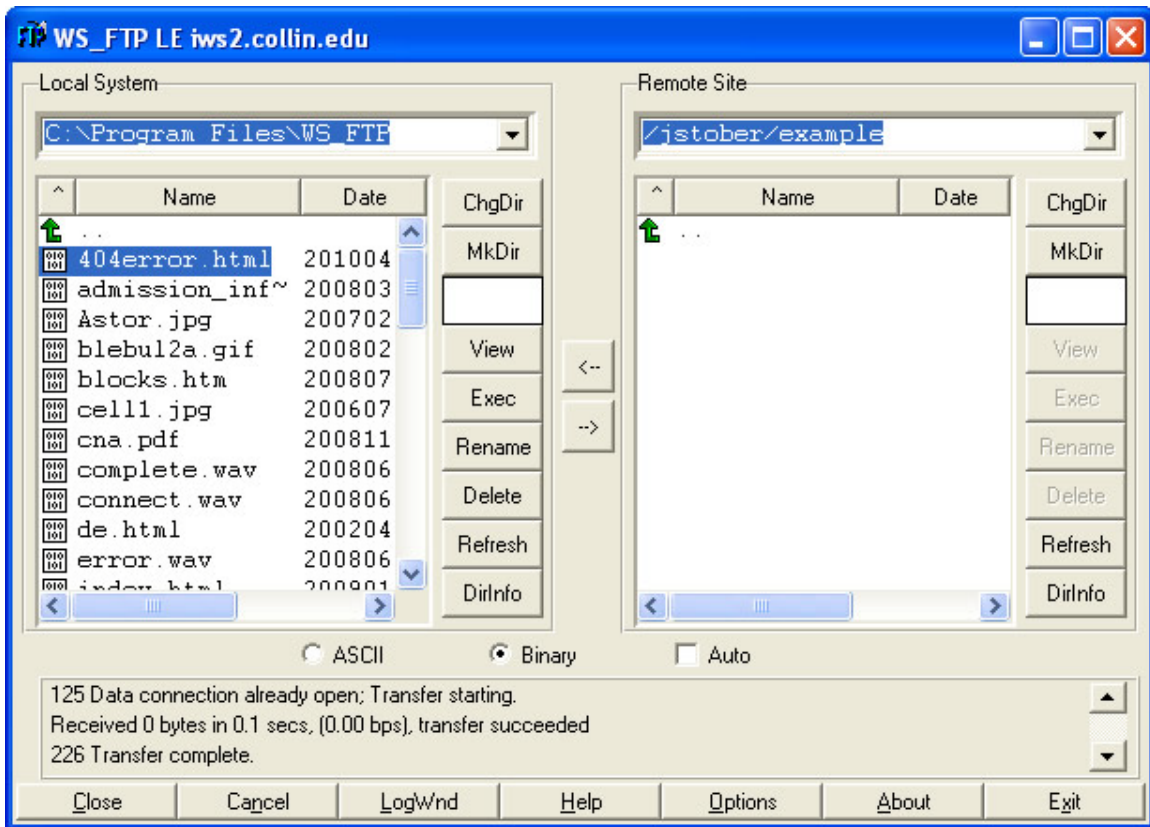
To Transfer Files using WS FTPLE

1. Run the WS_FTP program
2. Enter the correct Host Name/Address. Generally it will be iws.collin.edu, iws2.collin.edu (also known as <http://ftp.collin.edu>)
3. The host type should be Automatic detect
4. Enter your User ID.
Faculty and Staff user id's will generally be the first letter of your first name followed by your full last name. (Ex.: Name – John Doe; User ID – jdoe)
5. Enter your assigned password.
6. Click on the “Advanced” tab and make sure the Passive transfer option is selected.



7. After logging on, you should navigate to your assigned folder on the right hand side under Remote Site(Your Live Website). Open the destination folder by double-clicking.

8. Navigate to the location of the files you want to transfer on the left hand site under "Local System"(Your computer). Open the origination folder by double-clicking.
9. In the "Local System"(Your computer) box locate the file you want to transmit. Click once on the file and then click on the "->" button. This will transmit the file to the remote site(Your Live Website). If the file has been received, it will appear in the "Remote Site"(Your Live Website) box.



For faculty assistance, please call Collin Technical Support at 972.548.6555 (or 972.377.1055, metro) Monday through Friday, 7:00 am – 5:30 pm. For Faculty Training please contact the Teaching Learning Center at tlc@collin.edu

Student Support is available at 972.881.5870 and 972.881.5828. Also see <http://online.collin.edu> for useful hints and tutorials.

Faculty and staff should call Collin Technical Support if they require WS FTPLE or Fetch installed on a college workstation or laptop.