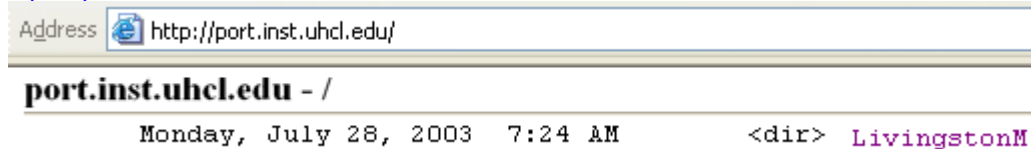


INST Portfolio Web Site Login Instructions

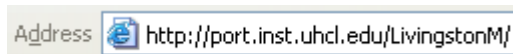
Access to INST Portfolio web site requires a User name (UserID) and Password (p + Student ID). Student accounts are created automatically for all enrolled students. If you do not know your UserID, please visit the UHCL [UserID Lookup](#) page. The INST Portfolio Web site is not available to the public.

Using your Internet Explorer Web Browser you can access the site by typing either of the URLs below into the address field.

- <ftp://port.inst.uhcl.edu>



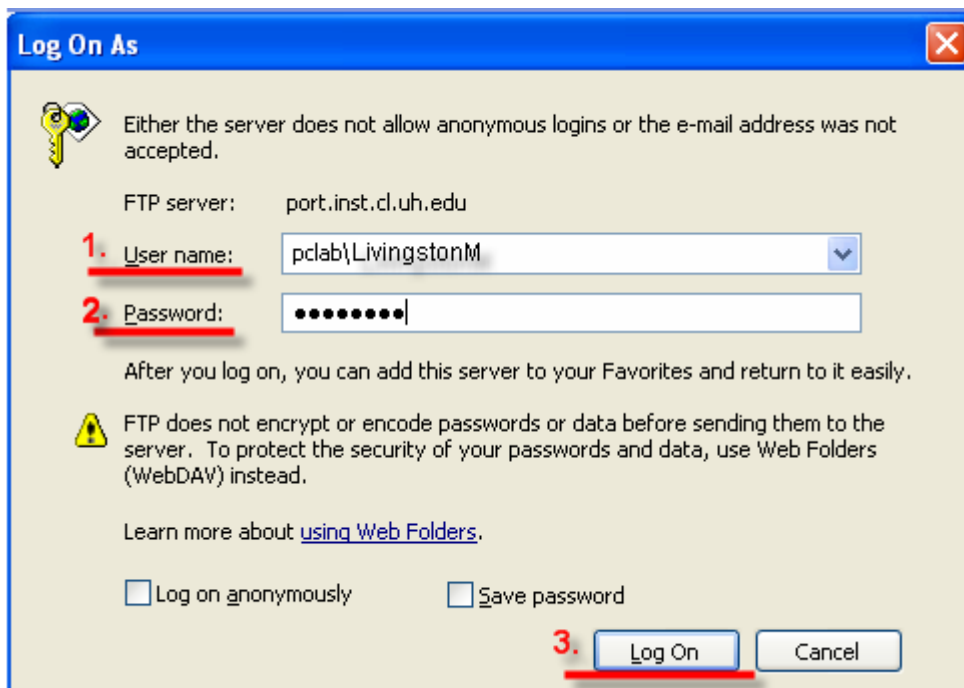
- ftp://port.inst.uhcl.edu/folder_name



The login screen will appear. The login screen requires

1. Enter into the User name field pclab\ for students and uhcl\ for faculty AND your User ID (in our example pclab\LivingstonM)
2. Enter your Password (for students it is p + 7-digit student ID).
3. Click the Log On button

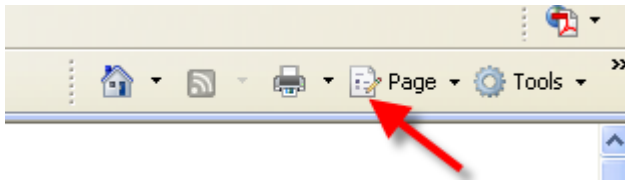
See example below.



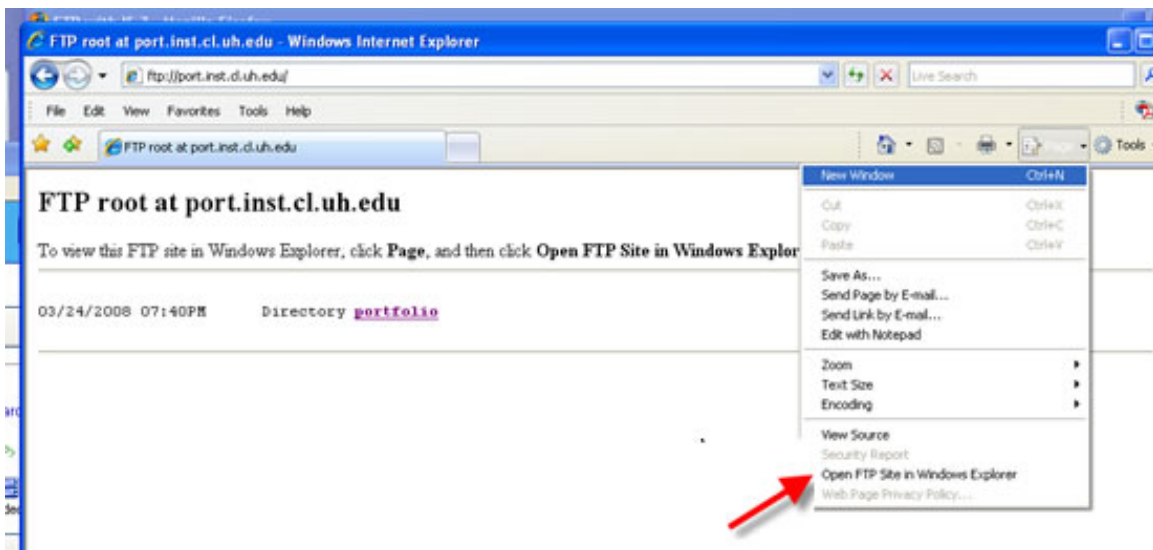
Note: Logging into the portfolio site with the "http://port.inst.cl.uh.edu" address grants read only access. "ftp://port.inst.cl.uh.edu" must be used to upload and maintain the site.

If you are using Internet Explorer version 7, you need to add an extra step.

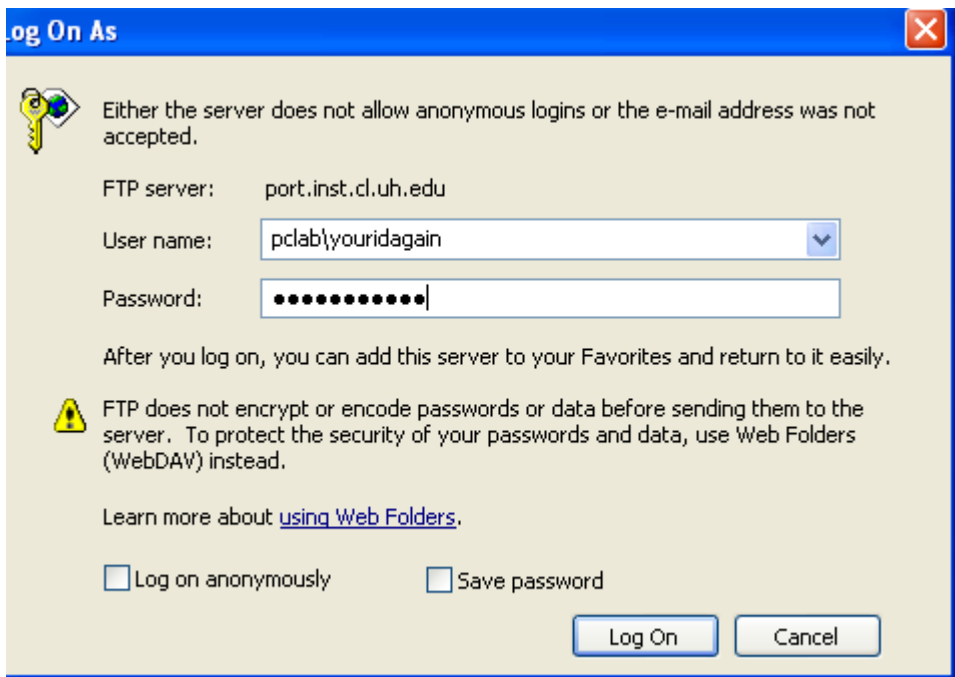
Just above the browser window, on the right side of the page, you should see several icons. At the far right will be Tools, and just to the left of that should be Page. Click Page.



Then go to the next to last item in the drop-down menu: Open FTP Site in Windows Explorer. Click on that.



You should now see the Log On As box again, fill it out the same way as above.



You will have to drill down to your folder from here.

