

Displaying Student Photos

- Student images must have each student's registration number as the name.
- The recommended width & height for these photos is 90 x 100 and no more than 100kb in size. If they are too large, pages may take too long to load.
- Student images must be uploaded to the server by FTP. See below for details.
- The Front Cover must have a special placeholder for the photos. Please see the Front Cover Designer manual on the Downloads page at www.cepl.com.au for more details.

Uploading Photos by FTP using Core FTP

- 1. First you have to download an ftp program to transfer the files. There is a free one we often use called Core FTP. If you search for that on Google it should be the first result. Download and install it.
- 2. Once it's installed, open it up (the desktop icon is a small navy circle)
- 3. Create a new site called whatever you like (the name doesn't matter) and put in the details as shown below for your school.
- 4. Enter the Host name as shown below
- 5. Enter your User Name and Password
- 6. Click on Connect.

PASV 🔽 Use Proxy 5
Comments Comments Comments SSL Options SSL Listings SSL Transfer Clear (CCC) OpenSSL Windows SSL New Site New Category Connect Connect Manager Close

NOTE: Some schools may have to put in advanced settings as shown below.

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SSL/TLS Transfers	FTP Proxy	Transparent	<u> </u>
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7. A new window will open with your PC on the left hand side and the Hosting server on the right.

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- 8. Navigate to find your photos on your PC.
- 9. Select them all.
- 10. Click the small arrow to transfer the files over to the server. Or simply drag and drop them to the right hand side.
- 11. You should see all your photos appear on the right hand side.
- 12. Close the ftp program when finished.

IMPORTANT: If you receive a failed connection or cannot connect to server, it might be that your ftp port is disabled by CEM. Please call the CEM helpdesk and request the port to be opened.