**Financial Aid**

**Gainful Employment Maintenance/Upload**

This is set up so that Financial Aid staff can simply upload the new files.  Staff won’t have to change the webpage at all

Just do the following:

Your page:  <http://www.tnstate.edu/financial_aid/gainful_employment.aspx>

…only has 5 links on it.  So you have to just upload 5 files (the ones the links go to).

You DO NOT have to even touch your webpage. Just upload 5 files, replacing existing files by the same name.

So first, check to see what files the links on your webpage are going to.

HOW TO DO SO:

On your Gainful Employment webpage, click the first link on the page, “Family Nurse Practitioner Graduate Certificate”.

Look at the URL that it brings up. The filename is in orange: <http://www.tnstate.edu/financial_aid/gainful-emp/51.3805-Gedt.html>

So with that one, you know you have upload filename - 51.3805-Gedt.html…from your new files, replacing the old file that is in OU Campus by the same name. You’ll want to repeat this same process for the remaining 4 links on your Gainful Employment page, getting the names of the files that you need to replace.

After you get the 5 files you need to upload, you can upload them in one fell swoop, like this:

**UPLOAD GAINFUL EMPLOYMENT FILES**

* [Login to OU Campus](https://omniupdate.tnstate.edu/11/#oucampus/main/main/browse/staging/financial_aid), as usual.                    – [Need help on how to login?](http://www.tnstate.edu/ouguide/#editing) -
* Then, in OU Campus, click “Content” in the top menu and choose “Pages”.

(You’ll see a listing of all the Financial Aid pages.)

* In your file listing, find the “gainful-emp” folder and click it to enter it.
* On the upper right, click “Production” to look at your files in Production.
* Now, click the “Upload” button (upper right).
* Since you’re replacing files, click the box for “Overwrite Existing”.
* Add your 5 new files via the “Add” button (you can do all of them at one time using CTRL or SHIFT with your clicking when selecting them). Or you can just drag them from a place on your PC to this box…. instead of using the green Add button.
* Once you have them queued up, click “Start Upload”.

In your Internet browser, you might have to clear your cache to see the new files….since your browser may still display the old ones   - [how to clear cache](http://www.tnstate.edu/ouguide/#cache) –

Check your page to see if the new ones are showing:

<http://www.tnstate.edu/financial_aid/gainful_employment.aspx>