**FINANCIAL AID**

**HOW TO UPLOAD GAINFUL EMPLOYMENT FILES**

You don’t have to change the webpage at all. Just do this:

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).

**ROUND UP THE NEW 5 FILES**

So you’ll first want to see what files your links are going to…..so that you know which new 5 files (from your zip files) you need to upload.

For instance, if you click the first link on your page, “Family Nurse Practitioner Graduate Certificate”, it brings up the following URL and 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 to upload the new file name - 51.3805-Gedt.html….to replace the old one that is there.

**UPLOAD GAINFUL EMPLOYMENT FILES**

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

* Login to OU Campus, as usual.                    - [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 go into 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 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”.

You’re done. ;-)

**REVIEW CHANGES ON LIVE SITE**

You might have to clear your cache to see the new files on your live site….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>