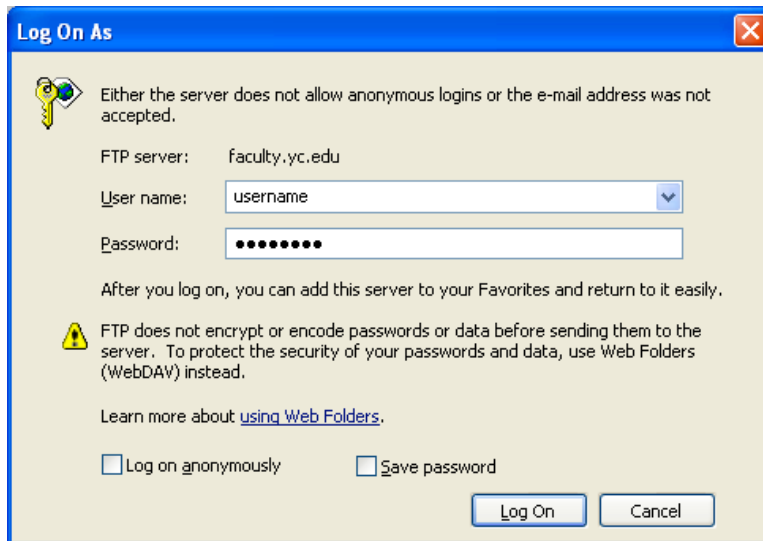
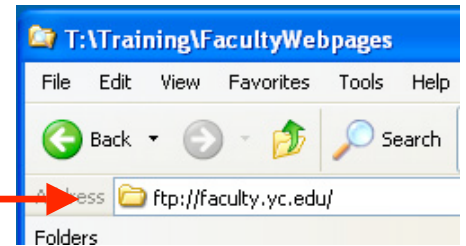


# HOW TO ACCESS YOUR FACULTY WEB SPACE AT YC

Full time and adjunct faculty can have web space. Please make requests for web space through the TELS office at (928)771-6120.

## HOW TO ACCESS YOUR WEB SPACE

1. Open the Windows Explorer (the MyComputer interface)
2. Enter this address: <ftp://faculty.yc.edu> in the Address field
3. Click OK.
4. You will be prompted to enter your **YC username and password**, then click Log On.



5. You will see a directory listing in the window. This is the main directory that your site is located, and it is here that your site pages, images, documents and so forth reside so they can be accessed through the internet at <http://faculty.yc.edu/username>. **Copy your web site documents to this directory.**
6. **NOTES:** The homepage must be named “index.htm”, and the address field in the Windows Explorer does not display your username.

