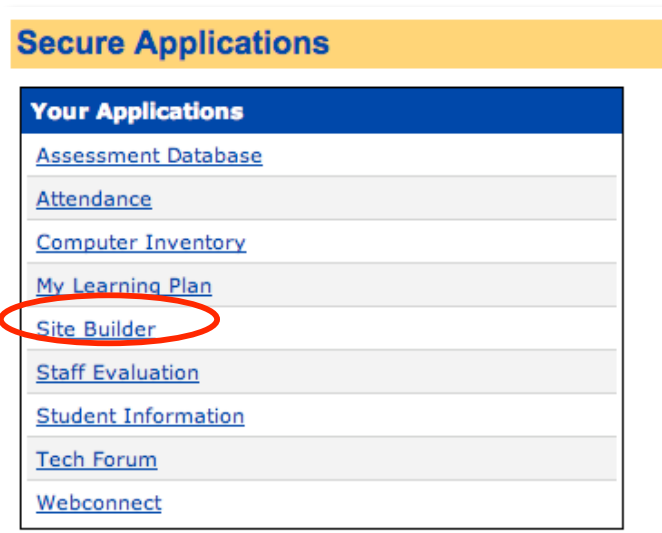




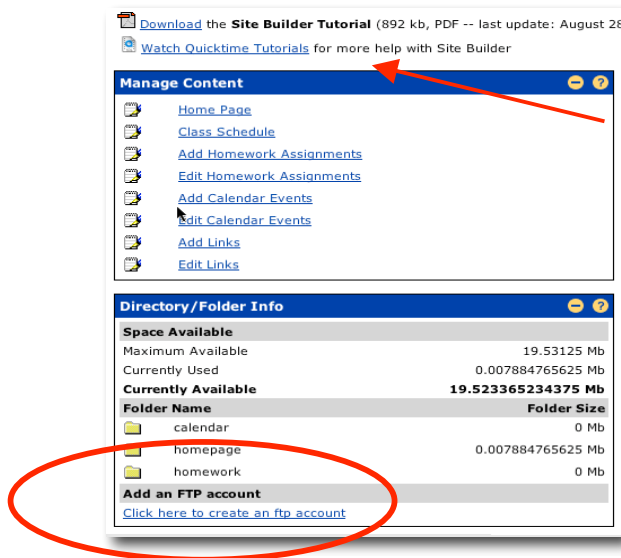
# Site Builder: FTP Account Request

Posting grades online requires that you have an FTP account set up in your Site Builder. Requesting an FTP account is done within the District Connection.

1. Log into the District Connection.
2. Under the “Secure Applications” list, select Site Builder.



3. In “Site Builder” click the link to create an FTP account. This will send a request to IT for an FTP account to be created for your Site Builder using your lastname\_firstname and your current email password. Your password will not change if or when you ever change your email password.



There is also a great Site Builder Tutorial available for those new to Site Builder.

If the “Click here to create an FTP account” is not available, you already have an FTP account.



