

3rd ESSHS – Uploading of Files

This facility is solely for:

Keynote Speakers' Teaching Materials
Keynote Speakers' Lecture Presentations
Delegates' W-i-P Presentations
Delegates' Posters

Other files – you will need to email me first prior to any attempted upload please.

Instructions:

1. Please name your file, using one of the following designations

Your-Family-Name_Initial - XXX - Short title-V#

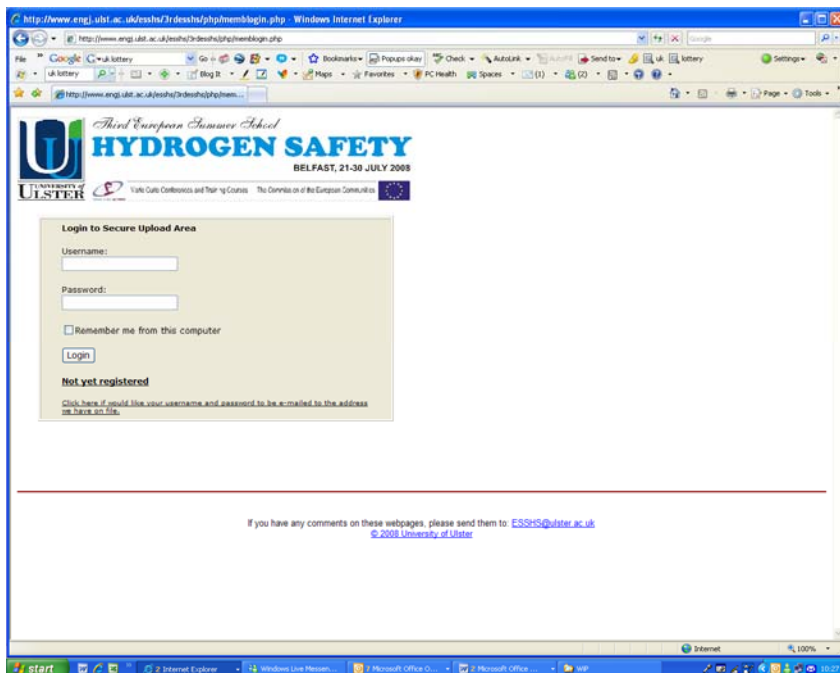
Where XXX – TM3 for Keynote Speaker's Teaching Materials
LEC for Keynote Speaker's Lecture Presentation
WIP for Delegate's Work-in-Progress
POS for Delegate's Poster

V# - Version number, replace # with 0, 1, 2,3 etc.

File format extensions can be left - .pdf, .ppt, .doc etc.

For example for me this could be: Morley_R - WIP - Good practices in h2 safety-V0.ppt

2. Go to upload area - <http://www.engj.ulst.ac.uk/esshs/3rdesshs/php/memblogin.php>

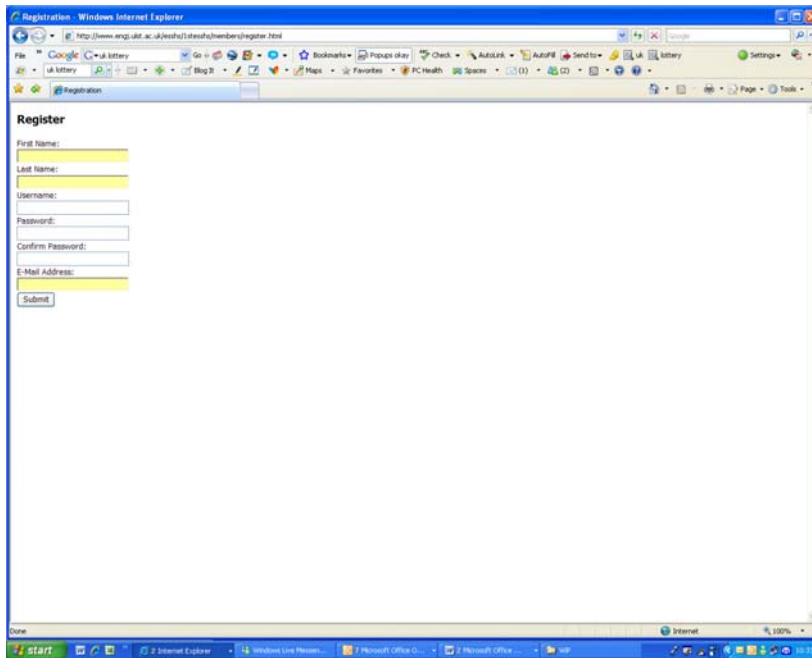


You should see a screen similar to this –

if your first time this year you will need to click on link near bottom
- “Not yet registered”

If already registered all you need to do is to enter “Username” and “Password” and click on “Logon”

2a (if not already registered)



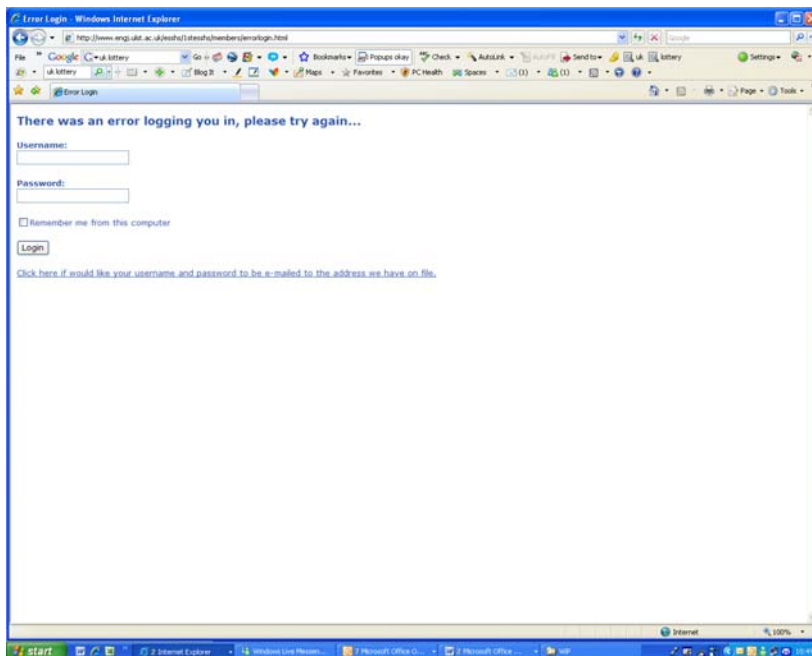
The screenshot shows a web browser window titled 'Registration - Windows Internet Explorer'. The address bar shows the URL 'http://www.eng.uit.ac.uk/web/12web/12web/12web/register.html'. The page content is a registration form with the following fields: First Name, Last Name, Username, Password, Confirm Password, and E-Mail Address. Each field has a yellow highlight. A 'Submit' button is located at the bottom of the form. The browser's taskbar at the bottom shows several open applications including Internet Explorer, Windows Live Messenger, and Microsoft Office.

Complete ALL registration details requested – shortly afterwards you should receive notification of successfully setting up the service.

Warning – if your organisation's server does not accept computer generated messages you may find that your server rejects the automatic message.

2b Error message – **Username already exists** – then if you can recall the password that you used previously go back to opening screen (see 2 above) and login. If not you have a choice of either clicking on [“Click here if would like your username and password to be e-mailed to the address we have on file.”](#) link below the **“Not yet registered”** link at the bottom of the page - you will be sent an email with your username and password shortly afterwards (Note the Warning given above) or providing another username etc. on the “Register” screen.

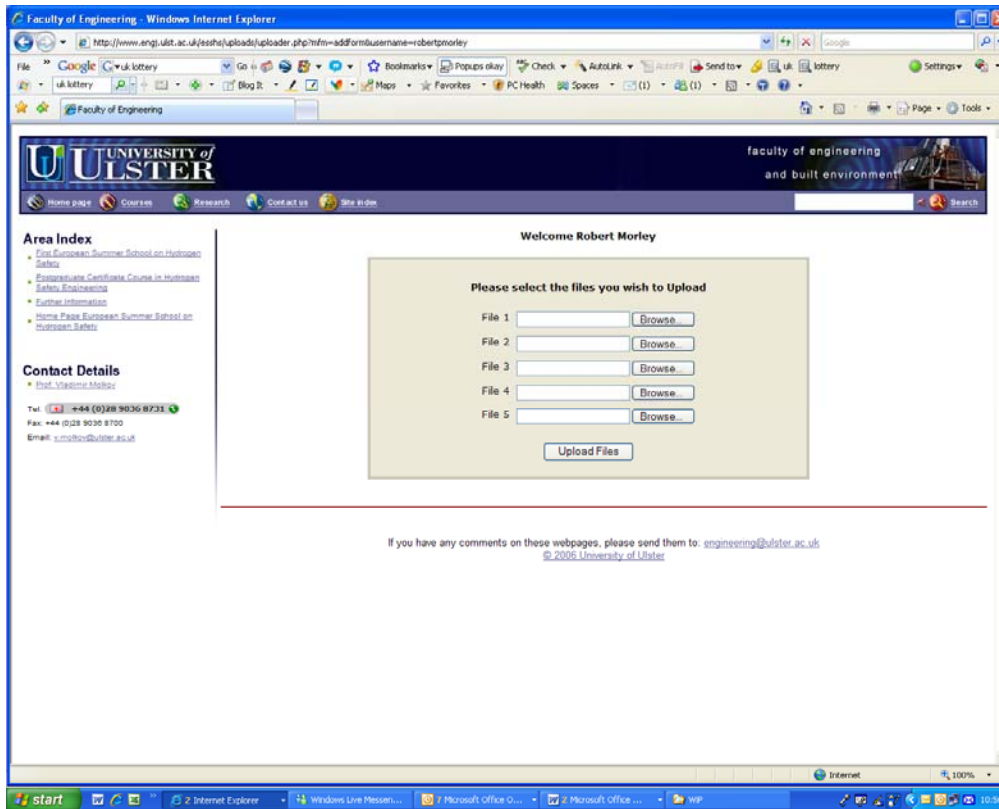
2c Error Message – **Error Logging in** – see screen



The screenshot shows a web browser window titled 'Error Login - Windows Internet Explorer'. The address bar shows the URL 'http://www.eng.uit.ac.uk/web/12web/12web/12web/login.html'. The page content displays an error message: 'There was an error logging you in, please try again...'. Below the message are input fields for 'Username:' and 'Password:'. There is a checkbox labeled 'Remember me from this computer' and a 'Login' button. At the bottom of the form, there is a link: [Click here if would like your username and password to be e-mailed to the address we have on file.](#) The browser's taskbar at the bottom shows several open applications including Internet Explorer, Windows Live Messenger, and Microsoft Office.

Either recall correct password or click on [“Click here if would like your username and password to be e-mailed to the address we have on file.”](#) link – then await the email with your password

3. If successful you will see a screen similar to following (except it will have your name, not mine, at the top!)



Go ahead and add your files (remembering the requested format for naming your file(s))

Please note that (obviously) you can't have duplicate file names – so if you are subsequently updating an existing file please add - V1, V2 etc. to the file name to signify an updated version.

Should you have decided that you now want to totally change the Lecture name etc. (say to reflect more accurately the content) please make sure that we are advised of the new order of any individual lecture or section of the teaching materials so that this can also be made available to the delegate in the correct order.

I strongly recommend that you Register now (and then attempt to Login) – so any problems can be resolved before the deadline is upon you and no person available to assist you (because it is a holiday or the middle of the night/weekend!).

Any problems please come back to me.

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