

myWebsite Instructions

Step #1: Type <http://my.nsula.edu> in the field next to **Address:** in your web browser.

Then, click on **Login** at the top.

NOTE: If you have already created your website, skip to the section **Uploading Your Website**.

Step #2: Type your **Username** and **Password** in the fields provided and click **Submit**.

NOTE: Your password will appear as asterisks for security reasons.

Step #3: Click **myWebsite** under **myStuff** on the left side of the page.

Step #4: Completely read the **Student Web Page Policy**. Then, scroll to the bottom of that page and click on **I accept the above terms. Create my website**.

Step #5: The **myWebsite** screen shows that you have successfully created your website. You can click on the link provided to see the default page created.



Username

Password

Select Color:



Uploading Your Website

Option 1: Using your Mapped Drive to Upload to myWebsite

This option can only be used in On-Campus labs with Windows 2000 & XP computers on the Student Domain.

Uploading Files: When you login to a Windows 2000 or XP machine on-campus, you will see a drive M: appear under My Computer. Double-click the M: drive and its contents will be shown.

Once you have created your myWebsite, a myWebsite folder will appear in the M: drive.

Double-click on the myWebsite folder to see its contents.

If this is the first time you have tried to upload a webpage, you will only see one file. You can now copy your webpage(s) and support files (i.e. pictures, audio, etc.) to the myWebsite folder.

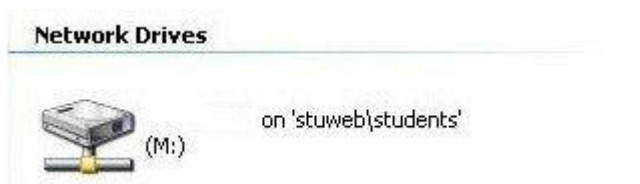
All files that you copy will appear in the file list.

NOTE: Your main webpage, the one that you want to first load when someone goes to your website, will need to be renamed [default.htm](#).

Once your files have been uploaded, open your web browser and type in your website address to see the results.

Example:

www.student.nsula.edu/jdoe001



Option 2: Using myFiles to Upload to myWebsite

The option can be used on any computer that has Internet access.

Step #1: Type <http://my.nsula.edu> in the field next to **Address:** in your web browser.

Then, click on **Login** at the top.

Step #2: Type your **Username** and **Password** in the fields provided and click **Submit**.

NOTE: Your password will appear as asterisks for security reasons.

Step #3: Click **myFiles** under **myStuff** on the left side of the page.

Step #4: Type your **Username** and **Password** in the fields provided and click **OK**.

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FAQ HELP FEEDBACK WHAT'S NEW LOGIN

Username

Password

Select Color: Blue

Submit

myStuff

- myAnnouncements Profile
- myAddress Book
- myBlackboard
- myCalendar
- myChat
- myDownloads
- myEmail
- myFiles
- myForum
- myGPA Calculator
- myPassword
- myWebsite

Enter Network Password

Please type your user name and password.

Site: my.nsula.edu

Realm: my.nsula.edu

User Name

Password

Save this password in your password list

OK Cancel

Uploading Files: After you create your myWebsite, a myWebsite folder will appear in the myFiles list. You will be able to upload your webpage files using this method. Click on the **myWebsite** folder to open it.

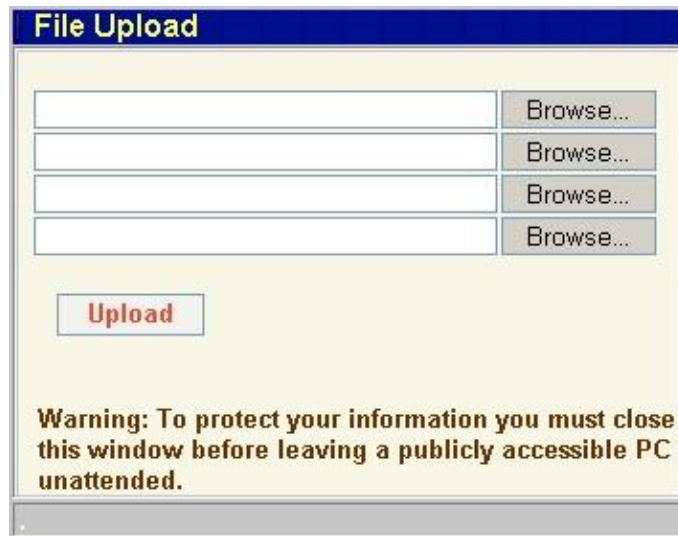
Use the **File Upload** list to upload your files. Click the **Browse** button and browse to the folder on your computer that contains your webpage and support files (i.e. pictures, audio, etc.) You can upload up to 4 files at a time. When all of your files appear in the **File Upload** list, click **Upload**.

NOTE: Your main webpage, the one that you want to first load when someone goes to your website, will need to be renamed [default.htm](#).

The new files will appear in the file list. Once your files have been uploaded, open your web browser and type in your website address to see the results.

Example:

www.student.nsula.edu/jdoe001



Option 3: Using Internet Explorer to Upload to myWebsite

The option can be used on any computer that has Internet access.

Connecting to myWebsite: Open Internet Explorer and type in the address exactly as it is shown below:

<ftp://www.student.nsula.edu>

Then press the Enter key.

Logon to myWebsite: After pressing the Enter key, a box will popup asking for a username and password.

Type in [student\myUsername](#) (e.g. [student\jdoe001](#)) for the username and type in your password under it.

Then click **Log On** at the bottom of the popup window.

Uploading Files: Internet Explorer will list all of the files in your myWebsite folder.

NOTE: If this is the first time you have connected, all you will see is a **default.htm** file.

You will need to copy all of your webpage files including HTMs, support folders, and images from your computer and paste them into this folder. Your main webpage has to be named [default.htm](#). After you paste the files, open Internet Explorer and type in your website address to view your webpage.

Example:

www.student.nsula.edu/jdoe001

