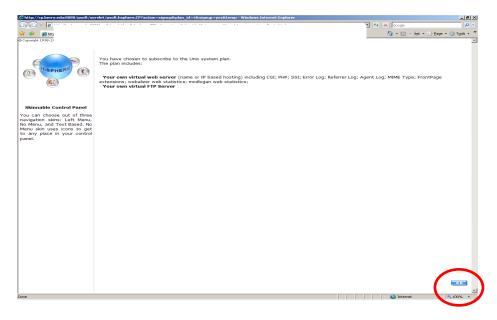
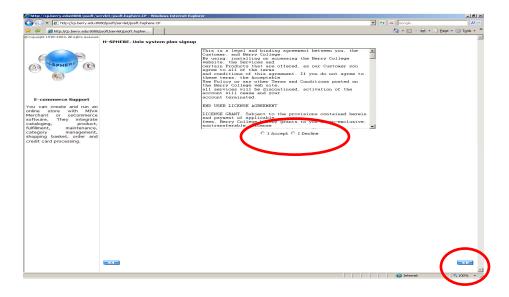
1. Navigate to the Welcome Page.

Note: For security reasons we cannot publish the link in our training materials. Log in to VikingWeb and navigate to the Faculty tab. There is a portlet at the bottom of the right column called FSSWeb Server where you can click on 'Link to FSSWeb Account Setup Page' to begin the account setup process.

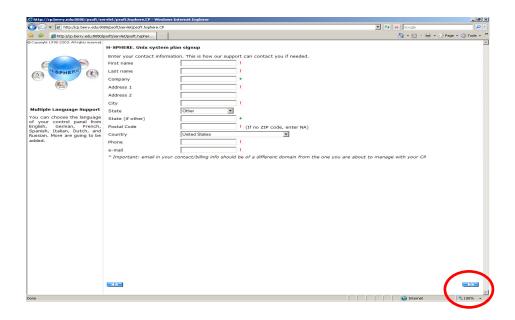
2. Click the Next button located in the lower right hand corner of the screen.



3. Read the Legal Agreement, and select 'I Agree' or 'I Disagree'. Click the Next button.



4. Complete the Basic Contact Information. Click the Next button.



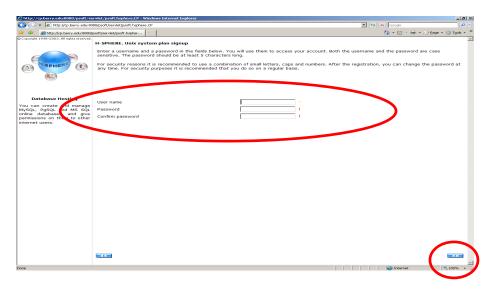
5. Create your Username and Password. Click the Next button.

USERNAME: Your username must be the name used in your email (ex: mgilreath or jtrammell). This name will become part of the url.

PASSWORD: Your password must be at least 5 characters, and contain both upper and lower case letters.

If the <u>username is more than 8 characters</u> in length, you must:

- Log into control panel using the full username (ex: jtrammell)
- Log into FTP using the first 8 characters of the username (ex: jtrammel)
- The first 8 characters preceded by the ~ symbol will become a part of the url (ex: http://fssweb.berry.edu/~jtrammel)



- 6. When you click next, you should be at the Control Panel. From this area you can perform many administrative tasks, including changing your password and creating sub-accounts.
- 7. You should receive an email with instructions on how to access your account, including the link to where you login.
- 8. The email you receive includes FTP information. You will need to use this information to access your account via FTP. You may use any FTP program with which you are familiar.
 - If you need recommendations or assistance, please contact the Center for Instructional Technology at x2680 or x5848.
- 9. In the file structure of your site, you will see a folder named public_html. You will need to store all your web files inside this folder. *NOTE: You will need to name your home page index.html*

