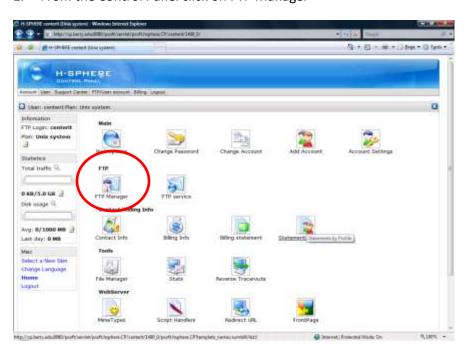
Once you have created you account you should be in Control Panel.

From this area, you can perform many administrative tasks, including the creation of sub-accounts.

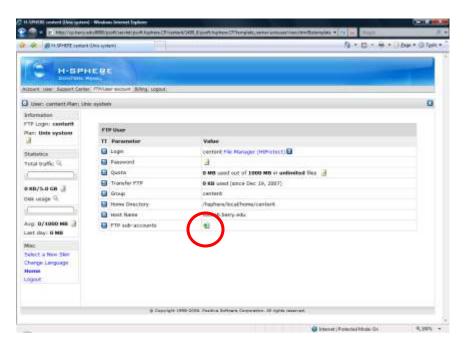
Sub-accounts can be used in two basic ways. (1) An instructor can create a sub-account for each student to work on a personal class web project or (2) an instructor can create a sub-account for a group of students to work on a group web project together. If needed, students can have more than one sub-accounts; for example, a student can have one sub-account for an independent project and another sub-account for a group project.

For clarification on the uses or administration of sub-accounts, contact the Center for Instructional Technology.

- Director of CIT, Jerry Trammell 706-290-2680 jtrammell@berry.edu
- 1. From the Control Panel click on FTP Manager



2. Once in the FTP Manager page, click the icon in the value column next to the parameter FTP sub-accounts.



3. To create the sub-account you will have to complete four fields:

1. Username: Use the student's name as it appears in their email address. The username

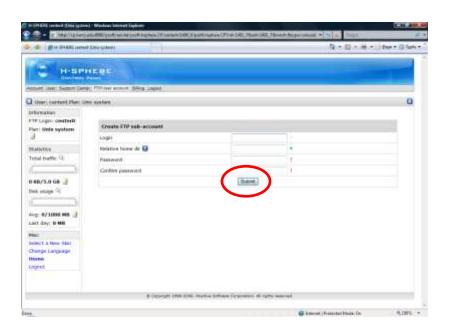
must be at least five characters.

2. Home dir: Enter: public_html/username

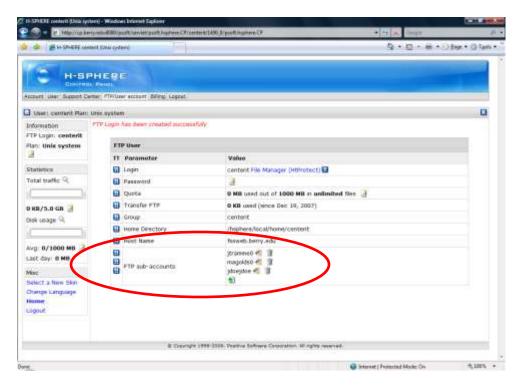
3. Password: Enter the password twice. We encourage you to keep a list of the users and

their passwords in case the students misplace or forget their password.

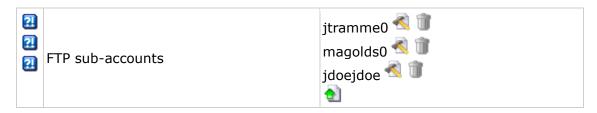
4. Click Submit



5. Once you click submit, you will return to the FTP Manager screen and will be able to see the FTP sub-accounts.



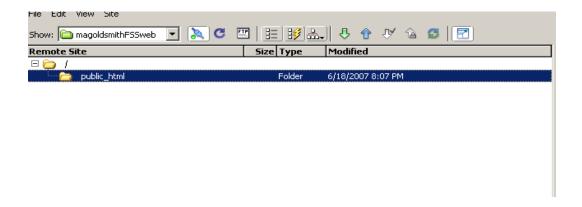
- 6. In this area, you have several icons that represent actions.
 - If you need to delete an account (for example, if a student drops the class), click the trash can icon
 - If you need to edit settings of an account, click the hammer icon
 - If you need to add more accounts click the green arrow icon



Once you have added a sub-account, the student will be able to log in and FTP to his/her site and add content. The FTP host address will be fssweb.berry.edu and the student will use the user name and password that was just entered in the sub-accounts section.

Any web pages the student adds to his/her site must be in htm or html format.

For sub-accounts to be viewable, they must be added under the public_html folder in the main account.



For clarification on the uses or administration of sub-accounts, contact the Center for Instructional Technology.

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