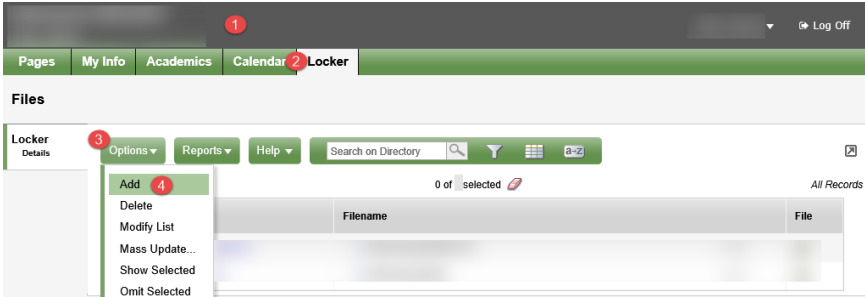

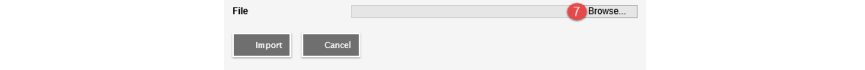
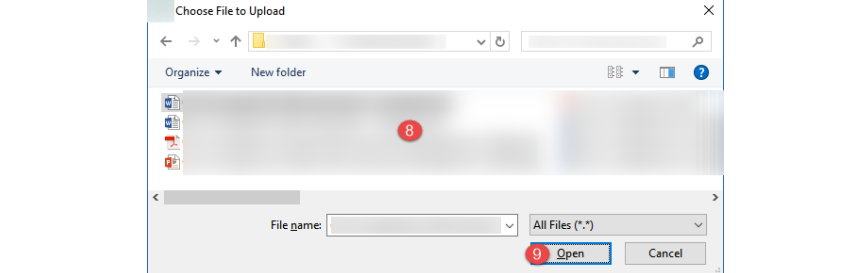
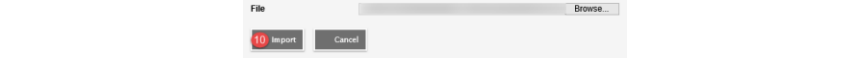




# Uploading a File to the Student Family Portal Locker

<ol style="list-style-type: none"><li>1. Log in to the <b>Student Family portal</b></li><li>2. Click on the <b>Locker</b> top tab</li><li>3. Click on the <b>Options</b> button</li><li>4. Click on <b>Add</b></li></ol>	<p>URL: <a href="https://www.myeducation.gov.bc.ca/aspen/logon.do">https://www.myeducation.gov.bc.ca/aspen/logon.do</a></p> 
<ol style="list-style-type: none"><li>5. Enter a <b>name</b> of the file</li><li>6. Click on the <b>arrow icon</b></li></ol>	
<ol style="list-style-type: none"><li>7. Click on the <b>Browse...</b> button</li></ol>	
<ol style="list-style-type: none"><li>8. Locate and select the file you wish to upload</li><li>9. Click on the <b>Open</b> button</li></ol>	
<ol style="list-style-type: none"><li>10. Click on the <b>Import</b> button</li></ol>	
<ol style="list-style-type: none"><li>11. Click on the <b>Save</b> button</li><li>12. The uploaded file will appear here and can be <b>downloaded by clicking on the icon</b></li></ol>	