



Secure EDT 2 Guides: Uploading a File

- 1 Click the [Secure EDT] button towards the top of your screen on the Learning Services IT website (www.hullictlea.com). If you are prompted to, select Secure EDT version 2.
- 2 You will be presented with a 'My Home' page, along the top are links for [My Inbox] and [My Outbox]. Click on the link for [My Outbox].
- 3 Down the left hand side of the 'My Outbox' page is a list of LEA sections who you can send a file to. Click the [upload] button next to the name you want (You can select other sections later if you wish).
- 4 You should now be on the 'Upload File' page. Click on the [Browse...] button and select the file you wish to upload.
- 5 Enter a brief description in the [File Description] field.
- 6 If you wish to you can select other sections to send the file to as well. Tick the box next to each and every section you wish to send the file to (You normally will not need to do this).
- 7 Press the [Click to Upload] button, you will see a progress bar which will tell you how your upload is proceeding. When the upload is complete you can click [Done].

Congratulations! You have successfully uploaded a file.