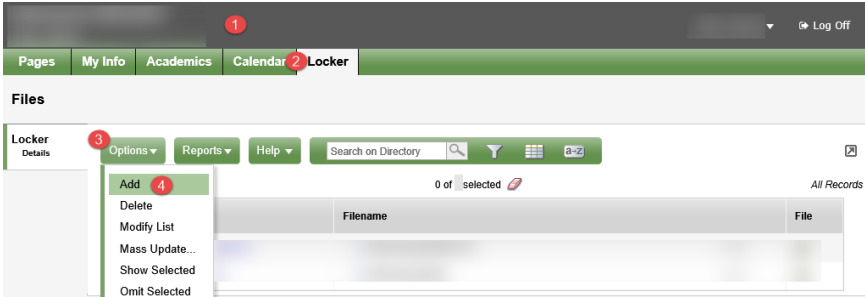

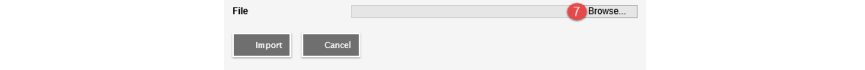
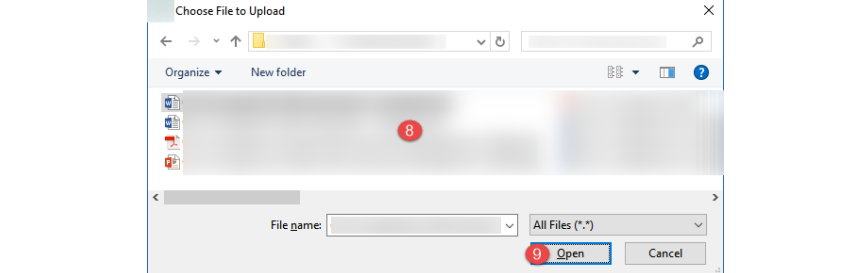
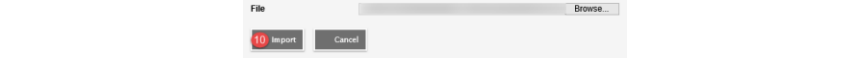




Uploading a File to the Student Family Portal Locker

<ol style="list-style-type: none">1. Log in to the Student Family portal2. Click on the Locker top tab3. Click on the Options button4. Click on Add	<p>URL: https://www.myeducation.gov.bc.ca/aspen/logon.do</p> 
<ol style="list-style-type: none">5. Enter a name of the file6. Click on the arrow icon	
<ol style="list-style-type: none">7. Click on the Browse... button	
<ol style="list-style-type: none">8. Locate and select the file you wish to upload9. Click on the Open button	
<ol style="list-style-type: none">10. Click on the Import button	
<ol style="list-style-type: none">11. Click on the Save button12. The uploaded file will appear here and can be downloaded by clicking on the icon	