





Accessing your website through the OLS system

1. Login to the OLS system: <https://hub.stu.aii.edu/servlet/login>. Usually, the login name is your initials, followed by 37 (our school code) and then the number indicating how many people before you had the same initials. Your password, if forgotten, can be retrieved via this page.

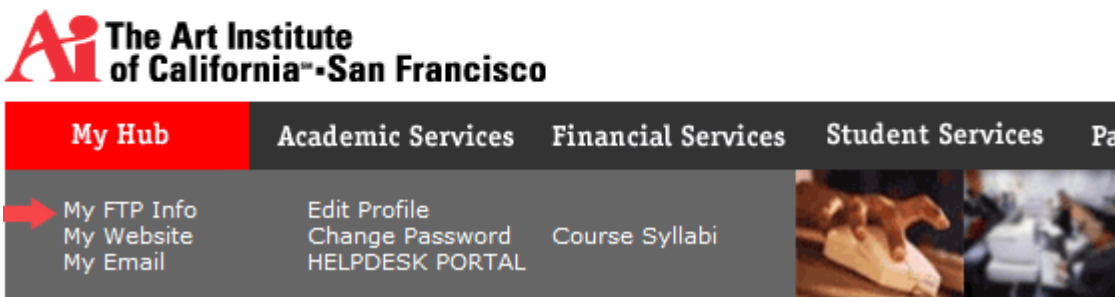
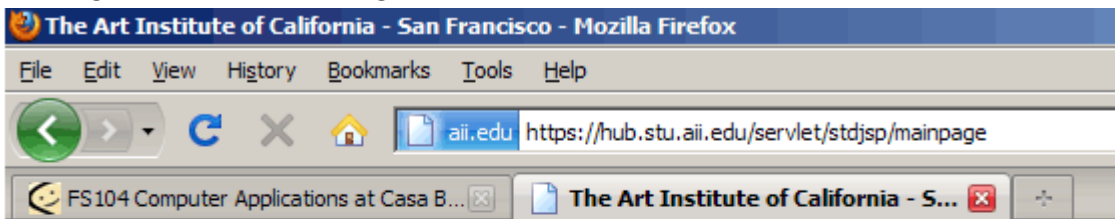


Login: [Forget login name?](#) 

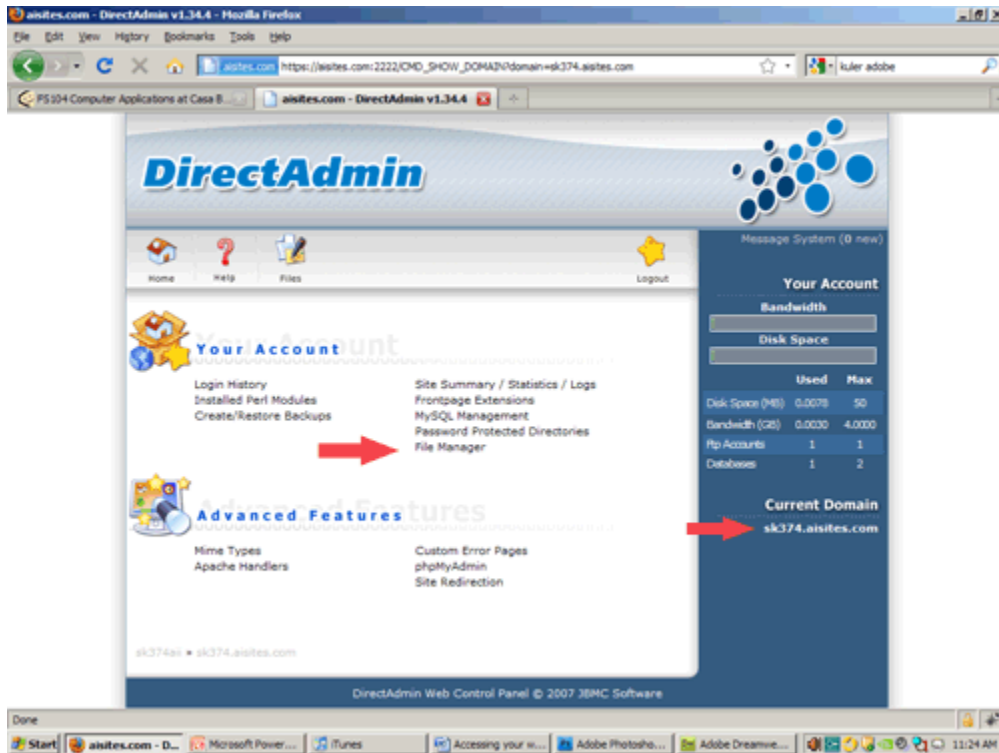
Password: [Forget password?](#) 

[Need Help?](#) 

2. Near the top of the page, you will see My FTP Info. Clicking on that will give you your user name and password to access your website, via a FTP program like Dreamweaver. Instructions for entering this information through Dreamweaver is listed near the bottom of this document.



3. Below My FTP Info, you should see My Website. Click My Website for access via the new Direct Admin window (image below). Note the two red arrows. File Manager allows you to upload and edit your pages, and the Current Domain information is your url – the web address you would type in to see your website.



4. Clicking on File Manager will show you the folders and files that make up your website. What you see when you first enter was all created by the System Administrators setting up your site. To upload any web documents you create, you must choose the Public_HTML folder. Anything for viewing on the internet must be saved within this folder, so you must select it before getting started.

DirectAdmin



Home



Webmail



Password











Help



Files

Type	Name	Size	Perm.	Action
	backups	0.01k	700	Rename Copy
	domains	5.01M	711	Rename Copy
	imap	0.04k	770	Rename Copy
	mail	0.03k	700	Rename Copy
	public_html	0.04k	777	Rename Copy
	.bash_logout	0.03k	644	Rename Copy
	.bash_profile	0.17k	644	Rename Copy

5. When you double-click on the public_html folder, you will be within that directory. Below you will see the upload files button, where you can browse to your .html, .pdf, and .doc documents, as well as your images and movies, and upload them. You can also create sub-directors by double-clicking the Add New Folder button.

	jonah-hex.jpg	37.9k	644	Rename Copy
	links.html	0.99k	644	Edit Rename Copy
	logo.gif	3.14k	644	Rename Copy
	logo.jpg	13.6k	644	Rename Copy
	preload.html	1.99k	755	Edit Rename Copy
	table.html	0.63k	755	Edit Rename Copy
	test.html	4.77k	644	Edit Rename Copy
	test.php	0.25k	644	Edit Rename Copy

With Selected 755

[View Clipboard](#)

To copy/move files with the clipboard, add the source files to the clipboard with "Add to Clipboard", go to the directory "Move Clipboard Files here"

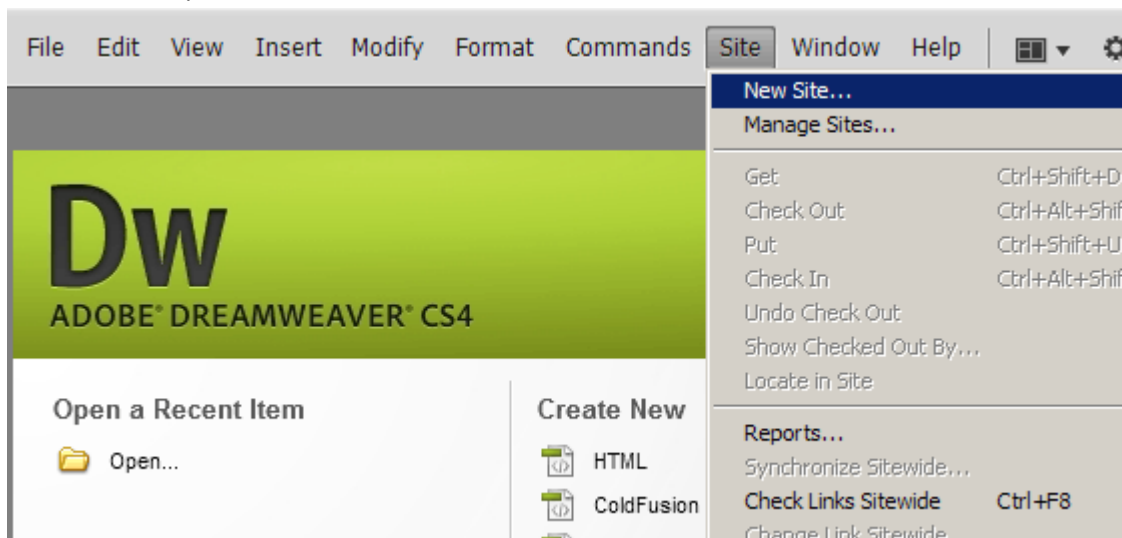
Filesystem Tools

Create New Folder

(/domains/sk374.a

sk374aii » FileManager » /domains/sk374.aisites.com/public_html

- To use the FTP information (see the start of this tutorial) in Dreamweaver (or really any FTP program), open Dreamweaver. On a pc, Start > All Programs > Adobe Master Collection CS4 > Adobe Dreamweaver CS4. When the window opens, choose Site > New Site from the dropdown menu at the top of the screen.



The screenshot shows the Adobe Dreamweaver CS4 application window. The menu bar includes File, Edit, View, Insert, Modify, Format, Commands, Site, Window, and Help. The 'Site' menu is open, displaying options such as 'New Site...', 'Manage Sites...', 'Get', 'Check Out', 'Put', 'Check In', 'Undo Check Out', 'Show Checked Out By...', 'Locate in Site', 'Reports...', 'Synchronize Sitewide...', 'Check Links Sitewide' (with keyboard shortcut Ctrl+F8), and 'Change Link Sitewide...'. The main workspace area shows the Adobe Dreamweaver logo and the text 'ADOBE® DREAMWEAVER® CS4'. Below the logo, there are sections for 'Open a Recent Item' and 'Create New' with icons for HTML, ColdFusion, and PHP.

7. The New Site window that opens allows you to tell the computer where your files reside on your computer, and where you want to send it (your FTP Info) so that it will be available through the Internet. Your information would look something like this:

