

# How to get a PSU Web Space

- 1) Go to <http://www.personal.psu.edu> and click on the link “Apply for Web space on [www.personal.psu.edu](http://www.personal.psu.edu)”
- 2) Log in if you haven’t already done so
- 3) Fill out the form provided
- 4) Click “Submit answers”
- 5) You will receive an email confirming you now have a web space
- 6) On the school computers (this is the easiest way I found to upload files) look in the lower left corner next to the start menu. There is a button with two green arrows on it. Click on it.
- 7) A box asking for your ID and password pops up, enter them.
- 8) When the PASS folder shows up, enter the WWW folder.
- 9) Drop your files into the WWW folder (make sure your html background is named “index.html” and you delete the one that is in the folder already)
- 10) You now have a personalized web page.