

Penn State Erie - The Behrend College PASS Accounts

In order to be eligible for personal webspace through Penn State University, one must be a student, faculty member, or staff of Penn State. One must also have a Penn State access account which includes e-mail services.

To apply for PSU web space:

1. Go to <http://www.personal.psu.edu>
2. Click on "Apply for Personal Webspace on www.personal.psu.edu"
3. Log in using your Penn State Access Account using the secure login screen that appears.
4. Read the introduction about the application process and click "Take the Quiz."
5. Complete the quiz, giving the best answer for each question. In order to receive webspace, you must receive at least a 4/5 on this quiz.
6. Once a passing score of the quiz is received, you will be approved for webspace and should receive it in a timely manner usually 48 hours.

To upload files to your PSU Personal Webspace:

1. Go to <http://www.personal.psu.edu>
2. Click "User Utilities"
3. Click "PASS Utilities"
4. On the left hand column, click on "Manage PASS files now (PASS Explorer)"
5. This brings up the file upload screen. In order to add html files to your webspace, click on the dropdown menu next to "Browse To" and select "My Personal Webspace."
6. Placing any files in here will make them visible on your Personal Webspace.