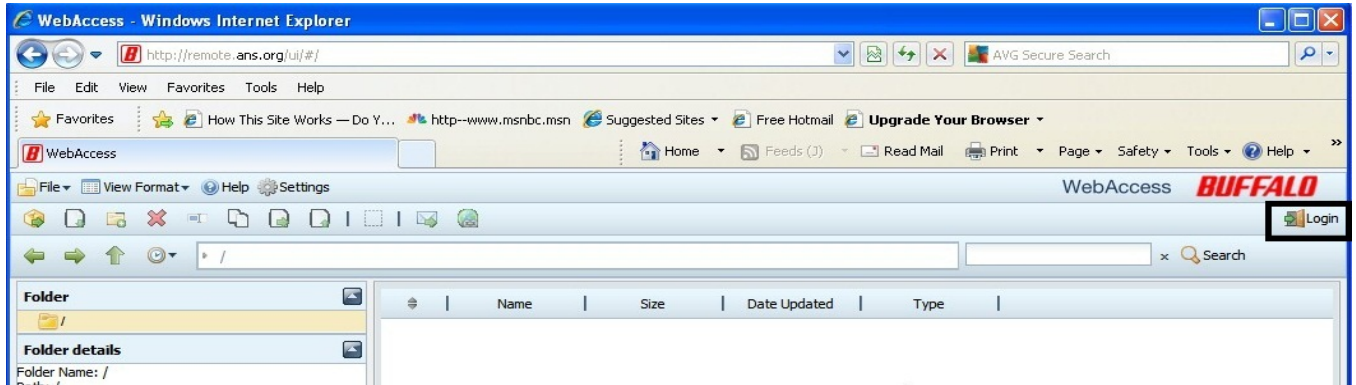


American Nuclear Society

Instructions for using the ANS File Archive Storage System for Sections.

1. To access the File Archive Storage System click on this URL below or copy and paste it into your internet browser: <http://remote.ans.org/ui/#/>
2. This will bring up the following screen:



3. Click on the Login button on the right hand side of the screen (see highlighted area above). This will bring up a login box; enter your user name and password given for your position.

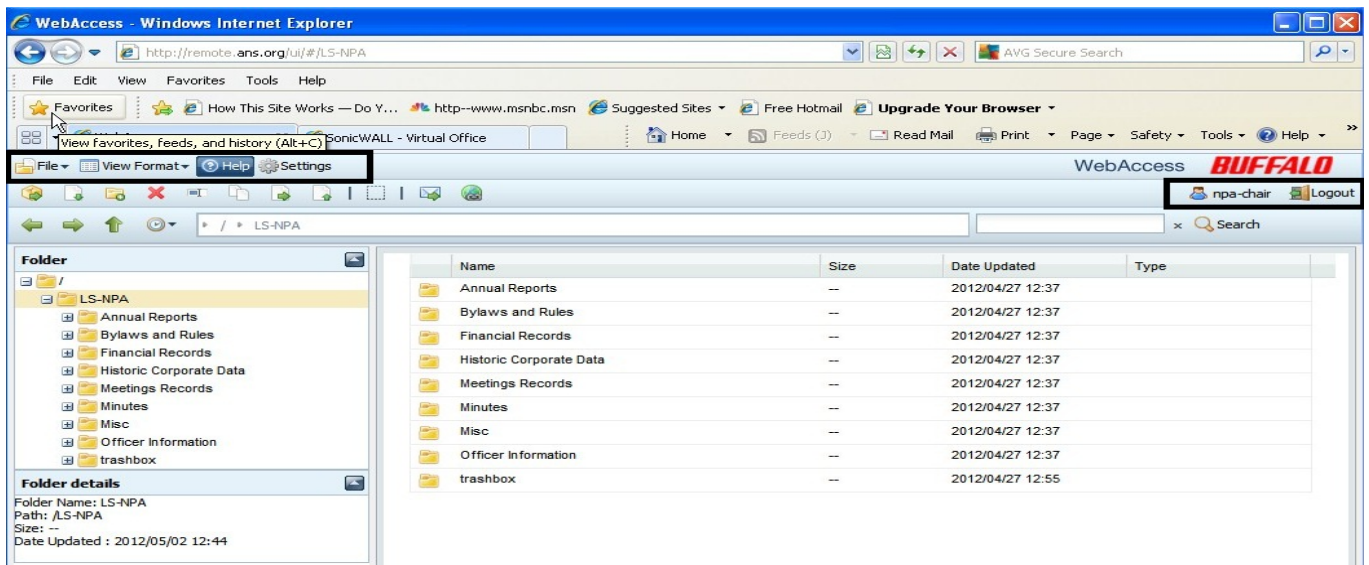
Enter the user name and password.

User Name: xxx-xxxxxxx

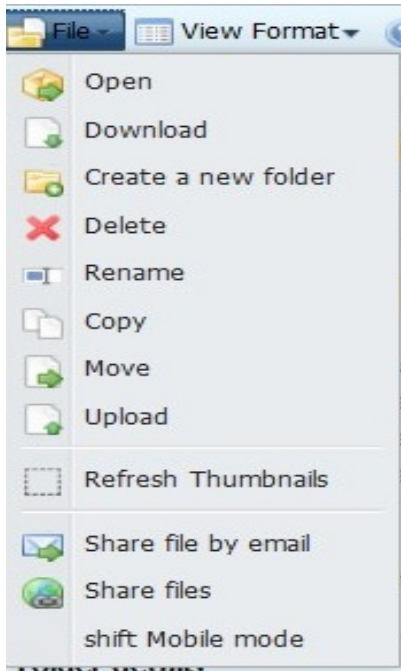
Password: ●●●●●●●●●●

Login Cancel

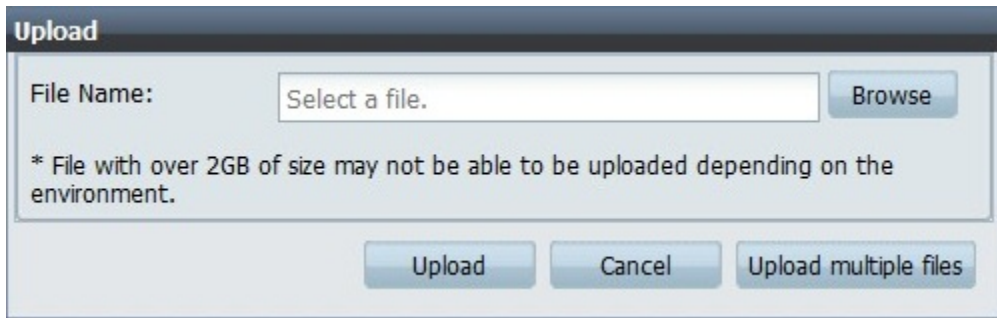
4. Once you are logged in, your screen should look similar to the one below.



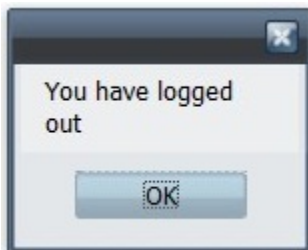
5. This site works very similar to the file management system used on a Windows computer. I have placed a black box (and highlighted) the main areas that will control this site for you. The following is what the File menu looks like and contains most of your controls.



To upload a file to the storage server, click on the Upload button, make your selections and click on Upload.



6. When you are finished on the website, please click on the Logout button on the right side.



Note: All passwords assigned were created by a random password generator. It consists of 8 characters including both alpha and numeric. They are all in lower case. The password given you is unique and you will not be able to change it while logged into the system. Please keep your id and password in a safe location or in electronic password keeper software so as not to lose or forget it. If you do forget it and need a reset, you will have to contact your ANS Staff Liasion (tcoyle@ans.org) in order to get it reset. We will get to these requests as quickly as possible, however, please allow at least 24 hours for the process to be completed.