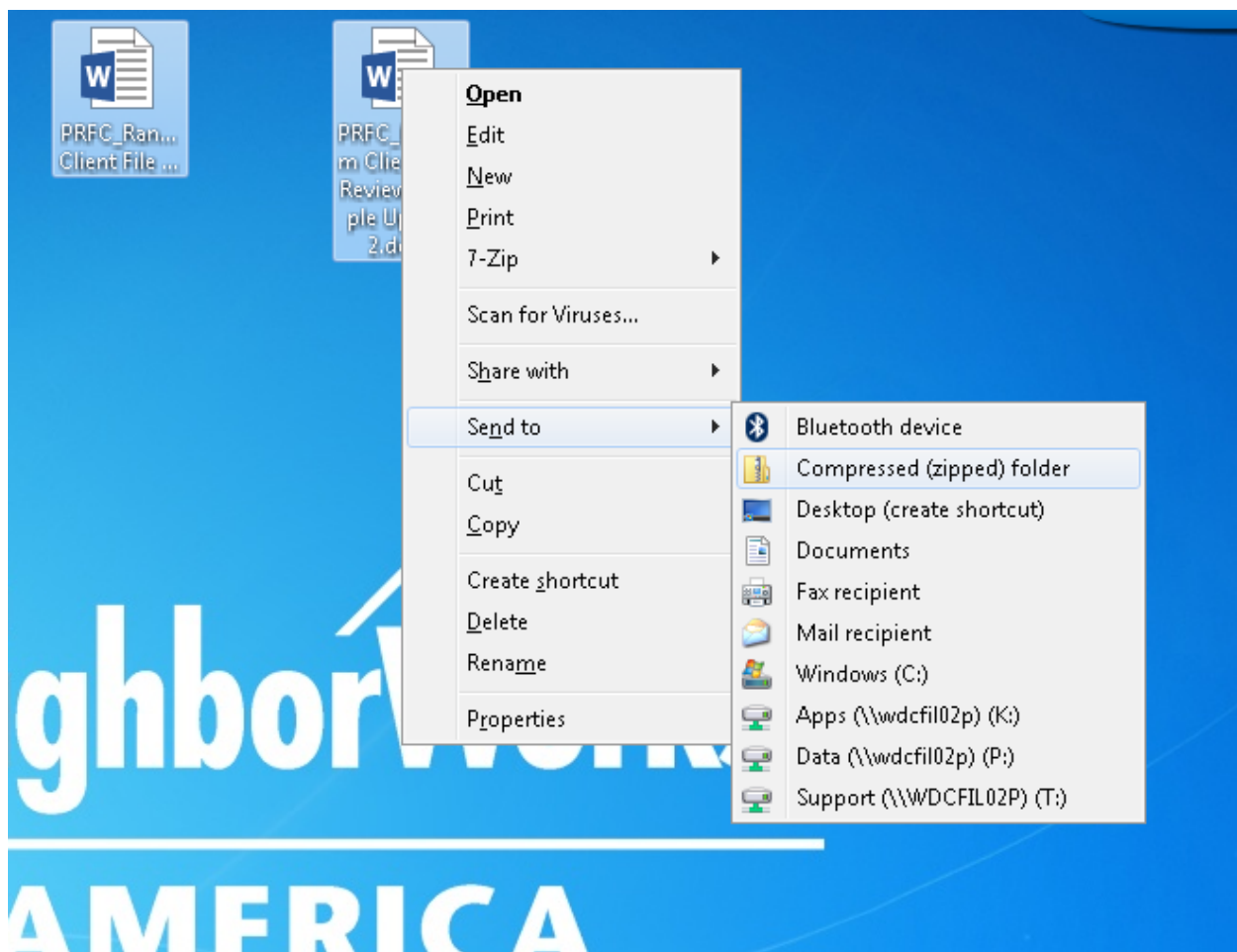


HSCP Hightail Upload Instructions

First, save your files as a ZIP file

1. Save all files you wish to submit for review to your desktop
2. Select each file while holding the CTRL key. Once all the files are selected, right-click and select “Send to” and “Compressed (zipped) folder”. The newly saved ZIP folder should appear on your Desktop. Please save the ZIP file with your Agency Name.



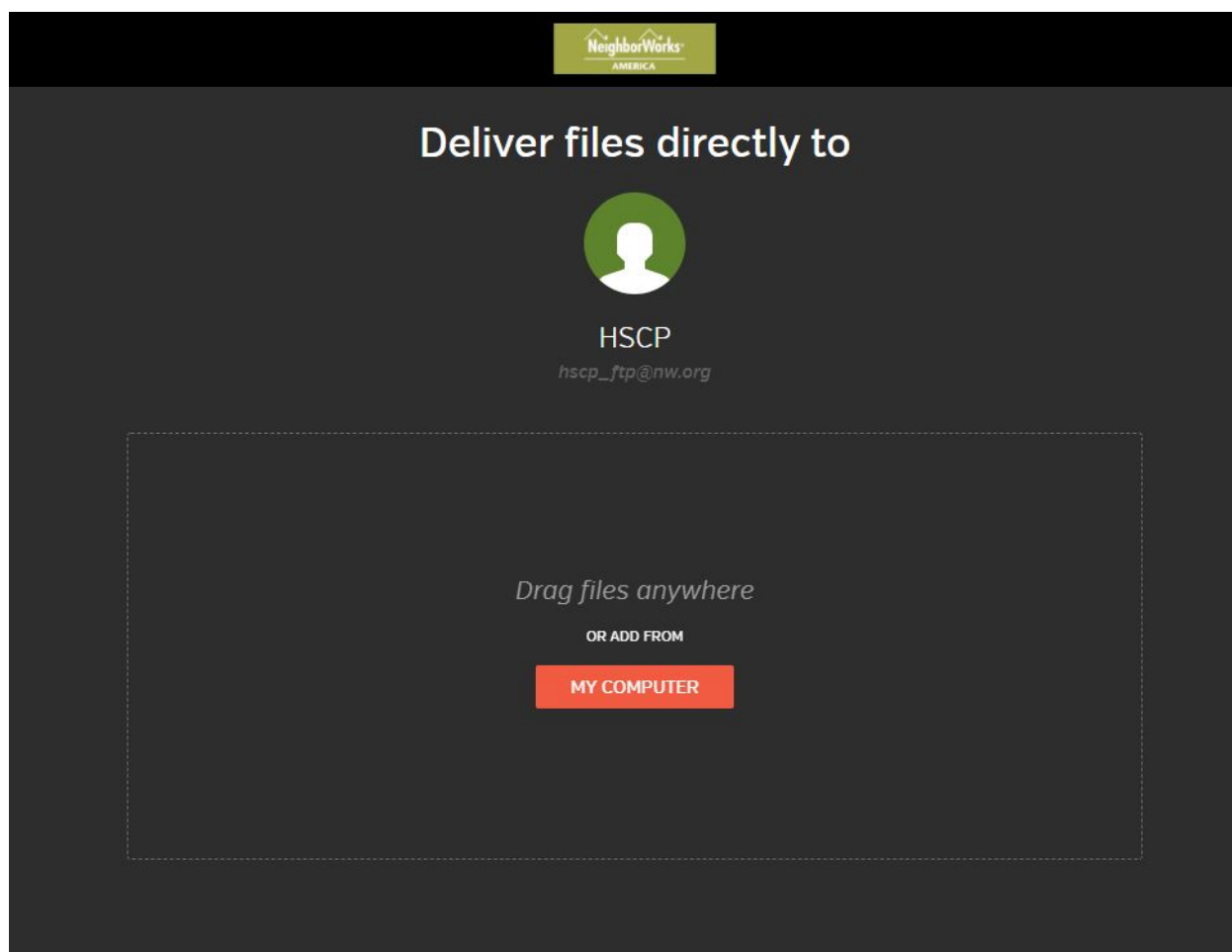
Next, go to the HSCP Hightail site for secure file upload

3. Follow this link or copy and paste it into your web browser:

- <https://spaces.hightail.com/uplink/HSCP>

The following screen should appear:

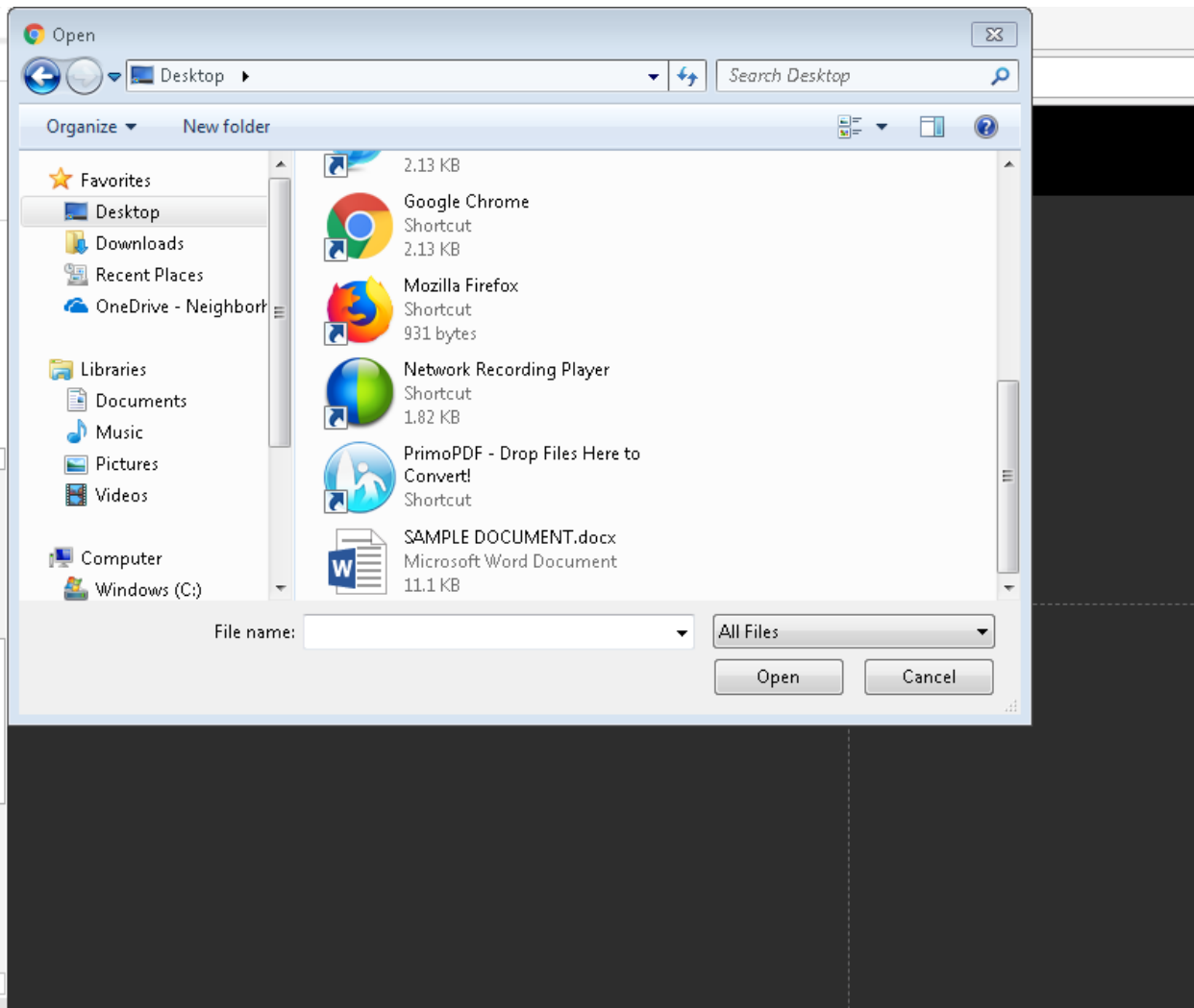
- Drag and drop your saved file into the “Drag files anywhere” box or select “My Computer” as shown in red below.



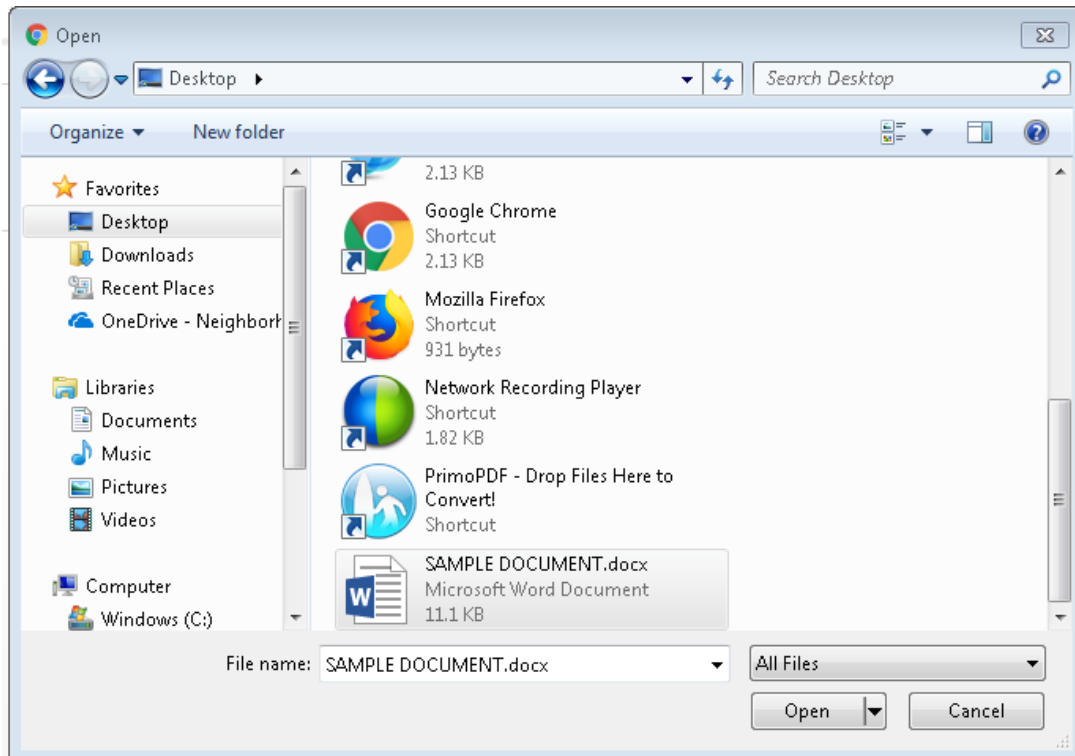
If you drag and drop your file into the box, you will see the confirmation screen detailed in step 6 and your upload is complete.

4. If you select “My Computer”, a new window will appear. Select the items you wish to upload, then click “Open.” If your ZIP folder was saved to the Desktop (as shown in Parts 1 and 2 below), select the Desktop shortcut on the left and select the items you wish to upload there.

Step 4 - Part 1



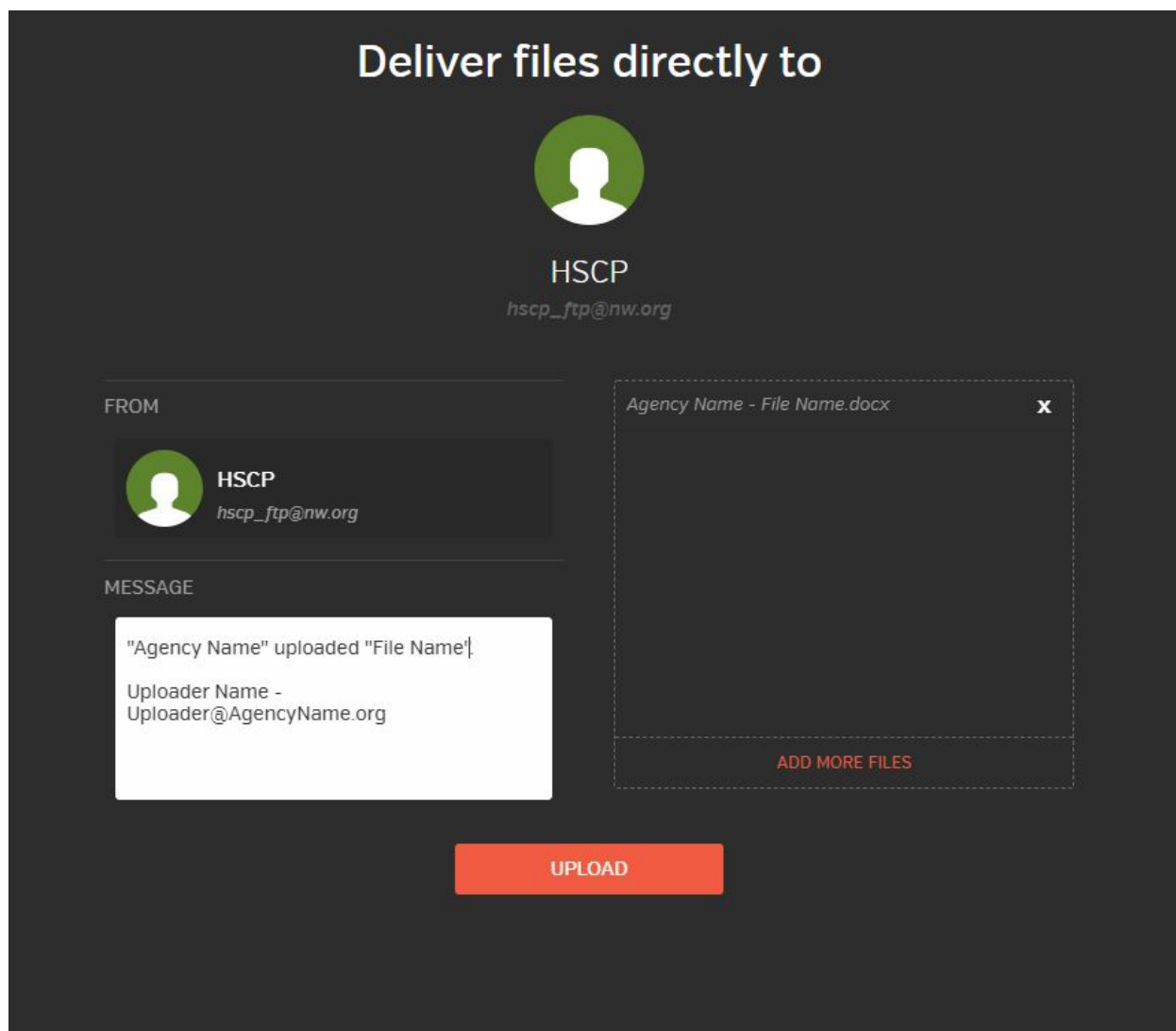
Step 4 – Part 2



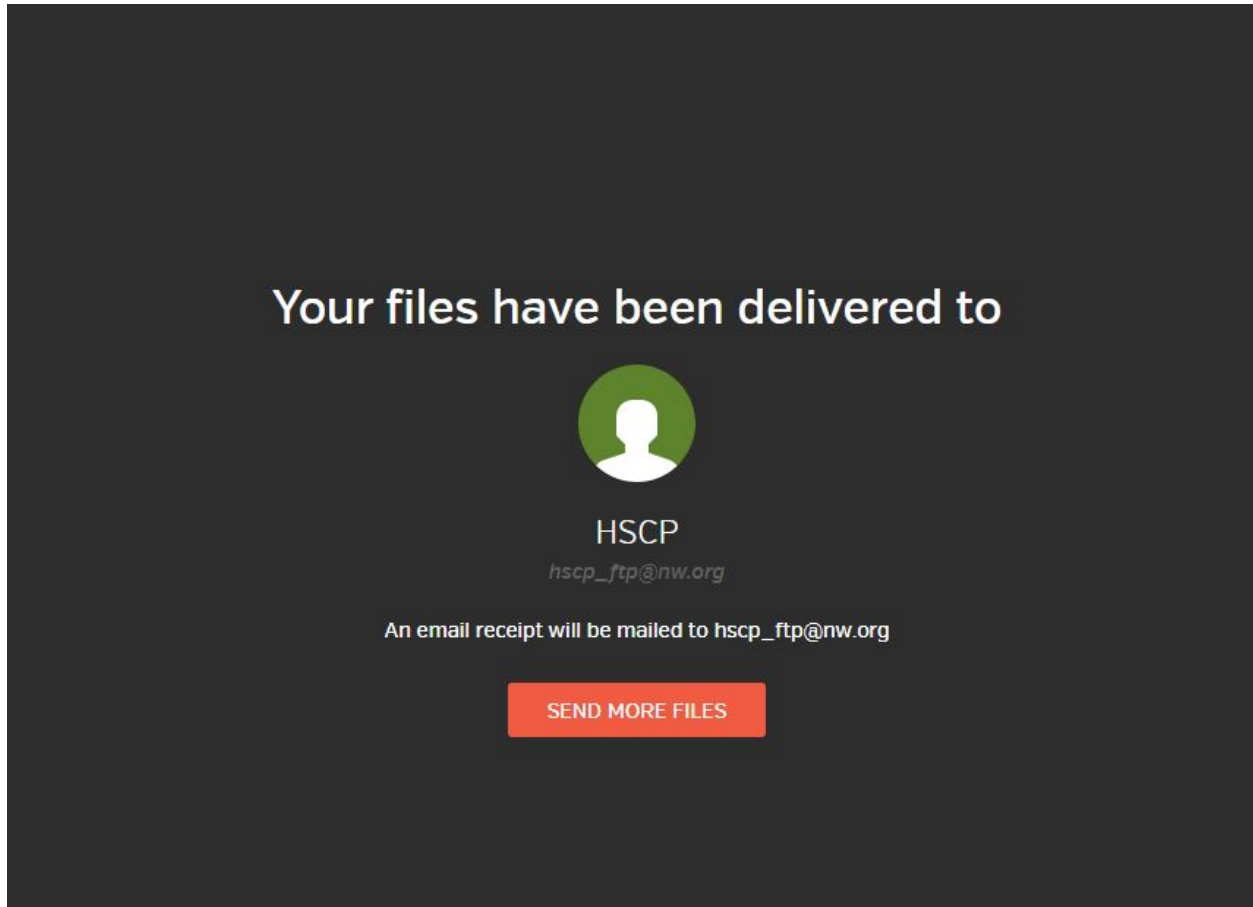
5. The files you wish to upload should appear on the right-hand side of the screen. In the “MESSAGE” field, please enter:

(Agency Name) uploaded (File Name)
(Uploader Name)
(Uploader Email)

Once you are done, click “UPLOAD.”



6. Once your files have been uploaded, you will see the screen below



Once you see this confirmation, your upload is complete.

If you need further assistance uploading your files, please email the HSCP Team at counseling@nw.org