

## How to Download SRTI Reports

The SRTI departmental summary and course section reports are distributed electronically. The reports are PDF files and require a PDF reader such as Adobe's free Acrobat Reader in order to view or print them. We are using the University's "UDrive" storage system to securely distribute reports.

### **About UDrive**

UDrive is an easy-to-use, Web-based file storage and sharing system that allows you to access your files from on and off campus, using any computer with an Internet connection.

### **Setting Access Permissions**

Each department will have its own folder on the OAPA UDrive. Permission to access that folder will only be given to the SRTI coordinator(s) for that department.

### **Report Distribution**

When the SRTI reports are ready for your department, we will send you an email to let you that you have access to the folder. The email will include a Web link to your department's SRTI folder. The actual report files will not be attached to the email.



Click on the Web link to access your folder. You will be prompted for your **NetID** (OIT Account user name) and **UMail password**. If you do not remember your UMail password, visit <http://www.oit.umass.edu/accounts/passwords.html> for instructions on how to retrieve it.

Once you enter your NetID and password, you will be brought to your department's SRTI folder where you will see one or more .ZIP files that contain your SRTI reports for the semester at hand. If a "Security Information" window opens first that says "This page contains both secure and nonsecure items. Do you want to display the nonsecure items?", click "Yes".

**Note:** It is very important that you download the report files prior to the last day of classes for the following semester, as we delete all previous files when we begin processing SRTI forms for each new semester.

### **Downloading Files**

To open and view a .ZIP file once you've downloaded it, you'll need WinZip (Windows) or StuffIt Expander (Macintosh).

Before downloading your files, click on the create shortcut icon () , so that a bookmark will be added to your UDrive account, and you can easily access this folder in the future by clicking on the bookmark icon ().

1. Double click the filename of the file you wish to download. A File Download window will open.
2. In the File Download window, click **Save**. The Save As pop-up window will open.
3. In the Save As pop-up window: From the Save in: drop-down menu, select the location where you would like the zip file to be saved. If you change the file name, make sure the extension is still ".zip".
4. Click **Save**. Once the files have downloaded, you can use WinZip (PC) or StuffIt Expander (Mac) to view or extract the reports from the .zip file.