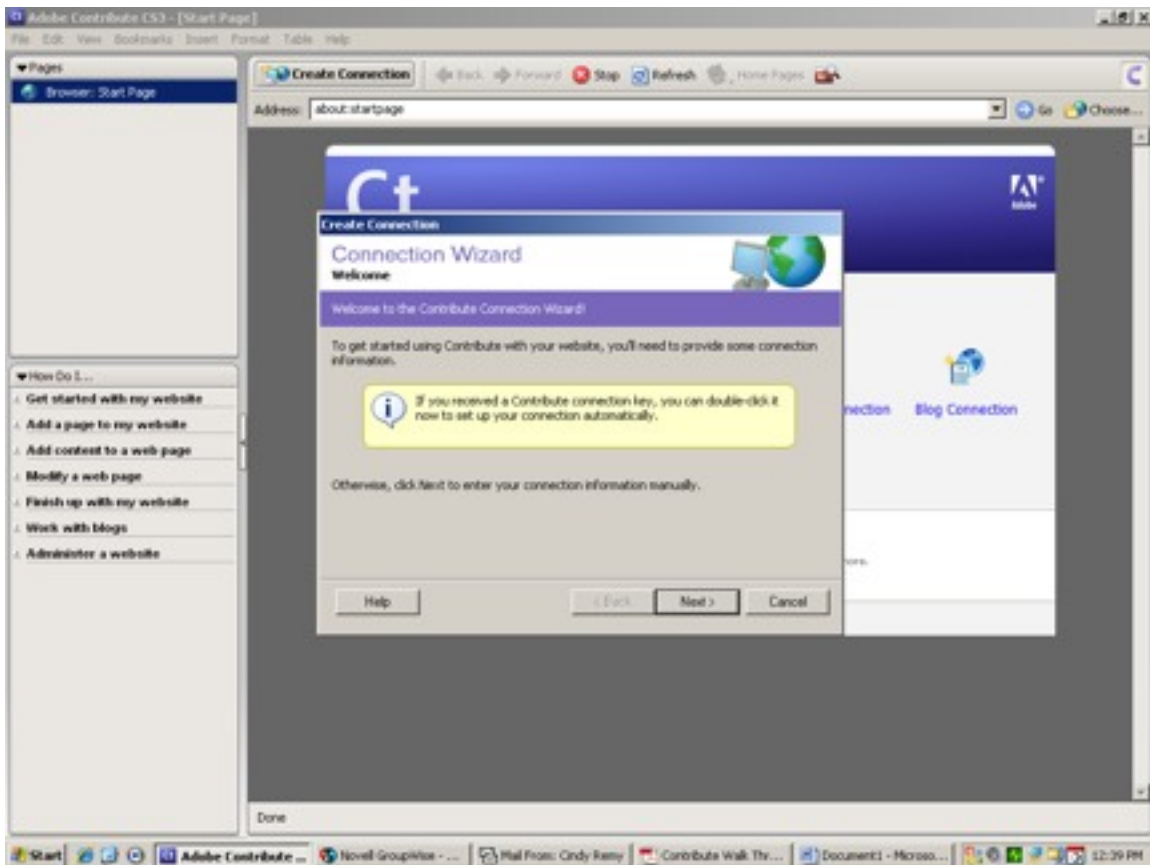
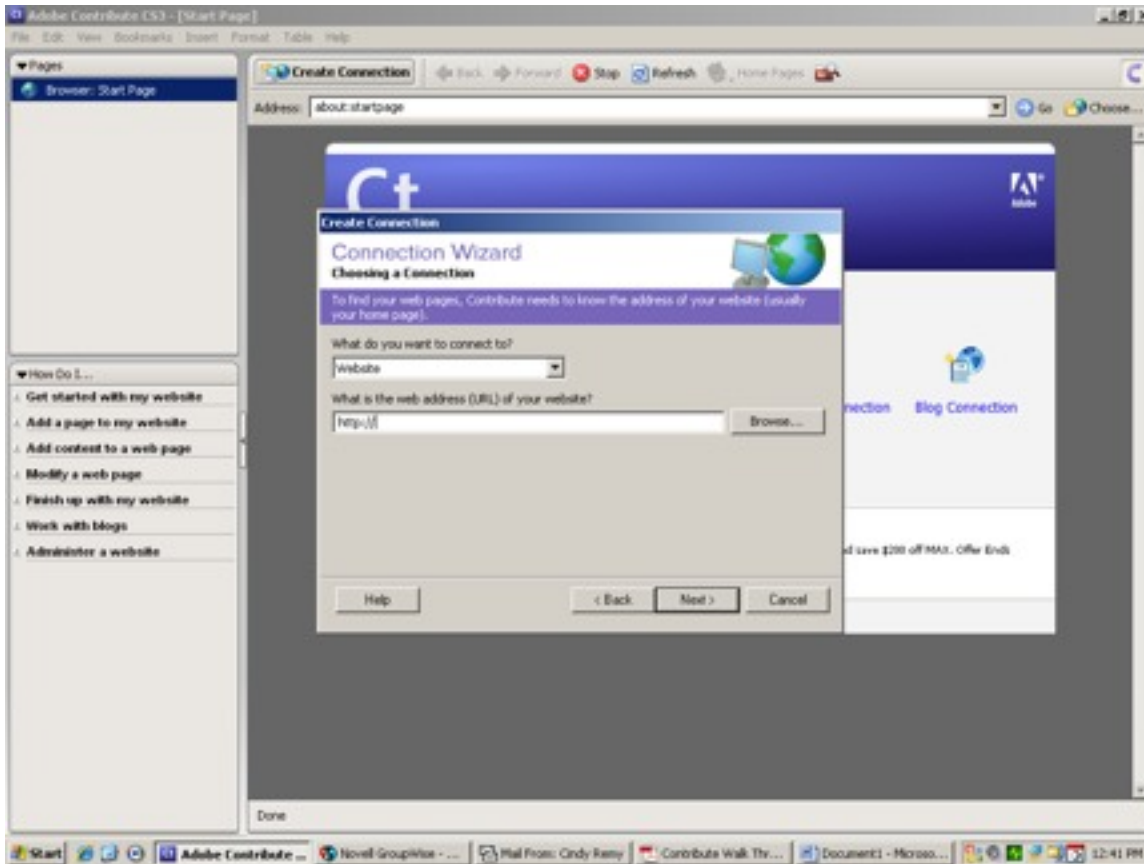


Launch Adobe Contribute once it is open if it is not configured you will have to create a connection. You only have to do this once. Click on Create Connection and the window below shows up.



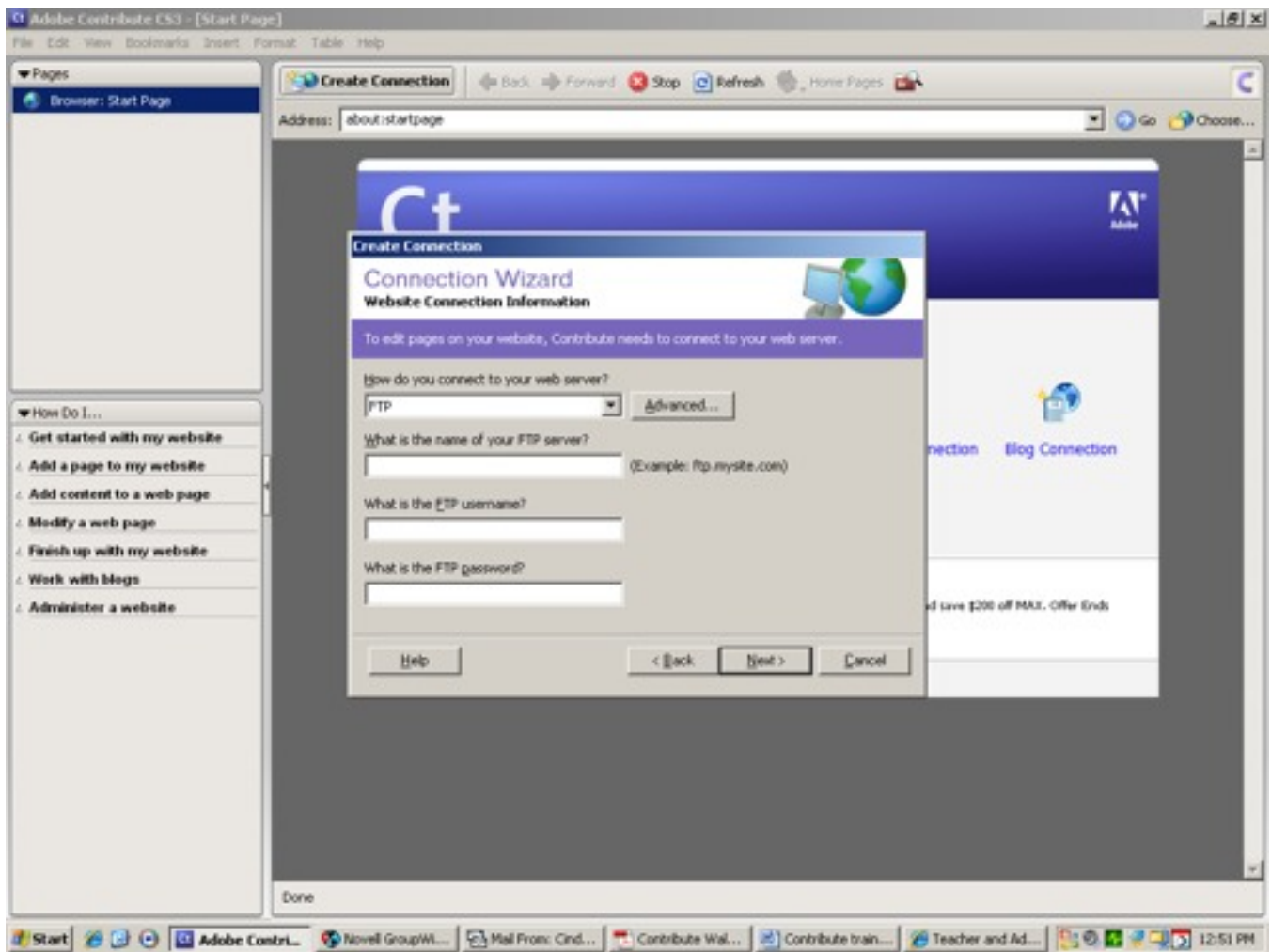
Click next and you will get the below screen.



You want to connect to a website and then the url of the website is [http://www.ccsuvt.org/YOUR SCHOOL NAME](http://www.ccsuvt.org/YOUR_SCHOOL_NAME) for example <http://www.ccsuvt.org/ehs> see below for the correct names.

School/sites as named on the website: **ccsu ehs cte westford adl fleming summit hiawatha ejrp taap**

Once you have that typed in click next and you will get the screen below. Choose FTP and then you will get an extended screen.



The name of the ftp server is `www.ccsuvt.org`.

The ftp username and password will be provided to you by the IT staff or the webmaster. Put that in now.

Contribute will try to connect with the web server. If successful you will be asked for your name and email. Enter that and click next. Then click done and you are ready to edit.