



THE BEST IN ALL WE DO

## ACCESS INSTRUCTIONS TO STEVENS FTP BID PROJECTS

\*\*\*All IP addresses and activity on the site are tracked.\*\*\*

Due to security limitations, IE browsers won't allow FTP through browser windows. Therefore, you must follow the instructions below or use another browser such as Firefox 3+, Opera, Chrome, Safari, etc.

Once you are logged into Stevens FTP site, go to View and select Refresh to ensure all files in the folders are seen. IF the password is typed incorrectly on the third attempt, the ENTIRE FTP site will be locked for up to 40 minutes.

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These instructions are for Internet Explorer NOT Firefox as your browser.

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If you are using IE7+ and not IE6

From IE7 go to...

tools

internet options

select the advanced tab

- under the browsing section there are a number of check boxes

- make sure that "Enable FTP folder view (outside of Internet Explorer)" has been checked

AND then from IE7 again...

log onto the Stevens ftp site: **ftp://ftp.stevensconstruction.com**

log in to the ftp site

go to the page pull down

select - "open FTP site in windows explorer"

log back in and now you will have folders

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**If still unable to connect to the Stevens FTP Site, contact your network administrator.**

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Thank you.