

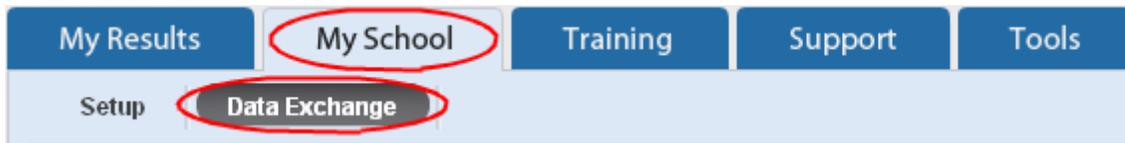
Uploading with the Data Exchange (SSL Secure Website)

1. Login to VPORT at <https://vport.voyagersopris.com>
2. Type your User ID and Password.
3. Depending on your level of VPORT access (district or school level), you must click on the **Data Exchange** tab within the **My District** tab or **My School** tab in the tabbed menu for any Voyager program (circled below).

District View



School View



4. Place the name of the file to upload to Voyager in the box. You can type the path and filename or select the file with the **Browse** button (circled below) to choose a file from your hard drive or other folder.

Select File to Upload:

5. Click the **Submit** button (circled below).

Select File to Upload:

6. If necessary, you can continue to select and submit files. When finished, either change to another VPORT screen or exit the program.
7. Voyager's Technology Department is notified after each data file is submitted.

If you have any questions about the Data Exchange process please contact

Technical Support at 1-800-547-6747 ext 7140.