

Instructions for File Upload to OTA & PTA EAP

NOTE: Files larger than 60 MB will not be accepted for upload. Please see the Program Handbook for options.

1. Contact Kathy Davidson, Program Manager at kathy.davidson@otapta.ca or 226-636-0632 for a username and password, and to notify her that you intend to upload documents shortly.
2. Check that all documents you want to upload are in PDF format – no other format will work. Either convert those that are not in PDF, or email them to kathy.davidson@otapta.ca separately.
3. French documents: the titles of the documents can not have any letters with accents (ç, é, à, è, ê). Having those characters in the body of the document is fine. If you are unable to change the titles, please email or send the files via USB key.
4. Please ensure that PDF files are not secured by password. If necessary, email these files separately also. Combining small files into bigger files, or into a PDF portfolio will save time as you upload.
5. Go to the Login area of the OTA & PTA EAP Website.
6. Choose “File Upload” at the bottom right. This will open a new page that asks for the username and password provided in No. 1 above.
7. Enter User Name and password provided (copy and paste the password as it is case sensitive) and click Enter.
8. Each file must be separately uploaded. If they are big files, they will take some time. Have some snacks nearby or other non-computer work available to do.
9. Click on “Choose File”
10. Choose the first file you'd like to upload from the list on the new screen (the list of files on your computer). You may need to select “all files” in the file manager box when it appears in order to find the files you need.
11. Once you see the file name beside the “choose file” box, then click Upload....and wait.
12. You will get a message that tells you when it has been successfully uploaded. You can then choose another file by selecting “continue”.

An email will be sent to Kathy Davidson notifying her about each file that is successfully uploaded. It would be helpful once you have finished uploading, to email kathy.davidson@otapta.ca to provide a list of uploaded files; this way we can ensure no files are missed by cross referencing.

Please call or email at any time during the process if you have questions or concerns.