Instructions for publishing resume and research summary to CHEMDOCS website

This will involve using two applications an FTP application and an SSH application. The table below lists some of the common programs that can perform these tasks. If you do not have these you can obtain them for free from `www.oit.umass.edu`

PC	Mac
SSH Secure Shell (FTP and SSH)	Terminal (SSH)
SecureCRT (SSH)	Fugu (FTP)
WinSCP (FTP	Transmit (FTP

1-Create a PDF of your resume and research summary

2-***Rename these to the following:
     Resume: `username_resume.pdf`
     Research Summary: `username_summary.pdf`
     This procedure will not work if your files are not correctly named

3-Run your FTP program to transfer the files to the Chemistry Web Server
     Host Name: `people.chem.umass.edu`
     Username: Same as for CRC computers
     Password: Same as for CRC computers
     **If you have not logged in yet here are the new guidelines:
     Username: Click here for list of usernames
     Password: [Spire account number].[first intial and first three letters of last name]

4-After placing the files into your home account log on again this time using SSH

5-Run your SSH program
     PC:
     *If using SSH Secure shell you can click on the icon that looks like a computer screen with blue balls over it
     *If using SecureCRT, type the hostname and username where prompted to log in
     -If you are logged in correctly the prompt should say [username@shelob username]$
     -At this prompt type the command
     `resume -cp`

     -This will create a folder called resume in the folder `public_html` and place a copy of each of your documents in this folder. It will also copy these files to a central location for companies to preview your resume.
     Mac:
     *Using terminal type this command at the prompt ssh
     username@people.chem.umass.edu
     *Then type your password

-If you are logged in correctly the prompt should say [username@shelob username]$
-At this prompt type the command
```
resume -cp
```
-This will create a folder called resume in the folder public_html and place a copy of each of your documents in this folder. It will also copy these files to a central location for companies to preview your resume.

6-If you need to remove the files type
```
resume -r
```

this will remove the files

7-After you have completed all the steps, you should register on the CHEMDOCS website. Go to Registration Page link in the student section of CHEMDOCS and fill out the form. If you do not do this step, your resume will NOT be posted.

If you need any help you can e-mail DV(dv@chem.umass.edu) or Bob Herbst (herbstr@chem.umass.edu)