



**Uploading to
Cal Poly
Server**
Faculty and Staff Only



I understand that:

- Only Encoded Video can be accepted.
- I am responsible for keeping my own back up copies.
- My content may be visible outside of the Cal Poly campus.
- Observation of Copyright laws is my responsibility.
- Work time can be delayed because of workload in progress or length of my submission.
- Any master copies of the video (including disks, CDs, and tapes) will be discarded after 7 days if not picked up from Media Services.

X

Name _____ ID# _____

Phone _____ Email _____

Course #/Dept./Org. _____

What is your file format?: Real Video QuickTime Video Slide Show

What is the directory to place your file?: (Account is needed prior to upload.)

Account Name _____ College _____

Folder _____

What is the name of your file?: _____

If more files are to be uploaded into this directory, please indicate: _____

Additional Comments/Instructions: _____

continue on backside if needed

If you have further questions, contact Eric Boege at ext. 6-6429 or email at eboege@calpoly.edu

MDS Staff Initials _____ Date _____

- Input an order in the reservation system using Equip Code 005S, Action T – Studio Service

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