

wēpa Web Upload

The guide will teach students how to upload their documents to the wepa web client.

Written By: Wayne Peterson



This document was generated on 2021-12-28 09:07:24 PM (MST).

Step 1 — wēpa Web Upload

VĒpa	SOLUTION	HOW IT WORKS	SUPPOR
	School *	First Time Here?	
	Login Register	You may not need to	
	Log In With	register. Start by selecting your school.	
	Summer_Roberts@students.loboure.edu	If you are not affiliated with one, choose A Guest User.	
	Forgot your password?		
	Submit		

- Begin by opening your favorite web browser and navigating to <u>https://www.wepanow.com/login</u>
- Log into your account using the following format: Username:
 FirstName_Lastname@students.labo ure.edu followed by your Labouré password.

Step 2

UPLOAD YOUR DOCUMENT	STEP 1	UPLOAD YOUR DOCUMENT STEP 1 SET YOUR PRINT OPTIONS STEP 2
	Max file size: 20mb Accepted document types: doc, docx, xis, xisx, ppt, pptx, pdf & rtf Accepted image types: png, jpg, jpg, bmp, gif, stif & stif Select the button 'Choese your file' to Browse for your file, or drag and drop it to this window.	GENERAL COTIONS File name: Danry_Dovids_Coversing State 20067 KS Copies: Type of Copies: Color: Danse State Coversing Coversing State 20067 KS Color: Danse State Coversing Cov
SET YOUR PRINT OPTIONS	STEP 2 STEP 3	Seale: Original Aspect Rate Auto rotate: O On Of
ALVIEW THE RESULTS	oier o	REVIEW THE RESULTS STEP 3

- Select **Document Upload** in the menu bar.
- Select **Choose your File** and navigate to the document you would like to upload.
- Select your print options, when ready click Send print options.

This document was generated on 2021-12-28 09:07:24 PM (MST).

Step 3

Wepa CODE GFE414 1PAGE TO PRINT Your document has been successfully updated. Vait any Wepa print valion to release your file. There are two ways to release your file at a Wepa print science. • Uogin to release a particular file.

- This is your confirmation code.
- To confirm your document was uploaded, click **My Documents** at the top of the page.
- You will see a list of documents that have been uploaded.

This document was generated on 2021-12-28 09:07:24 PM (MST).