

# MYVRSPOT

## MyVRSpot Windows “Push Application” Quick Start Guide

This document is a guide for installing and using the MyVRSpot Windows Push Application. The purpose of this application is to allow an end user to upload files to their MyVRSpot account directly from a folder on their hard drive. This makes uploading files to MyVRSpot as easy as dragging files to a local folder on your Windows computer.

### Step 1

Before installing the app, we suggest that you create a folder, or locate a folder on your Windows computer, that you want to use for MyVRSpot. If you are creating a new folder, you might want to name it *Video Uploads* or *MyVRSpot Uploads*. Once the application is installed and running, ALL files in this folder will be sent directly to your MyVRSpot account.

*Please note: The application must be running in order for files to be sent to MyVRSpot.*

### Step 2

The second step, is to unzip and launch the application. Double-click the .zip file to unzip the application. Double-click to run the MyVRSpot Setup.exe file. Once the program finishes installing, launch the program.

### Step 3

Once you open the application, you will see a username and password login screen. Type in the username and password to your MyVRSpot account.

*Please note: After typing in your username and password, it may prompt you to select your school district from a drop down list. There may be multiple users with the same username that reside at different school districts, therefore this step is necessary to make sure you are being logged into the correct account.*



### Step 4

If your account has been authenticated successfully, you will get to the next screen. On this screen, either select the folder that you created in Step 1 above, or select the folder you want to use for your video uploads. Click OK.

### Step 5

The next screen is your Application screen. On this screen, you can change the designated Push folder, change how often the application searches for new content, and you can monitor the activity of files pushed to your MyVRSpot account.

### Step 6

You can now close this window, but the application should continue to run in the background. If you need to access this box again, click the MyVRSpot film strip icon from your Windows Application Tray.

