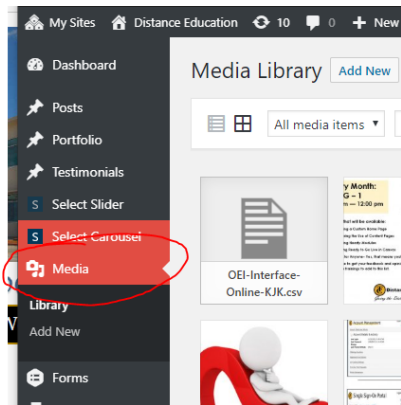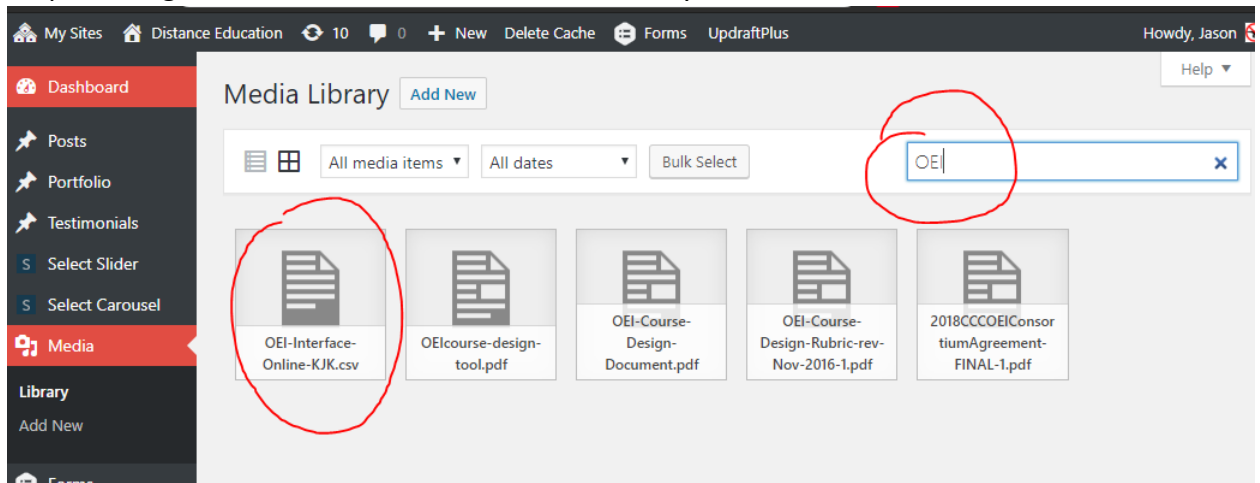# How to update the OEI CSV on the Distance Education website.

- **Step 1**: Obtain a new copy of the CSV from Cognos. This will come in the form of an attachment in an email from either Kevin or Cognos itself. It will be named something to the effect of OEI Interface.csv. Save this file to your computer.
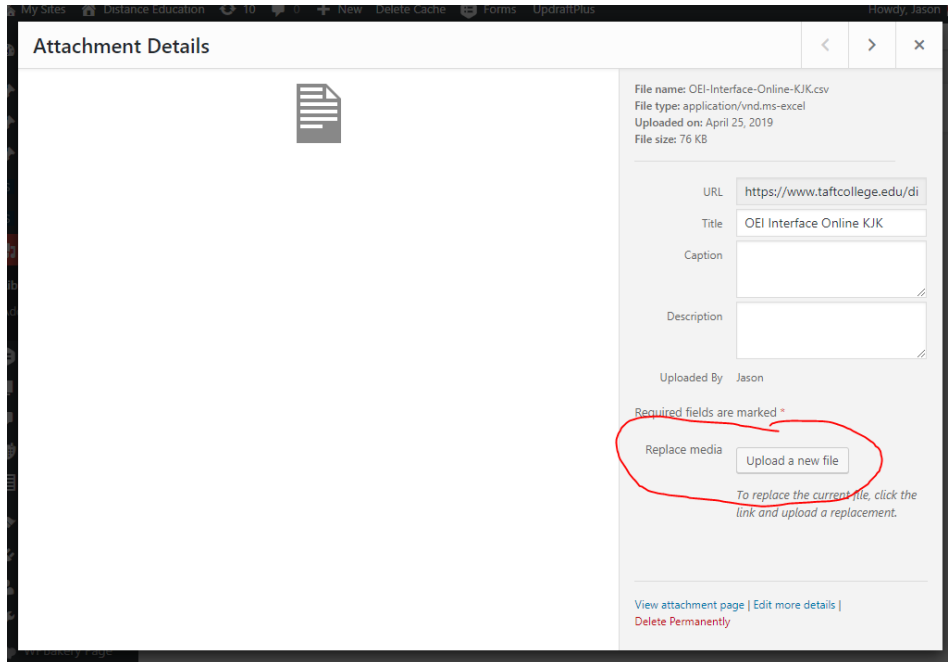- **Step 2**: Log in to the Distance Education website and navigate to the Media section of the Dashboard.

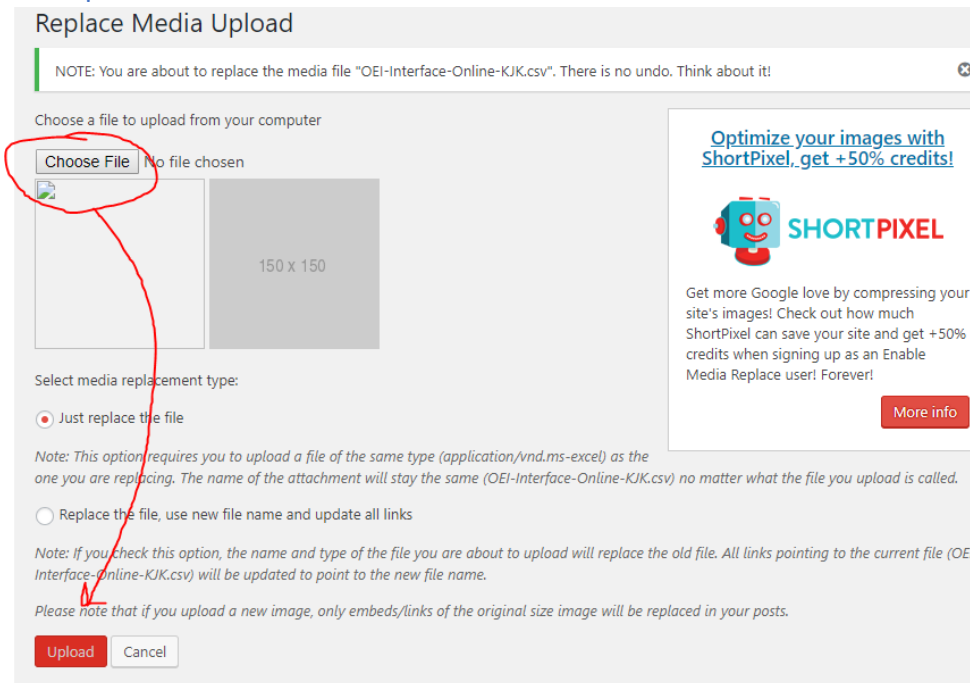- Step 3: Using the Search feature in the Media Gallery, search for the term "OEI"

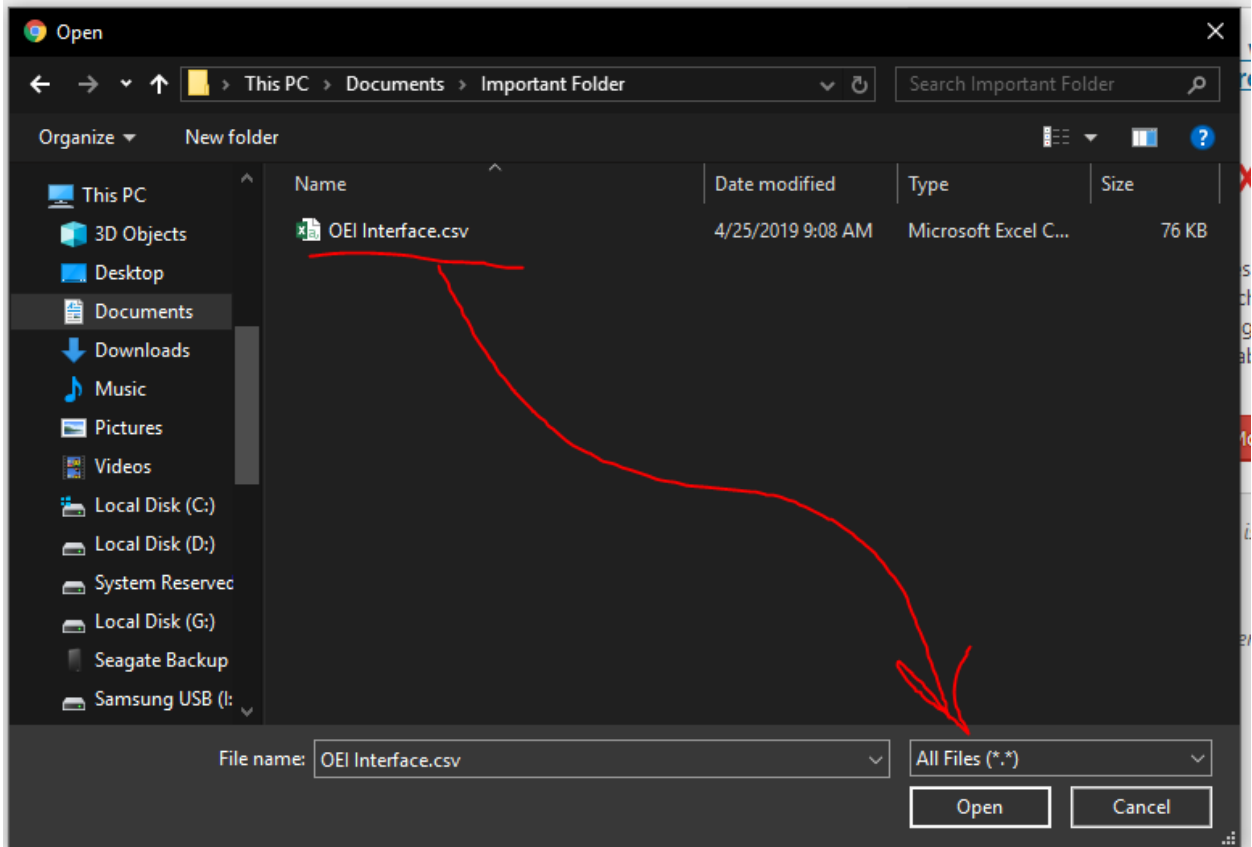 The file name is OEI-Interface-Online-KJK.csv. Click on this file to bring up its properties.
- **Step 4**: Replace the old file, with the new one you downloaded from the email in Step 1 by clicking the Upload a new file button.
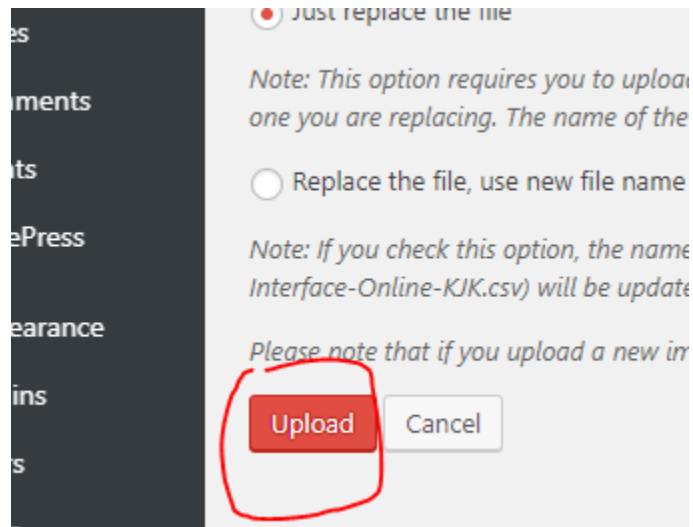
- **Step 5**: In the Replace Media Upload screen, which you will be taken too after having clicked the Upload a new file button. Click on Choose File.

When you click Choose File an Open File Dialog box will appear. Navigate to the place on your computer where you saved the attachment. And click "Open".

- **Step 6**: Click Upload, and you will have replaced the old file on the webserver, with a new copy.

At this point you are finished; you can log out.