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.

My Sites 🖀 Distance Education 🕂 10 🖵 0 🕂 New Delete Cache 😝 Forms UpdraftPlus Attachment Details			<	Howe	ly, Jason 🔇 ×	
	File name: OEI-Inte File type: applicatio Uploaded on: April File size: 76 KB	iace-Online-KJK.csv /vnd.ms-excel 25, 2019				
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• **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.

Replace Media Upload	
NOTE: You are about to replace the media file "OEI-Interface-Online-KJK.csv". The	re is no undo. Think about it!
Choose a file to upload from your computer	Optimize your images with ShortPixel, get +50% credits!
150 x 150	
Select media replacement type:	Get more Google love by compressing your site's images! Check out how much ShortPixel can save your site and get +50% credits when signing up as an Enable Media Replace user! Forever!
 Just replace the file 	More info
Note: This option requires you to upload a file of the same type (application/vnd.ms-ex one you are replacing. The name of the attachment will stay the same (OEI-Interface-C	ccel) as the Dnline-KJK.csv) no matter what the file you upload is called.
 Replace the file, use new file name and update all links 	
Note: If you check this option, the name and type of the file you are about to upload wi Interface-phline-KJK.csv) will be updated to point to the new file name.	ill replace the old file. All links pointing to the current file (OEI
Please note that if you upload a new image, only embeds/links of the original size image	ge will be replaced in your posts.
Upload Cancel	

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".

9 Open				×
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File name:	OEI Interface.csv	~	All Files (*.*)	~
				Cancel
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• **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.