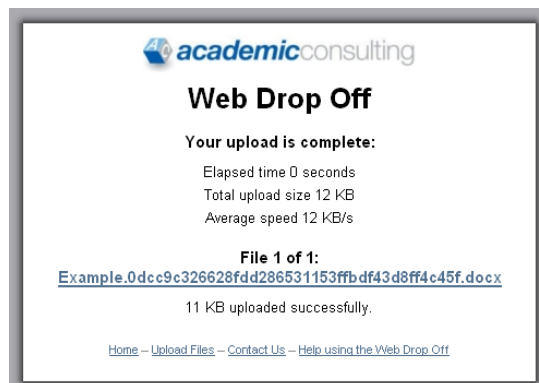


Using the Academic Consulting Web Drop Off System

Note: If you do not have an account, please email info@academic-consulting.co.nz requesting one

1. Go to <http://webdropoff.academic-consulting.co.nz>
2. Enter the User name and Password combination supplied by Academic Consulting and click “OK”
3. Choose “**Browse**” and select the file from your computer that you want to upload
4. If you wish to upload another file, repeat the above step. The system will automatically provide space for 10 files per upload. **Please remember that these cannot be more than 75MB in total**
5. When all of your files have been selected, choose “**Begin Upload**”
6. The system will keep you updated with the progress of the upload. You can continue to work on your computer while the upload is in progress. Do not close your browser until the upload is complete. See below for an example of what you will see once the upload is finished:



7. To logout of the system, please close your browser

Frequently Asked Questions

Question: Why can't you accept files larger than 75MB?

An ADSL line in New Zealand (where the majority of our clients are located) has a much slower upload speed compared to download speed. If a large file e.g 700MB is uploaded, this will take a considerable amount of time for the user to upload, and tie up our servers processing power. If this is an issue, please [contact us](#) for other arrangements.

Question: Why do I keep getting a "Connection was reset" error message?

This error message is caused by one of two reasons. Either the upload you are trying to send is over 75MB, or the connection between us and you has been. Please [contact us](#) if you experience this issue.