

## Access PA SHAREit: Transferring Records to Auto-Graphics

To transfer your Access PA file to the Auto-Graphics server:

**1 – Enter the following URL in the address bar of your browser:** <https://agcloud.auto-graphics.com/index.php/s/wjH0bY9mbCM3xtC/authenticate>



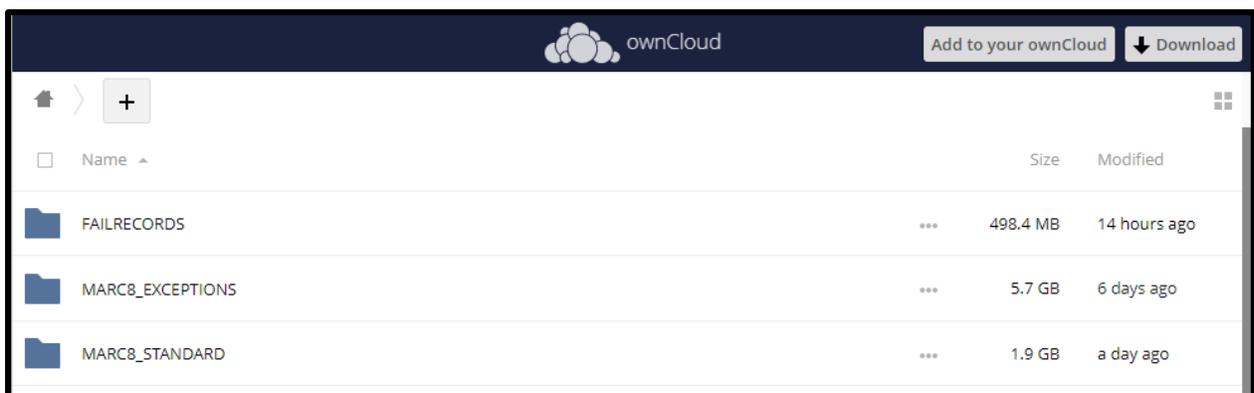
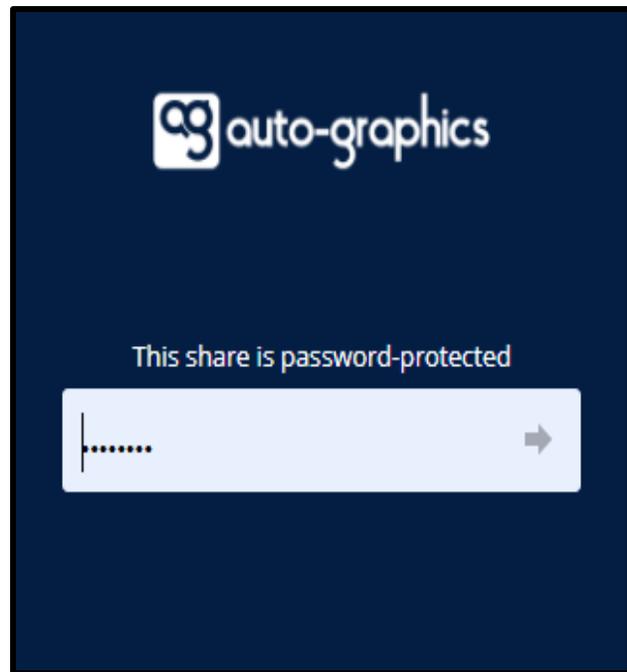
**You will be prompted for a password.**

Contact [support@hslc.org](mailto:support@hslc.org) if you need the password.

Click **ENTER** to be logged in to the Auto-Graphics server.

There is no username required!

If you're prompted for a username, verify you are using correct URL.



## **2 – Copy your file to the server**

- Click on the + (plus sign) at the top of the A-G server window, choose Upload from the dropdown menu to open a File Explorer window.
- Navigate to the location where you have locally saved the file to be transferred. (Remember: The filename must begin with your library's 5-character Access PA code as entered on your Library Profile.)
- Select the file and click Open.
- Your file will upload to the server.

## **3 – When the file finishes copying you are done!**

Having issues or need some help? Contact [support@hslc.org](mailto:support@hslc.org)