INDEPENDENT RECORDINGS:
Please process AUDIO files via MSU's FileDepot
system. : https://filedepot.msu.edu/

(On our website, the link will
be https://www.music.msu.edu/assets/FileDepotdirections.pdf.)

-       **Login**.   Then Click on 'Drop Off'.

-       Click on the Green '+' sign.   Add the recipient Name (Grad Office) and E-Mail address (**MUSGRAD@MSU.EDU**).

-       Click on 'Add Recipient'.
-       Enter a Short Note : Including your NAME, PID#, DEGREE/LEVEL, Recital Info (solo or chamber), 1st composer, date performed, etc.)

-       'Click to Add Files' from your database. Should be MP3, MP4 or other AUDIO version of the file. (Video recordings are too large for our storage drive and cause the system to lock up!!)
-       Click 'Drop off Files'.
-       You will get a quick note about 'uploading' and then come to a 'Drop Off Summary' page.
-       Logout. You will be redirected to the main menu and you should also exit the browser.

** **IF** there's a problem after we receive it, you will be contacted. Otherwise, you will receive a 'Thank you' e-mail