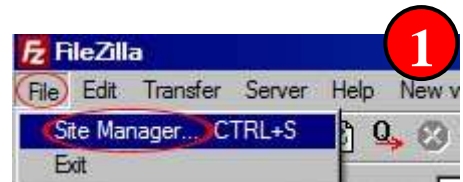


Help Document Series: Using SFTP with FileZilla

This document will walk you through the process of connecting to Clark file shares using FileZilla. This process requires latest version of FileZilla to be installed.

Step 1

Open FileZilla and click on **File** and select **Site Manager...**



Step 2

In the Site Manager window click on the **New Site** button to create a new connection; this will create a new icon under the **My Sites** folder on the left. Change the "New site" text to reflect the connection you are creating (eg. Class share).

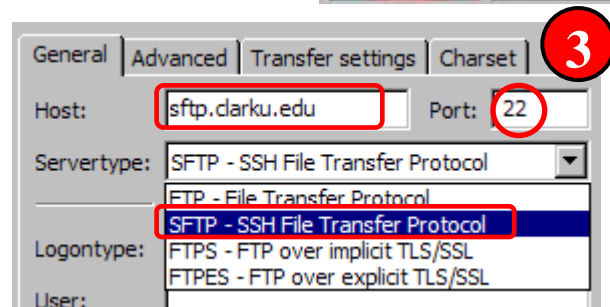


Step 3

Under the General tab, type sftp.clarku.edu in the **Host** text field.

In the **Port**: text field, enter 22.

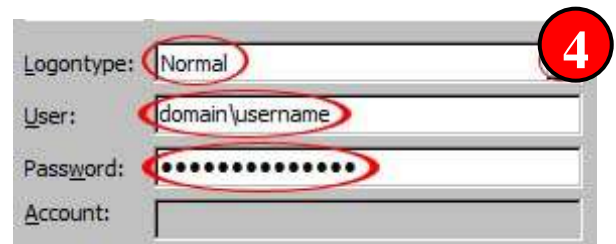
Select SFTP – SSH File Transfer Protocol from the **Servertype** dropdown menu.



Note: For UNIX accounts the Host is black.clarku.edu

Step 4

Change the **Logontype** to Normal. This will make the **User:** and **Password:** text fields available. Enter in your *domain\username* in the **User:** field (see below for more information on domains), and type your Clark Account password in the **Password:** text field.

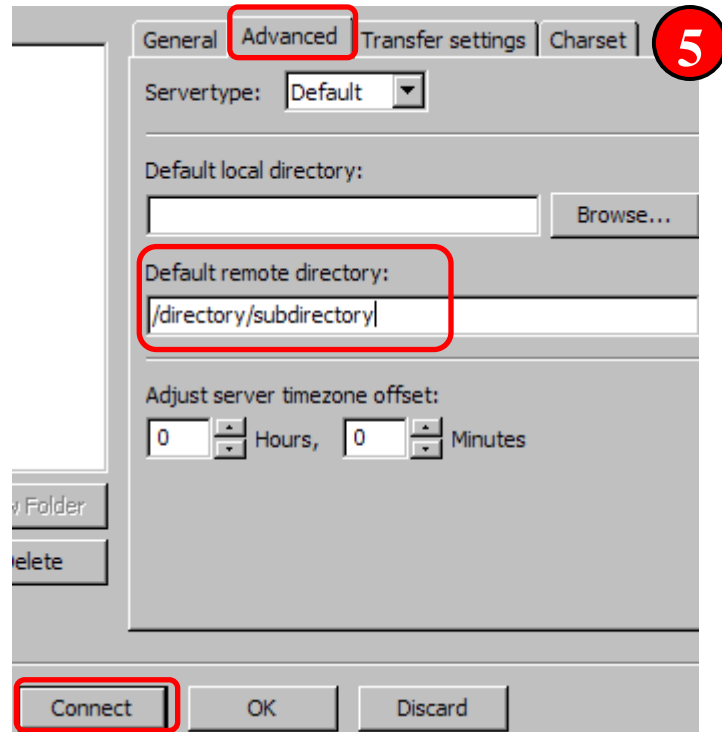


Note: for UNIX accounts a domain is not required. Enter in your UNIX account username and password.

Step 5

Click the **Advanced** tab. Type the directory location of your file share into the **Default remote directory** field, being careful to type in the entire default directory (see below for more information on default directories).

Now, click the **Connect** button, and the **Site Manager** window will disappear. The status box towards the top of the FileZilla window should now show the connected status, and the remote site folders should be visible in the lower right corner.



Domains

If you are an undergraduate, graduate or COPACE student, your domain is “students”. This means that your username should be written as “students*username*”, substituting your Clark Account username after the backslash.

If you are a faculty, staff or guest, your domain is “clarku”. This means that your username should be written as “clarku*username*”, substituting your Clark Account username after the backslash.

No domain is required when accessing your UNIX account

Default Remote Directory

These will be specific and unique to the shares you are attempting to access. Listed below are some standards that are used on campus, but be careful – yours may be unique. When in doubt, check the information you received from ITS, your department or your faculty member. All initial folders will use the same format of “/*directory/subdirectory*”.

Personal shares: default directory “/*domain/username*”, see above reference to Domains.

Departmental shares: default directory will most likely be “/*dept/dept_abbreviation/sharename*”, e.g. /dept/ITS/folder.

Class shares: default directory will likely be “/*class/CRN-section -semester*”, e.g. /class/IDCE371-1-F09.

If you have any questions, or require further assistance, please contact the ITS Help Desk at **508-793-7745** or helpdesk@clarku.edu.

Research shares: default directory will likely be “/research/username/foldername”, e.g. /research/jdoe/urbandevelopment.

Student Organization shares: default directory will likely be “/sg/organization”, e.g. /sg/spoc.