

Help Document Series: Using SFTP with Clark websites through Fetch

This document will walk you through the process of connecting to Clark websites to upload new content using Fetch. For this, you will need Fetch and Macintosh OS 10.3.9 or higher.

NOTE: You must VPN into Clark first before following these directions. For more information on VPN, go to: <http://www.clarku.edu/offices/its/policies/remotearchive.cfm>

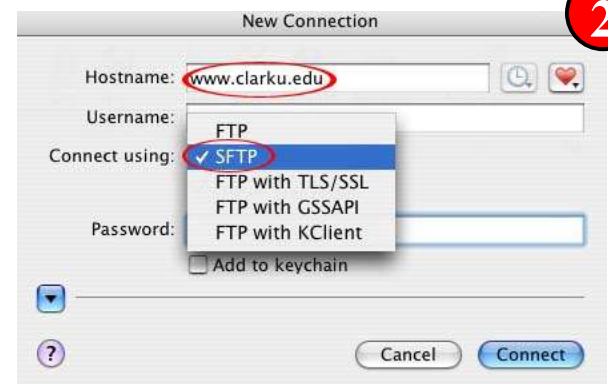
Step 1

After launching Fetch, which can typically be found in the Applications folder, a sheet will expand called “New Connection”.



Step 2

In the “Hostname:” text field, type in “www.clarku.edu” (without the quotes). Next, click on the “Connect using:” drop-down menu and select “SFTP”.



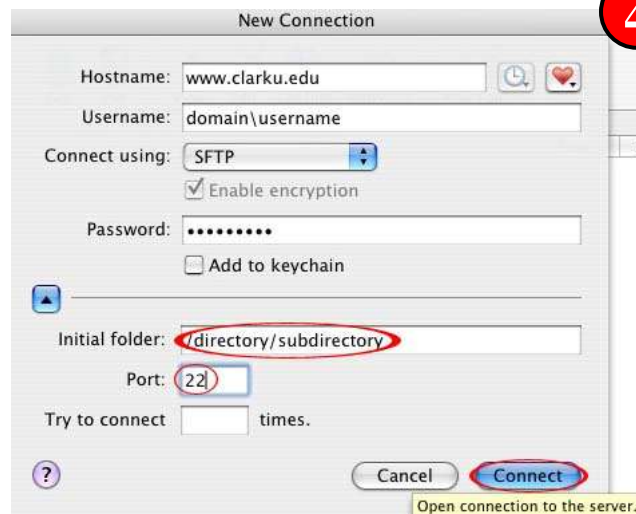
Step 3

Enter in your domain\username in the “Username:” text field (see below for more information on domains), and type your Clark Account password into the “Password:” text field. Click on the blue arrow button to expand the sheet, revealing more options.



Step 4

Type the directory location of your website that you want to up load your new content into the “Initial folder:” text field, being careful to type in the entire initial folder (see below for more information on initial folders). Now, type the number “22” into the “Port” text field, then click the “Connect” button, and this “New Connection” window will disappear. You should have a new window containing the folders and files of the website you connected to.



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 or staff member, your domain is “clarku”. This means that your username should be written as “clarku\username”, substituting your Clark Account username after the backslash.

Initial Folders

These will be specific and unique to the website that 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 permissions that you received from the web team. All initial folders will use the same format of “/directory/subdirectory”.

If you are a student organization, your initial folder will most likely be “/students/organization”, substituting the name or abbreviation of the organization after the second forward slash.

If you have any questions, or require further assistance, please contact the ITS Help Desk at **508.793.7745** or helpdesk@clarku.edu.

If you are a staff member, your initial folder will most likely be “/staff/username”, substituting your Clark Account username after the second forward slash.

If you are a faculty member, your initial folder will most likely be “/faculty/username”, substituting your Clark Account username after the second forward slash.

If you are connecting to an academic department website, your initial folder will most likely be “/departments/(department name)”, substituting your department name after the second forward slash.

If you are connecting to an administrative office website, your initial folder will most likely be “/offices/(office name)”, substituting your office name after the second forward slash.

If you are connecting to a personal student website, please see the documentation for Using FTP with Clark student websites through Fetch.