

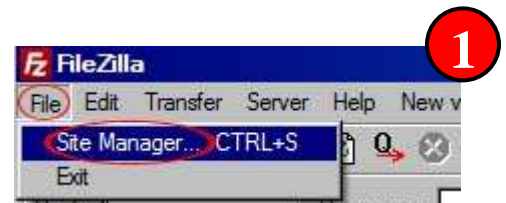
Help Document Series: Using SFTP with Clark websites through FileZilla

This document will walk you through the process of connecting to Clark websites to alter content using FileZilla. This process requires FileZilla 3.0.1 to be installed on Windows XP SP3

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/remoteaccess.cfm>

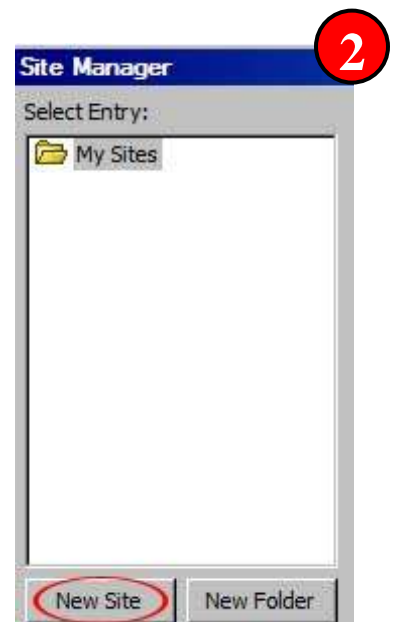
Step 1

With FileZilla open, click on “File” menu to open a dropdown menu. Select “Site Manager...” which will open a new window labeled “Site Manager”.



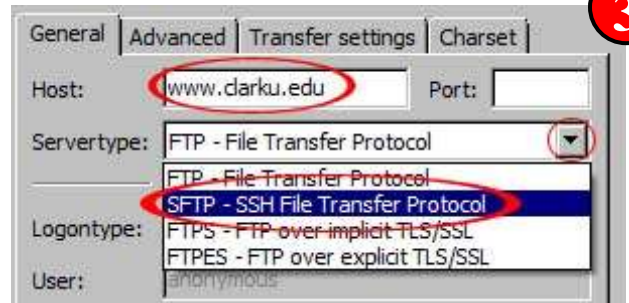
Step 2

Click on the “New Site” button to create a new connection; this will un-grey several of the boxes in the “General” tab on the right, and create a new icon under the “My Sites” folder on the left. Change the “New site” text in the highlighted field to name the connection you are creating (ex. Personal Website).



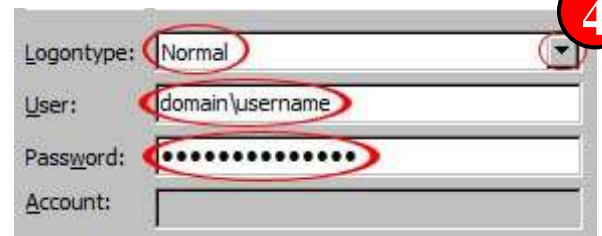
Step 3

In the “Host” text field, type in “www.clarku.edu”. In the “Port” text field, type in number “22”. Now, click on the “Srvertype:” dropdown menu and select “SFTP – SSH File Transfer Protocol”.



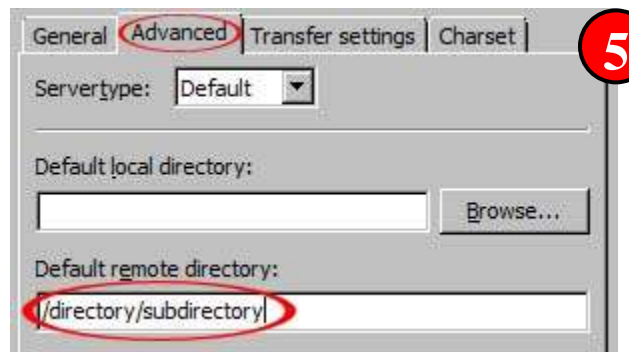
Step 4

Click on the “Logontype:” dropdown menu and select “Normal”. This will make the “User:” and “Password:” text fields available. Enter in your domain\username in the “User:” text field (see below for more information on domains), and type your Clark Account password in the “Password:” text field.



Step 5

Change to the “Advanced” tab by clicking the tab next to the “General” tab. Type the directory location of your website that you want to up load your new content into the “Default remote directory:” text 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 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.

Default Directories

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 default directories will use the same format of “/directory/subdirectory”.

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 student organization, your default directory will most likely be “/students/organization”, substituting the name or abbreviation of the organization after the second forward slash.

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

If you are a faculty member, your default directory 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 default directory 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 default directory 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 FileZilla.