

# Post Your Files Online with FTP

Learn how to upload your HTML files to the web in order to make them public.

## FTP Information

Quick overview of Simmons FTP settings for students already familiar with FTP.

### Simmons FTP Settings

Host/Server	web.simmons.edu
Username and password	same as AARC login
Protocol	SFTP
Port	22

## Tips

Make sure you FTP your HTML file, PDF file, and image file.

Put all files in the public.html folder.

Visit your webspace to make sure your webpage displays as you expect.

If you are having trouble logging in, make sure you are using your AARC username and password. If you forget your Simmons password, please call the Help Desk at 617-521-2222 to have it reset. The SLIS Tech Lab cannot access or change your password.

## Your Simmons URL

Visit your webpage online! Replace username in the URL below with your Simmons username.

`http://web.simmons.edu/~username`

## Starting from the Beginning:

### What's FTP?

FTP stands for "File Transfer Protocol". It moves files from one drive or server to a remote one like a web server. Using FTP, you can transfer html, image, and other files from your computer to your public webspace on the Simmons server. After completing this process, your files will be on the Web, accessible by anyone

### Do I need special software?

Yes. You can use programs like WinSCP, Cyberduck, Fetch, or Filezilla to transfer your files from your computer to your Simmons server space.

We recommend WinSCP for PC users.

Cyberduck for MAC users, Fetch is also a good option, but may cost additional money to download if it isn't already in your Applications folder.

Filezilla works on PC, MAC, and Linux.

### Ready to go?

Did you download and install an FTP program?

Are your HTML, PDF, and image files ready to go?

## PC users: Instructions for WinSCP

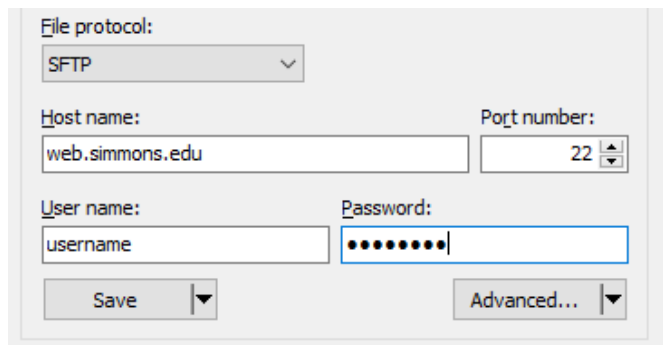
### Step 1: Connect to the Simmons server

From the Start menu, open the WinSCP program. The login window will open.

In the login window, in the Host name field, type web.simmons.edu.

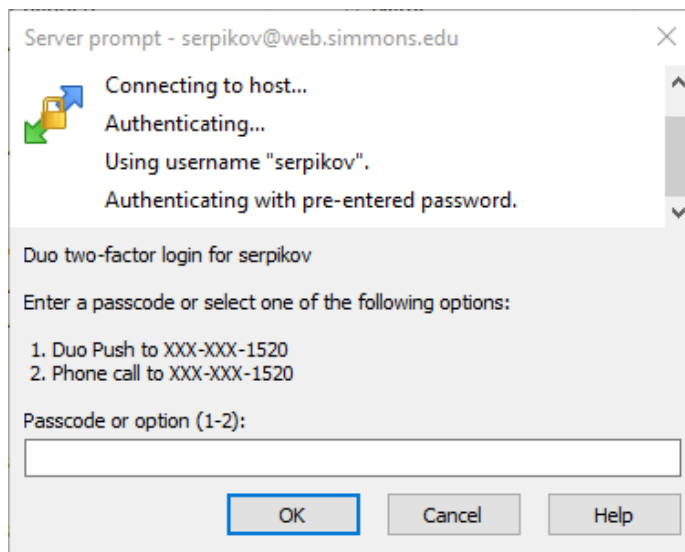
Enter your Simmons username and password.

From the File protocol drop-down menu, choose SFTP (Secure File Transfer Protocol) to get a secure connection. The Port number should update to 22. It should look something like this:



The image shows the WinSCP login dialog box. It has a title bar and several fields. The 'File protocol:' dropdown menu is set to 'SFTP'. The 'Host name:' text box contains 'web.simmons.edu'. The 'Port number:' spinner box is set to '22'. The 'User name:' text box contains 'username'. The 'Password:' text box is filled with ten black dots. At the bottom, there are two buttons: 'Save' and 'Advanced...'. Both buttons have a small downward-pointing arrow on their right side.

Click Login. If a pop-up window with a warning opens, ignore it and select Yes. You may also get a pop-up to authenticate with DUO (shown below), type in '1' for a DUO push or '2' for a phone call and hit 'OK'. Authenticate your login with whatever method you chose and you should be connected to the server!

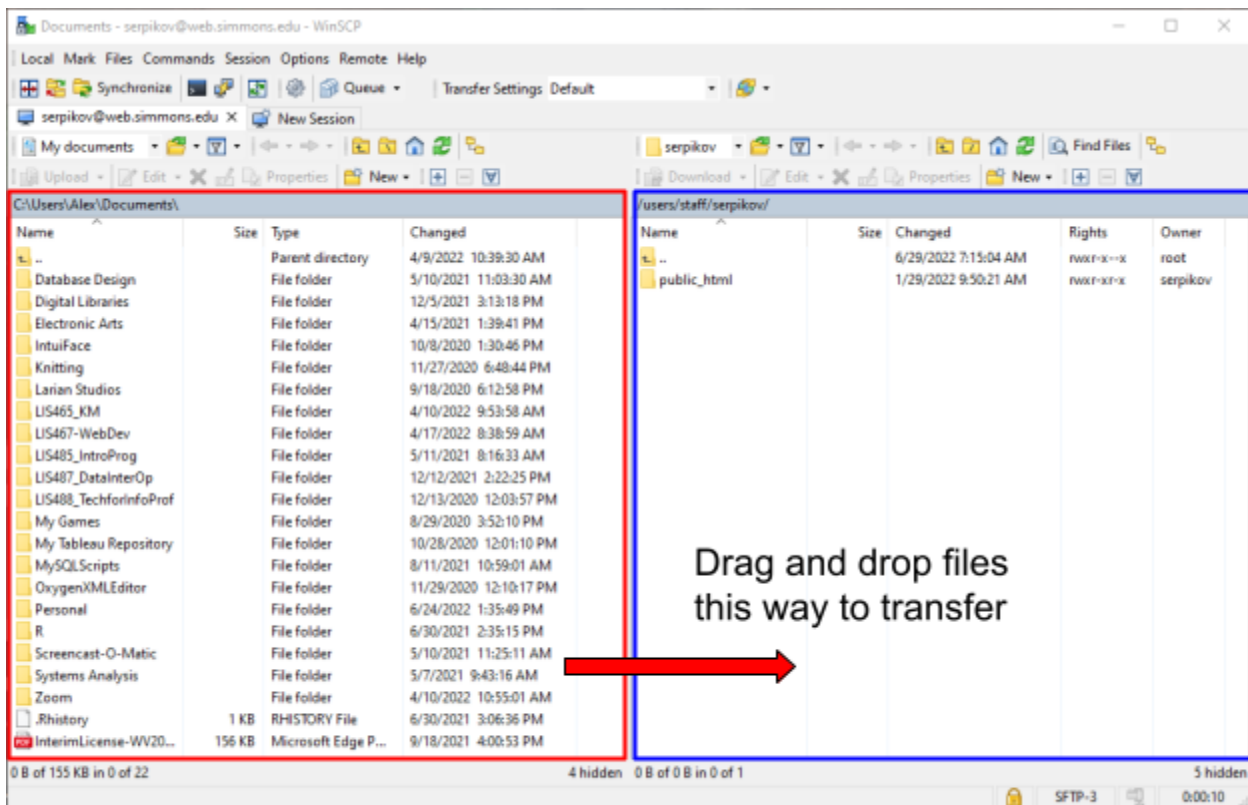


The image shows a 'Server prompt' dialog box titled 'Server prompt - serpikov@web.simmons.edu'. It has a close button (X) in the top right corner. The dialog contains the following text: 'Connecting to host...', 'Authenticating...', 'Using username "serpikov".', and 'Authenticating with pre-entered password.'. Below this is a section for 'Duo two-factor login for serpikov'. It says 'Enter a passcode or select one of the following options:' followed by a list: '1. Duo Push to XXX-XXX-1520' and '2. Phone call to XXX-XXX-1520'. Below the list is a text box labeled 'Passcode or option (1-2):'. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Help'.

## Step 2: Transfer files

Become familiar with WinSCP's interface. Once connected, you will see a screen with two panes. The left pane lists files saved on your computer. The right pane lists all of the files that are currently on your Simmons webspace.

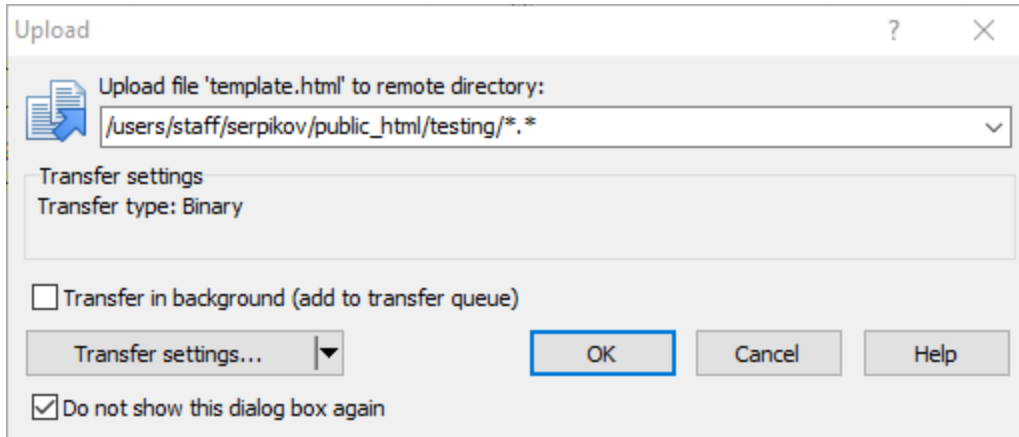
In the toolbar, in the second row of icons, from the Folder drop-down menu, navigate to the folder on your computer where you have saved your HTML, image, and PDF files. Your files should appear in the left pane of WinSCP.



Local files on your computer

Your files on the Simmons server

From the left pane, click on a file and drag it into the public\_html folder in the right pane. A window will pop up (shown below) to confirm that you want to copy the file to that location. Click 'OK' to transfer the file. You have now uploaded the file to your Simmons server space.



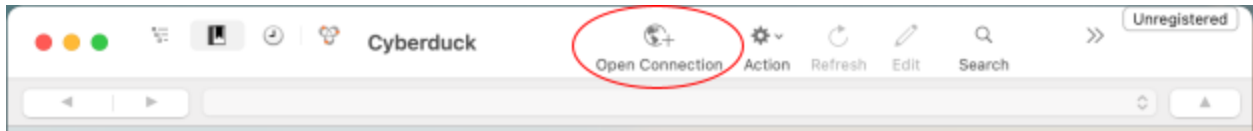
Repeat with the remaining files. (You can select multiple files at once by holding down the CTRL key as you select files.)

## Mac users: Instructions for CyberDuck

### Step 1: Connect to the Simmons server

From a Finder window, from Applications, double click on cyberduck.app

If a login window does not open automatically, select 'Open Connection.'

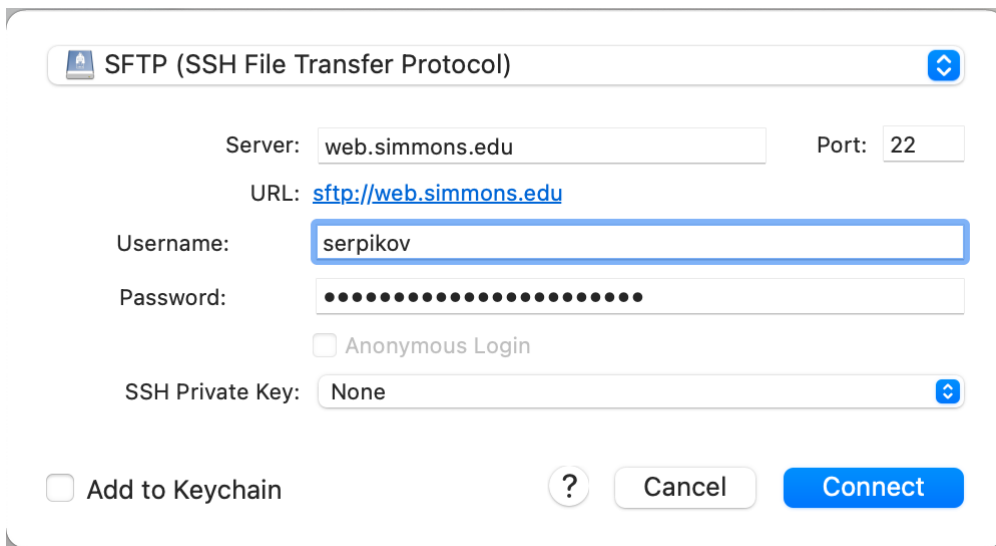


It should be on SFTP automatically, but if not from the drop-down menu next to connect using, choose SFTP (SSH File Transfer Protocol) to get a secure connection. Click on the blue arrow at the left of the window for advanced options. The Port number should be set to 22.

In the Hostname field, type web.simmons.edu.

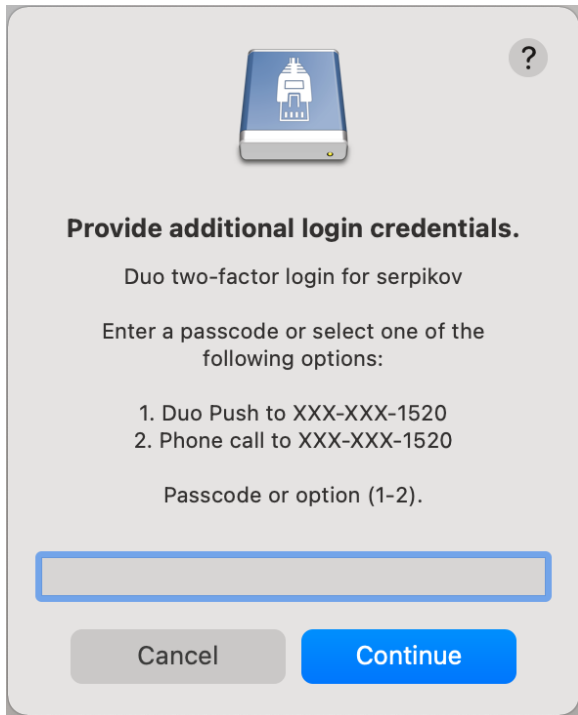
Enter your Simmons username and password.

It should look like this:

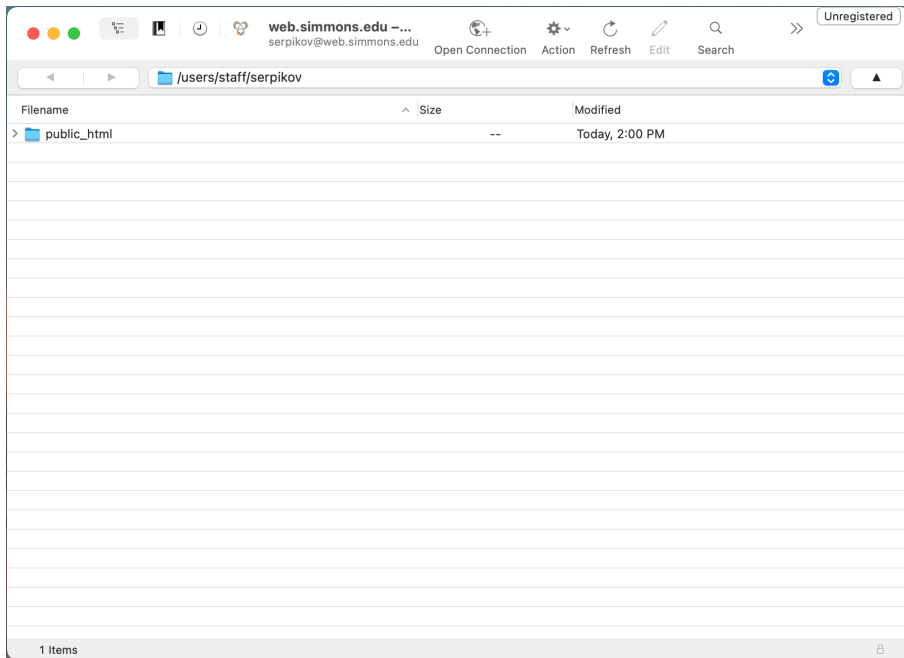


Click Connect.

A new window should pop up asking you to authenticate your login. Enter either '1' for a DUO push or '2' for a phone call and hit 'Continue'. Complete the authentication process and you will be connected to the server!



A list of the folders in your Simmons personal webspace directory will appear (you should see only public\_html).



## Step 2: Transfer files

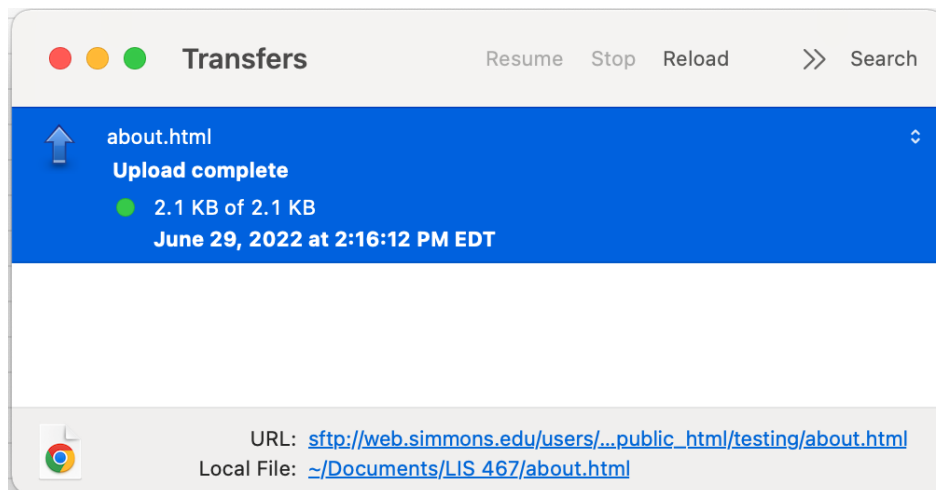
To transfer files from your computer to your Simmons webspace, drag and drop your HTML, PDF, and image files from a Finder window into the public\_html folder in the Cyberduck window.

Note: You must place files in the public\_html folder in order for the files to be visible on the Internet.

Another login window may appear when you try to transfer files, complete that and another authentication process the same way that you did when connecting to the server.

**NOTE:** if transferring multiple files at once you may be prompted to authenticate your login twice in a row. You can only authenticate the transfer one at a time, so you must finish one password/authentication completely before you begin the second.

When you have completed this process your files will upload automatically and you should see a confirmation pop-up similar to this:





## Mac, PC & Linux users: Instructions for Filezilla

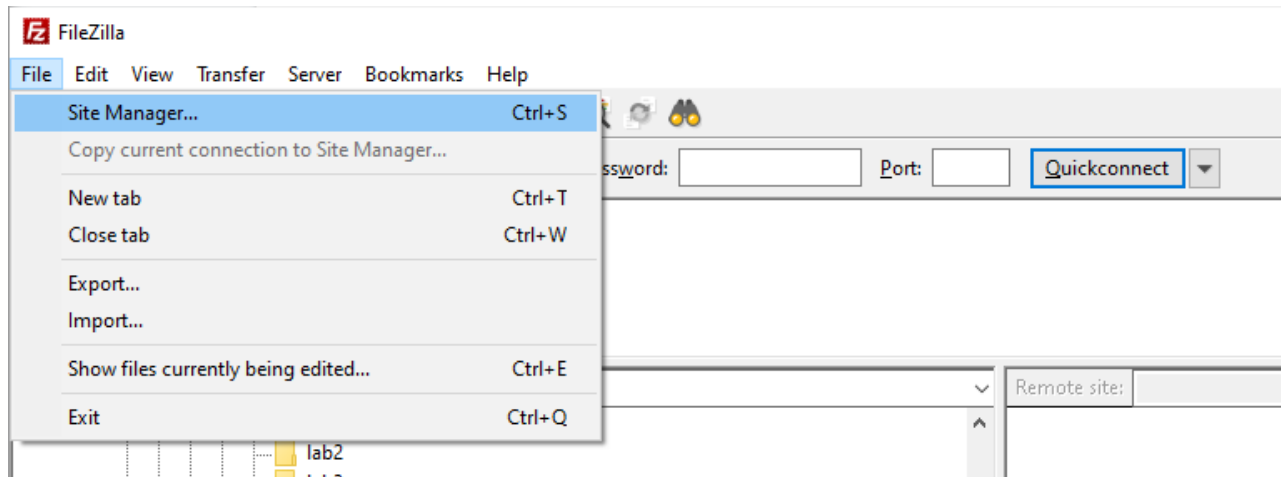
### Step 1: Connect to the Simmons server

MAC: From a Finder window, from Applications, double click on filezilla.app

PC: From the Start menu open the program Filezilla

Linux: From Applications, in Internet, open Filezilla

Navigate to File > Site Manager



1. In the Site Manager window, if this is your first time connecting you may need to make a new site (If you have already connected via this method you will already have a site, you do NOT have to make a new site every time, SKIP STEP 1). While having 'My Sites' selected in the top left window, hit the 'New site' button.
2. Select the 'New site' in the top left window, and enter in the following information onto the right side of the window (under General).

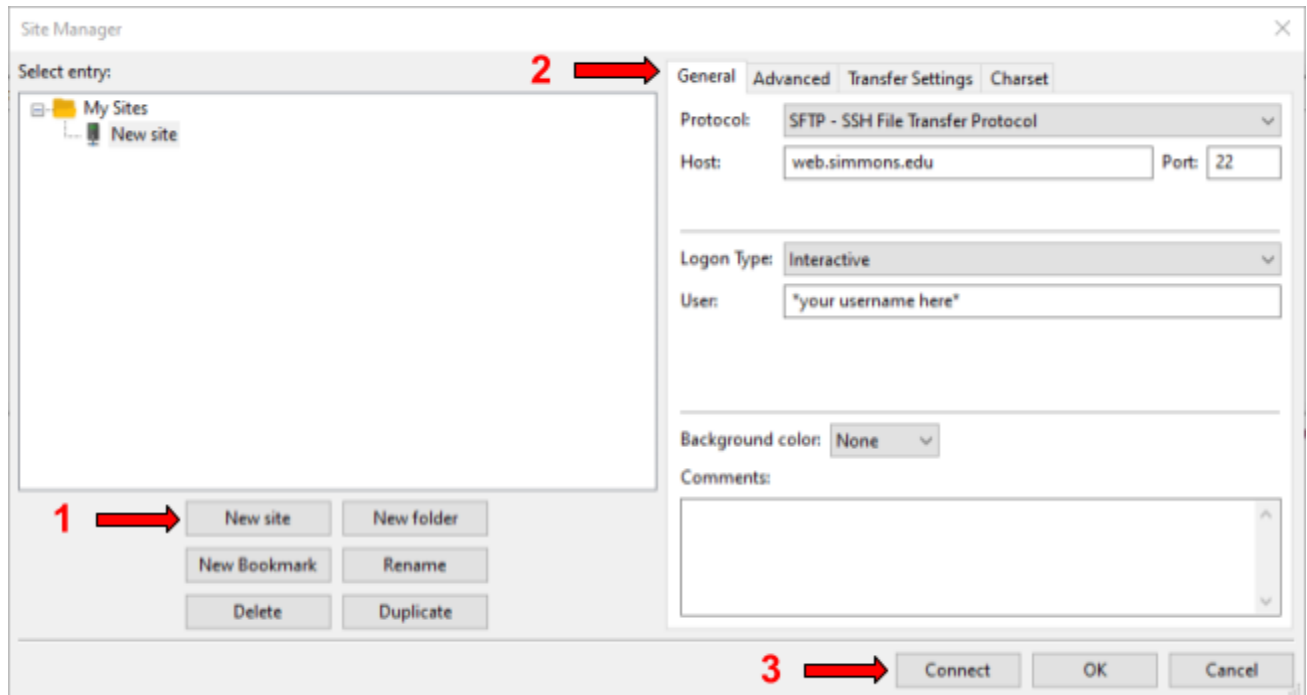
**Protocol:** SFTP - SSH File Transfer Protocol

**Host:** web.simmons.edu      **Port:** 22

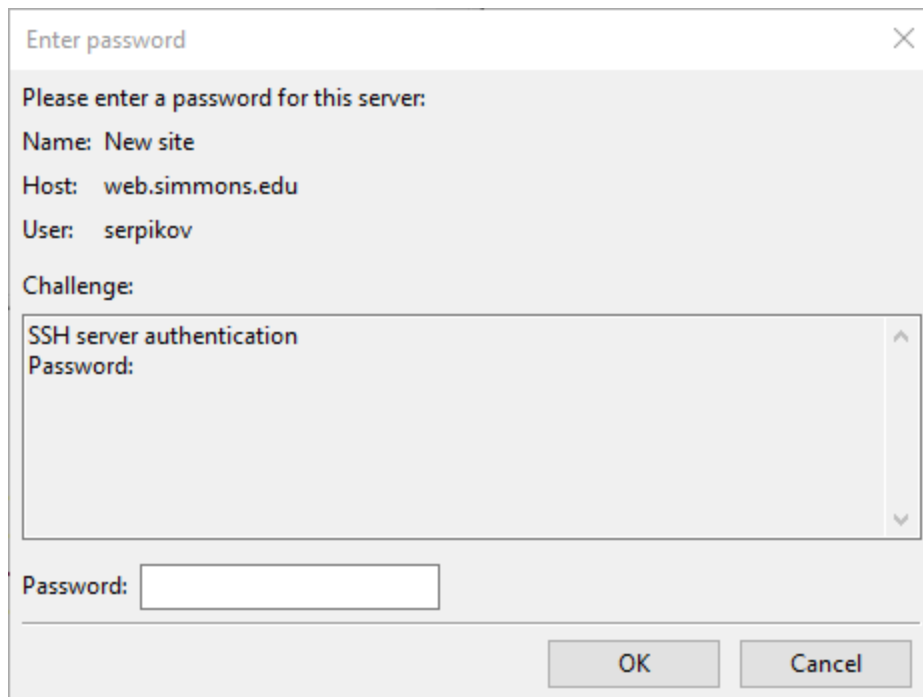
**Logon Type:** Interactive

**User:** your AARC username

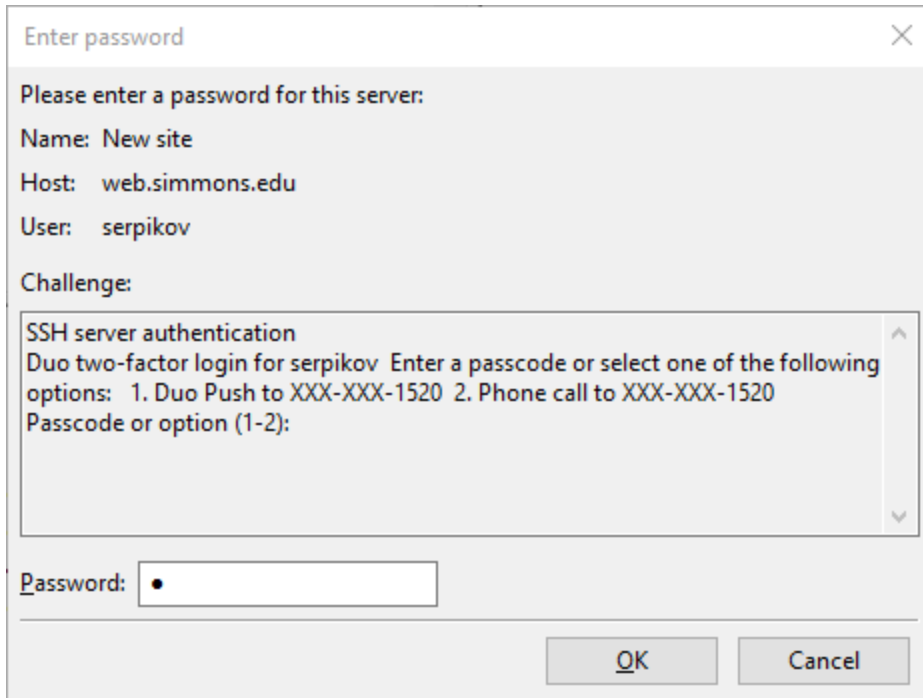
3. Hit 'Connect'



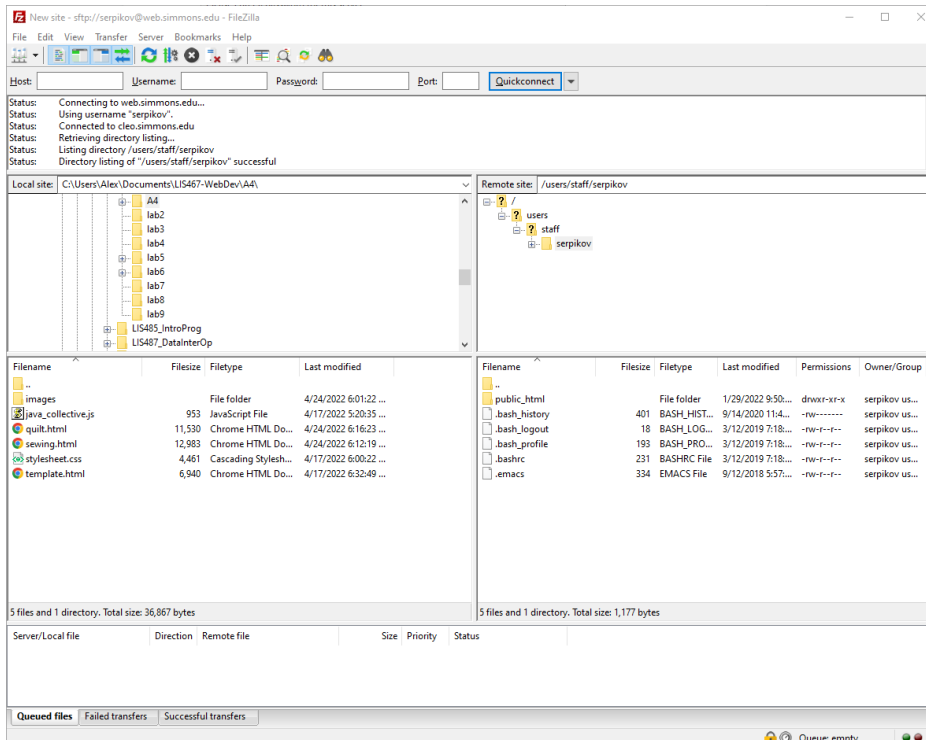
4. Once you hit connect, a pop up window will appear asking for your password, enter your password and hit 'OK'



- After you enter your password, you will be prompted to choose a DUO authentication method. Enter '1' for PUSH, or '2' for a phone call and hit 'Ok'. Then approve whichever authentication method you chose.



Once you have approved the DUO authentication, you will be connected to the server! You should now see your server files on the right side of the screen.



## Step 2: Transfer files

There are four panes in the Filezilla window. Files in your computer that you need to drag and drop into the public.html folder are found in the upper left pane of this program, called Local site. Navigate to the folder on your computer where you have saved your HTML, image, and PDF files.

The upper right is the Webspaces where you want to upload your files, called Remote site. Click and drag files from the left to the right. Make sure to place files in the public.html folder.

When transferring files, you may be prompted to enter your password and authenticate with DUO again. If so, follow steps 4 & 5 from the connection instructions above.

**NOTE:** if transferring multiple files at once you may be prompted to authenticate your login twice in a row. You can only authenticate the transfer one at a time, so you must finish one password/authentication completely before you begin the second.

Repeat with the remaining files. (You can select multiple files at once by holding down the CTRL key as you select files.)

