# **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:

<u>File protocol:</u>			
SFTP	$\sim$		
Host name:			Port number:
web.simmons.edu			22 🚔
<u>U</u> ser name:		Password:	
username		•••••	
Save 💌		[	Advanced

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!



#### 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.

Upload	?	$\times$
Upload file 'template.html' to remote directory:		~
Transfer settings Transfer type: Binary		
Transfer in background (add to transfer queue)		
Transfer settings 💌 OK Cancel	н	elp
Do not show this dialog box again		

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.'

•	•	11	Ľ	٢	ဇ္ဇ	Cyberduck	Chen Connection Action Refresh Edit Search	$\gg$	Unregistered
	4	Þ							0

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:	
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A SFTP (SSH File T	ransfer Protocol)	<b></b>					
Server:	Port: 22						
URL:	<u>sftp://web.simmons.edu</u>						
Username:	serpikov						
Password:							
	Anonymous Login						
SSH Private Key:	None	0					
Add to Keychain	? Cancel	Connect					

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!

Provide additional login credentials	
rovide additional login of edentials.	
Duo two-factor login for serpikov	
Enter a passcode or select one of the following options:	
1. Duo Push to XXX-XXX-1520 2. Phone call to XXX-XXX-1520	
Passcode or option (1-2).	
Cancel Continue	

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

••• • 🐘 🖪   4	web.simmons.edu serpikov@web.simmons.edu	(S+ Open Connection	<b>☆</b> ~ Action	Č Refresh	2 Edit	Q Search	>>	Unregistered
✓ I ► /users/staff/set	erpikov							
Filename	~  s	Size	N	lodified				
> in public_html			1	Foday, 2:00	D PM			
1 Items								A

#### 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 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

Æ	FileZilla					
File	Edit	View	Transfer	Server	Bookmarks	Help
	Site Ma	nager				Ctrl+S
	Сору с	urrent c	onnectio	n to Site	Manager	
	New ta	b				Ctrl+T
	Close ta	ab				Ctrl+W
	Export.					
	Import.					
	Show fi	les curr	ently beir	ng edited	I	Ctrl+E
	Exit					Ctrl+Q
_				lab2		

- 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'

Site Manager	×
Select entry: 2	General Advanced Transfer Settings Charset
□	Protocol: SFTP - SSH File Transfer Protocol 🗸
-	Host: web.simmons.edu Port: 22
	Logon Type: Interactive 🗸
	User: "your username here"
	Background color: None 🗸
	Comments:
New site New folder	^
New Bookmark Rename	
Delete Duplicate	×
	Connect OK Cancel

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

Enter password			$\times$
Please enter a password for this server:			
Name: New site			
Host: web.simmons.edu			
User: serpikov			
Challenge:			
SSH server authentication Password:			~
			~
Password:			
	ОК	Cancel	

5. 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.

Enter password	$\times$
Please enter a password for this server:	
Name: New site	
Host: web.simmons.edu	
User: serpikov	
Challenge:	
SSH server authentication Duo two-factor login for serpikov Enter a passcode or select one of the following options: 1. Duo Push to XXX-XXX-1520 2. Phone call to XXX-XXX-1520 Passcode or option (1-2):	~
Password: •	
<u>O</u> K Cancel	

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.

Rew site - sftp://serpikov@web.si	immons.edu - FileZilla							_		×	
File Edit View Transfer Sever Bookmarks Help											
Host: Usernam	e: Pass <u>v</u>	(ord:	Port:	Quickconnect	•						
Status:     Connecting to web simmons edu       Status:     Listing usernew *erg/liskov*.       Status:     Connected to clessimmons.edu       Status:     Connected to clessimmons.edu       Status:     Listing directory/listing											
Incellsite: CAUsers\AleADocument\LIS467-WebDev\AA\											
				□ · ? / Users □ · ? users □ · ? staff □ · · ser	pikov						
Filename	Filesize Filetype	Last modified		Filename	Filesize	Filetype	Last modified	Permissions	Owner/G	roup	
images images giava_collective.js c quill.html c sewing.html stylesheet.css template.html	File folder 953 JavaScript File 11,530 Chrome HTML Do 12983 Chrome HTML Do 4,461 Cascading Stylesh 6,540 Chrome HTML Do	4/24/2022 6:01:22 4/17/2022 5:20:35 4/24/2022 6:16:23 4/24/2022 6:16:21 4/17/2022 6:12:19 4/17/2022 6:32:49		public_html public_html bash_history bash_logout bash_profile bashrc bashrc cmacs	401 18 193 231 334	File folder BASH_HIST BASH_LOG BASH_PRO BASH_RC File EMACS File	1/29/2022 9:50: 9/14/2020 11:4 3/12/2019 7:18: 3/12/2019 7:18: 9/12/2019 7:18: 9/12/2018 5:57:	drwxr-xr-x -rw-rr -rw-rr -rw-rr -rw-rr	serpikov u serpikov u serpikov u serpikov u serpikov u	15 15 15 15 15	
5 files and 1 directory. Total size: 1,177 bytes 5 files and 1 directory. Total size: 1,177 bytes											
Server/Local file Direction Remote file Size Priority Status											
Queued files Failed transfers S	Queued files Failed transfers Successful transfers										

#### 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 Webspace 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.)

