Using SSH Secure File Transfer Client to Upload Files to your Web Space

Here are some things you should know ahead of time. You need to know if you can install programs on the computer you are using, specifically you need to be able to install SSH FTP program because this will allow you to upload your course materials to your ASU web space. ASU students, faculty, and staff can download SSH for free: http://www.asu.edu/it/security/software/html/ssh/index.htm

In addition, you should check prior to beginning these instructions to make sure you have your web space set up at ASU. Do this by going to http://www.asu.edu/asurite and log into your account. You should see Personal Web Page Hosting listed in your subscriptions. If it is not listed as ACTV, check the button next to Personal Web Page Hosting in the menu below your subscriptions and click **Subscribe**.

NOTE: These instructions are for Windows PC users. If you using a MAC, the instructions may differ slightly
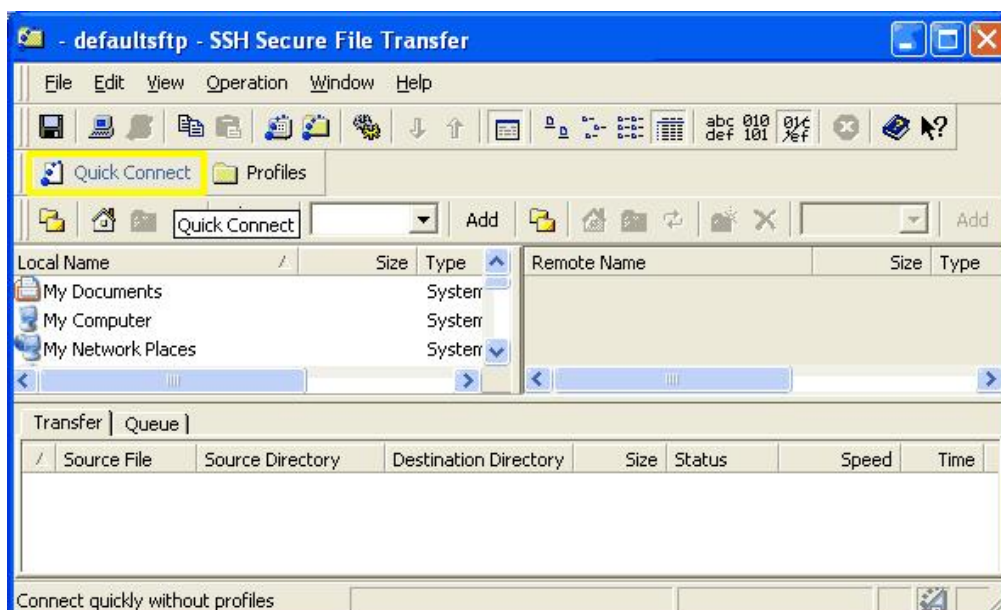
Instructions:

1. Connect to your website with SSH Secure File Transfer Client
This step will allow you to connect to SSH SFTC.
NOTE: Be sure you have already downloaded and installed SSH as described in the Introduction to these instructions above.

1. Go to Start, then Programs, then SSH Secure Shell, then click on SSH File Transfer Client
2. Click on Quick Connect button, this will bring "Connect to Remote Host"
   NOTE: You may receive an error notice; just click okay

3. Under host name type in "general.asu.edu" and your ASURITE ID for the User Name
4. Change the "Authentication Method" to Password.
5. Click Connect, and then a screen will appear.
6. Enter your password. The window on your right will refresh to show what is in your AFS space. This space is hosted by ASU for use.

NOTE: If you get a pop up that says "Host Identification" click "yes"

8. Transferring Your Files

This step will allow you upload all your materials to your ASU website. You may want to maximize this screen for better viewing. Be sure to note when the following instructions distinguish between the left and right hand side.

1. Double click on your www folder on the right hand side. This will open your web space folder.
2. Find the files that you wish to transfer on the left hand side window. (You can double click to open the folders to locate your materials)
3. Click on any file on the left hand side window (the files you want to transfer).
   Note: You may click Ctrl + a on the keyboard to select all your files in that folder.
4. Right click anywhere on the selected files and click upload.
   Note: Alternately, you can left click and drag files into the www folder on the right side.
5. You can close SSH SFTC
   NOTE: You may receive a Confirm Exit window. Click okay.

9. Verify Site and Links Work

This step will confirm whether or not you site is correctly uploaded and working.

1. Open your web browser choice (i.e. Explorer, etc.)
2. Type in your URL http://www.public.asu.edu/~(place your ASURITE ID Here) and hit enter. Your page should appear!
3. Take a moment to verify that all your links are in working order (i.e. documents open and external links work.
4. Celebrate extensively!

Trouble Shooting

If you find any errors, correct them by repeating the applicable steps above.