

FileZilla Secure Storage

Overview

This year we are continuing to offer you with a way to store your classroom materials in a secure and safe FTP server. You may still opt to use the normal and unsecured ftp (called the Server Scratch Drive) to store these classroom materials. Though no malicious activities have occurred pertaining to the information stored in the unsecured site, we are determined to provide you with a more secure way to store this information. For this reason we have installed the *Filezilla* FTP client on all the Hi-Tech Classroom PC's. *FileZilla* is a secure FTP client that encrypts your NETID and password when accessing the secure FTP site. This will give you access to file storage that only you can access.

Getting Started

You will first need to make sure that you have a valid NETID and password. This is the same NETID and password you use when using WEBCT for example. *If you are sure that you have a valid NETID and password, then you may skip this section.* If not, then you will need to visit <http://netid.uconn.edu> to obtain a NETID and password. You will also need to visit this site if you wish to change your password.

If you have any further questions regarding your NETID and password, please contact the ITS Customer Support Help Center at 486-HELP (4357).

Creating an Account Within the Secure FTP Server

Once you have your NETID and password, you will need to register your NETID with the secure FTP server. This can be done by going to the <https://ftp.uconn.edu/classroom> website. Here you will be prompted to enter your NETID and password, this will be registered and will now grant you access to the secure area. Once you have been verified, you will need to download and install the FileZilla client.

Downloading, Installing, and Using the FileZilla Client

You will need to download the FileZilla client from the UITS FTP site. You may use Internet Explorer, Netscape, or your FTP client to access the site, which is located at <ftp://ftp.uconn.edu/>. From this entry point you will need to browse through this series of folders, respectively: PUB, PACKAGES, FTP, SECUREFTP. Once at the SECUREFTP area you will need to download the *FileZilla.EXE* file to your workstation. Double click on this file to begin the program installation on your machine.

- 1) You will be prompted to select a language. (Default is set to **English**)
- 2) Next you will need to **ACCEPT** the licensing agreement.
- 3) You will then be prompted to choose which components to install. This has been pre-selected, so you only need to click **NEXT**.
- 4) You will next be prompted to give it a destination folder, use the default and click **NEXT**.
- 5) The install process will now begin, and you will be asked if you “*you want to run FileZilla in secure mode*”. In secure mode was designed for workstations that tend to have multiple users accessing them, so it will not remember any passwords. Click **NO** for the unsecured installation, but click **YES** for the secured installation.
- 6) FileZilla will now finish installing itself.

Setting Up FileZilla

Double click the FileZilla icon that is located on your desktop, and this will open the secure FTP client. Now click on **FILE** and navigate to **SITE MANAGER**, and click on that option. A new window will open and you will want to select **NEW FTP SITE**, this will be located at the lower left hand side of the new active window. You will need to fill in the following information:

- 1) Host: **FTP.UCONN.EDU**
- 2) Port: **22**
- 3) Server type: click on the drop-down button and select **SFTP using SSH2**
- 4) Logon type: set this to **NORMAL**
- 5) User: this is where you will enter your **NETID**
- 6) Password: *If you have chosen the secure mode installation this option will be grayed out, however, if you have chosen the insecure installation then enter your **NETID PASSWORD** here.
- 7) You may now select the default directory view for which FileZilla will open its view of the secure FTP sever. In the area labeled "Default remote directory:" you may enter:
 - a. **/HOME/CLASSROOM/** *"enter your NETID here"*
This will now open the remote view into your personal folder every time you log in to the client.
- 8) Now you may set the default directory view for which FileZilla will open its view of your local PC. In the area labeled "Default local directory:" you may enter:
 - a. **C:\DOCUMENTS AND SETTINGS** *"enter the name of your pc user account here"***DESKTOP**
This will now open the local view into your desktop every time you log into the client.
- 9) Place a **DOT** in the field named "Default site"
- 10) Then click the **SAVE AND EXIT** button located on the lower right hand side of the active window.
- 11) This will create a site that you may quickly get to by clicking on the drop-down arrow located directly below the Edit option at the top left-hand side of the window. Just click on the site that you created and it will automatically attempt to connect you to the server. If you chose the secure installation you will be prompted to enter a password, enter your **NETID PASSWORD**.

At the Classroom

- 1) Double click on the FileZilla Icon on the Desktop, this will open the program into the active window.
- 2) Select **FILE** and choose **SITE MANAGER**
- 3) Enter you NetID into the field titled "USER:"
- 4) Click **CONNECT** or hit press the enter key. This will cause another window, requesting your password, to pop-up.
- 5) Fill in your NetID password and click **OK**
- 6) You are now connected
- 7) To move files from the "REMOTE" portion of the screen (a.k.a. your secure folder) to the "LOCAL" portion of the screen (a.k.a. the Local Scratch Drive), right click on the item you wish to copy and select **DOWNLOAD**
- 8) A progress bar will fill, and when complete your file will have been copied to the Local Scratch Drive.

If you have any further questions regarding this or any other piece of equipment with in the Hi-Tech Classroom, please contact UCIMT at 486-1774. Thank you.