

Accessing Personal Web Folders Macon State College

1. Download and Install Secure FTP

Secure FTP is Macromedia's supported sFTP client for accessing your Web folder on Webdav. You may use other FTP clients so long as they support Implicit SSL over port 990.

You can download the Secure FTP client at <http://www.glub.com/products/secureftp/download.shtml>

2. Configure Secure FTP

If you are using Secure FTP on campus, then Secure FTP is already configured for you. Go to section three.

1. Open Secure FTP by double clicking the Secure FTP icon on the desktop or navigate to it by going to Start menu → All programs → Secure FTP X.XX → Secure FTP X.XX



Fig. 1: Secure FTP Icon

2. Select "Add Bookmark..." from the Bookmarks menu

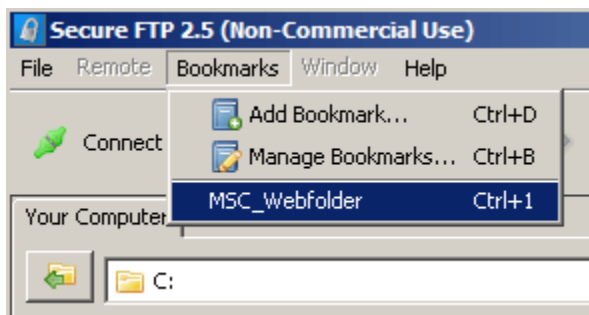


Fig. 2: Adding a bookmark

3. Enter a profile name of your choosing.
4. The Host Name is **webdav.msc.edu**

5. If you are configuring Secure FTP for use on your personal computer, enter your user name and password. **DO NOT** enter this information if you are using a public, shared computer like the ones in the ARC or classrooms.
6. Do not check Anonymous
7. Select on the Options tab
8. Choose **Implicit SSL** from the Security Mode dropdown box
9. Make sure Data Encryption is **enabled (checked)**
10. Enter **990** for the Port
11. Leave the Starting Remote Folder and Starting Local Folder **blank**.
12. Connection Type should be checked, **Passive**
13. Click Save

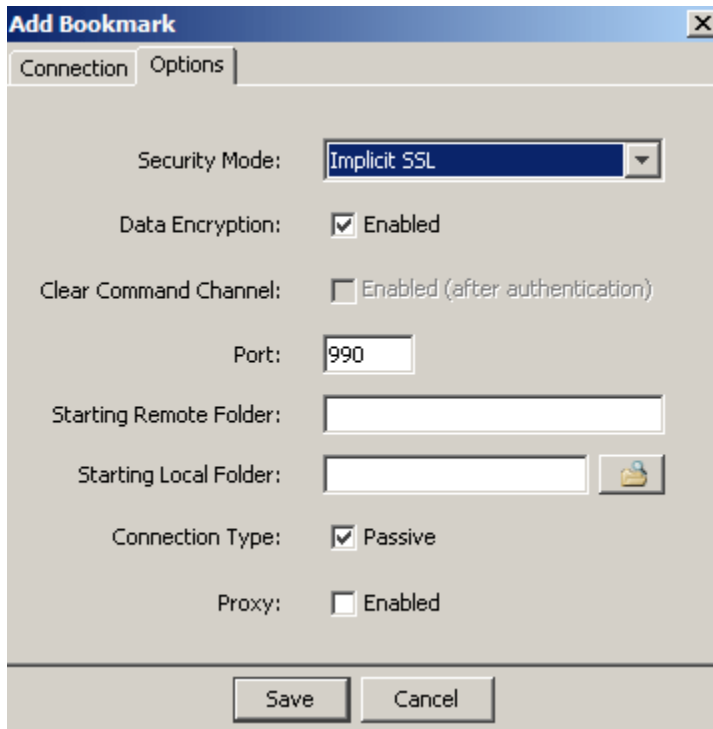


Fig. 4: Adding a bookmark: Options tab

3. Accessing your folder

1. Open Secure FTP
2. Choose **MI SC_WebFolder** from the bookmark menu

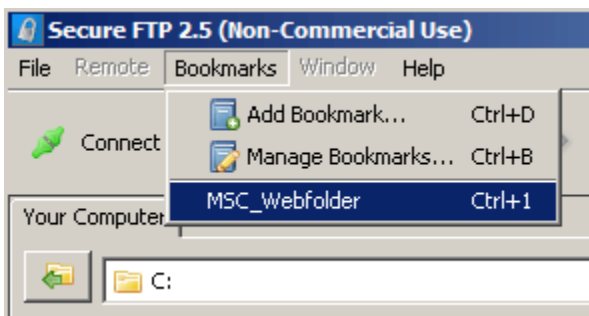


Fig. 6: Choosing a bookmark

3. If a certificate message appears, click "**Grant Always**"

4. Enter your MSC user name and password then click “OK”

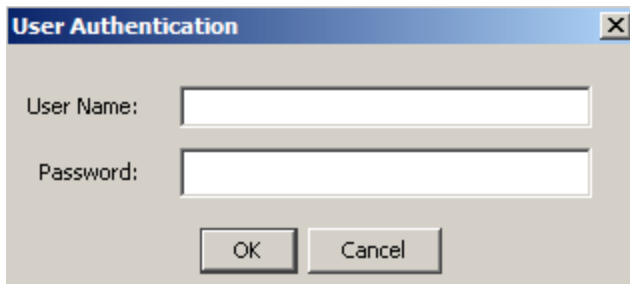
A screenshot of a Windows-style dialog box titled "User Authentication". The dialog has a blue title bar with a close button (X) in the top right corner. The main area is light gray and contains two text input fields. The first field is labeled "User Name:" and the second is labeled "Password:". Below the input fields are two buttons: "OK" and "Cancel".

Fig. 8 User Name & Password entry

5. Once connected, your local files (on your computer) will be on the left and your remote files (on the server) will be on the right.
 - Dragging files from the left side (local) to the right side (remote) uploads files to the server.
 - Dragging files from the right side (remote) to the left side (local) downloads files to your computer

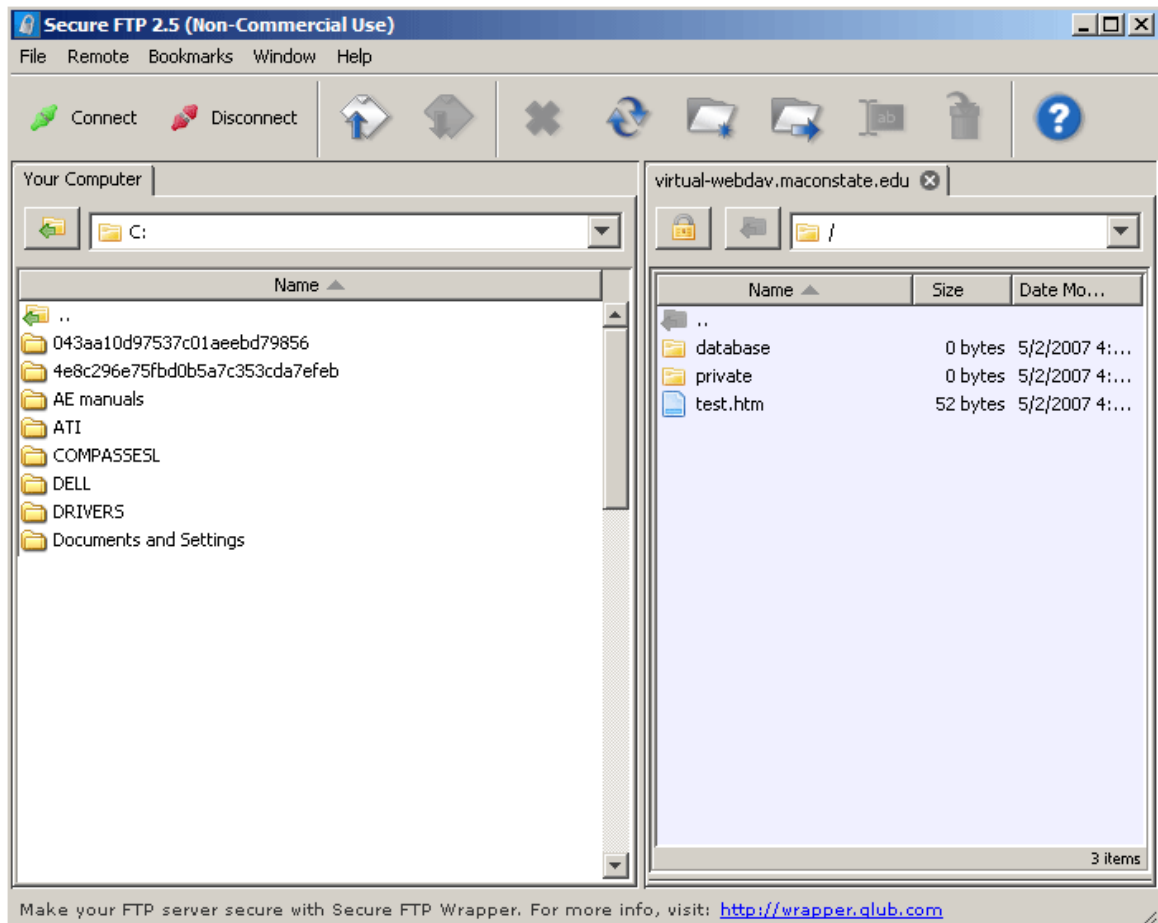



Fig. 9

Secure FTP connected

6. Double click folders to open them. Click the  icon to go back or up a level.
7. Click Disconnect to close your session

Troubleshooting Secure FTP

Connection Failed message

- Is the host name is correct? (webdav.mga.edu)
- Did you accept the security certificate?
- Are the connection options correct?
 1. Make sure that you use Implicit SSL and port 990.
 2. Make sure the Starting Remote Folder and Starting Local Folder fields are blank.

Login failed

- Did you use the correct user name? [Get your user name](#)
- Did you use the correct password?
- Make sure the checkbox, anonymous, is not checked. You must login using your network user name and password.

Secure FTP connected, but I don't see my files.

The connection type must be set to **passive**. Make sure the checkbox located under the Options tab is checked.

Connection lost

If there is no activity for a long period of time, then you will be disconnected from the server and you will need to re-connect and login again.

What is the url to my website?

<http://studentweb.mga.edu/my.username>_____

The username is the same as your Macon State College network/email username.

What should I name the homepage file?

It is common practice for each website to have a homepage. This page should be called index.html, index.aspx, etc. If this page is uploaded to your web folder and visitors enter

<http://studentweb.mga.edu/my.username> they will be directed to this homepage by default.

If you want users to go to a specific page then you have to add the filename to the end of this url. For example <http://studentweb.mga.edu/my.username/testpage.html>_____

I can't find my web folder.

Web folders are created upon request of the student. Sometimes faculty will make requests on behalf of their class if using a web folder is required for the course. If you are unable to connect to your web folder, you may not have one yet. Contact the Technology Assistance Center to request a web folder.

Technical Support

Students wanting a web folder or having trouble connecting to their web folder should contact the Technical Assistance Center at 478-471-2073 between the hours of 8 A.M. and 6 P.M Monday through Thursday or between 8 A.M. and 4 P.M. on Friday if they need a web folder.

The TAC does not provide training for those building web pages or applications. This support must be provided through your instructors or found online.