

# SFTP Instructions using Cyberduck (Mac Users)

By Florence Lee, CIM141 instructor

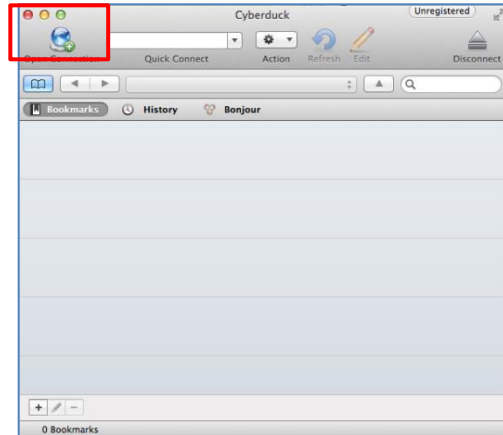
Cyberduck is a free download FTP program. It supports FTP and SFTP on Windows and Mac OS X.

Cyberduck download link: <https://cyberduck.io/>

Click the above link to download FileZilla, follow the instructions in the download to install the FileZilla to your computer.

## SFTP instructions:

1. Open Cyberduck, the following window will open, click **Open Connections** icon.



2. The Open Connection window will open. Fill in the fields illustrated below and click **Connect**

Server: st3w.ivc.edu

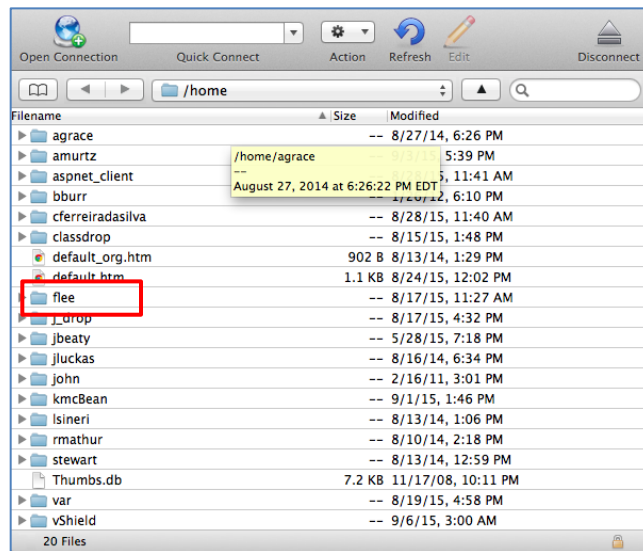
Click the down arrow to select **SFTP (SSH file Transfer Protocol)**

User: Is your IVC/Saddleback user name  
Password: Is your student ID no  
**Not your PIN or password**  
E.g.: Username: flee3,  
Password: 201321

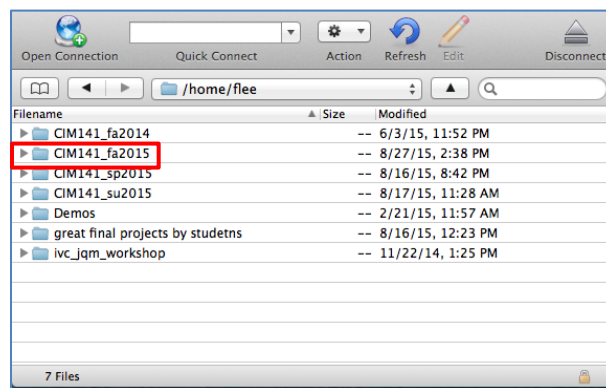
3. Click **Allow** if the following window pops up



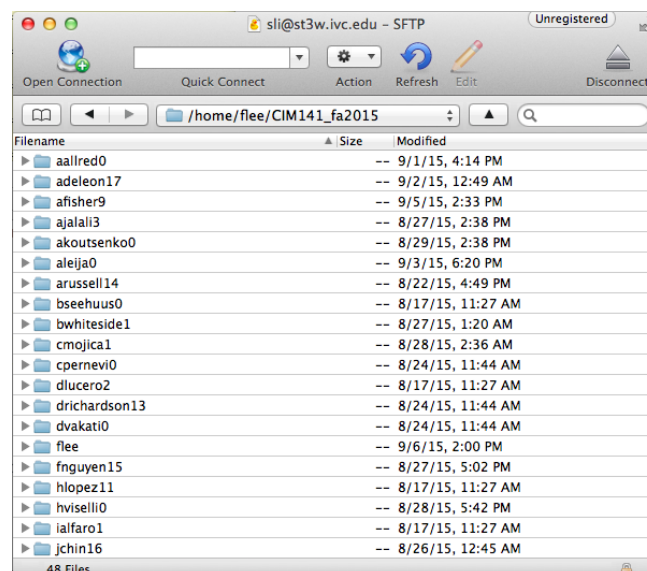
4. After it is connected the following window will appear, double click to open **flee** folder.



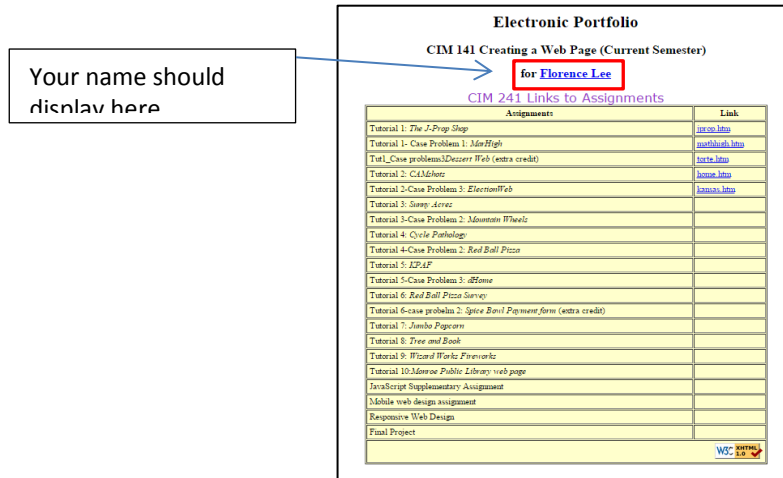
5. After the flee folder opens, double click to open the **CIM141\_XXX** folder, where XXX is the current semester.



6. Scroll down to find your folder. The name of your folder is same as your user name. E.g., flee3. Open your folder.



7. Navigate to your HD or flash drive where you have saved your assignments, drag the folders or files you want to upload to your folder in the server.
8. **After successfully transferring/copying the folders/files, you need to check your website on the internet.**
9. **Check your website on the internet:**
  - Open a browser, Google Chrome, Safari or another.
  - Type in <http://st3w.ivc.edu/flee/> at the address bar. (Bookmark this site for convenience access.)
  - Navigate to the current semester folder
  - Select your name; you should see your electronic Portfolio with your name



**Tips:**

- Remember to re-upload after modifying any .htm file.
- Remember to refresh your browser after modifying and uploading any .htm file.
- Since you will access your webpage all the time during this course, bookmark your page for easy access.