

SFTP Instructions using Cyberduck (Windows Users)

By Florence Lee, CIM141 instructor

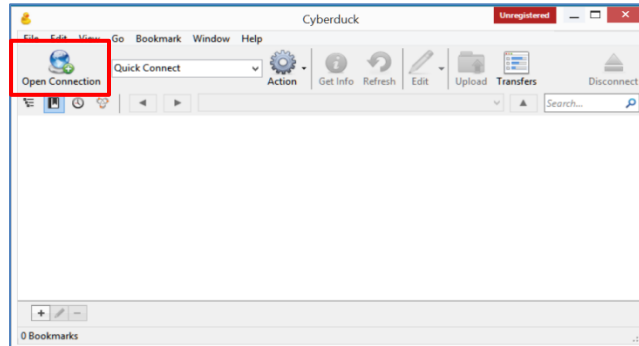
Cyberduck is a free download FTP program. It supports FTP and SFTP on Windows and Mac OS X.

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.



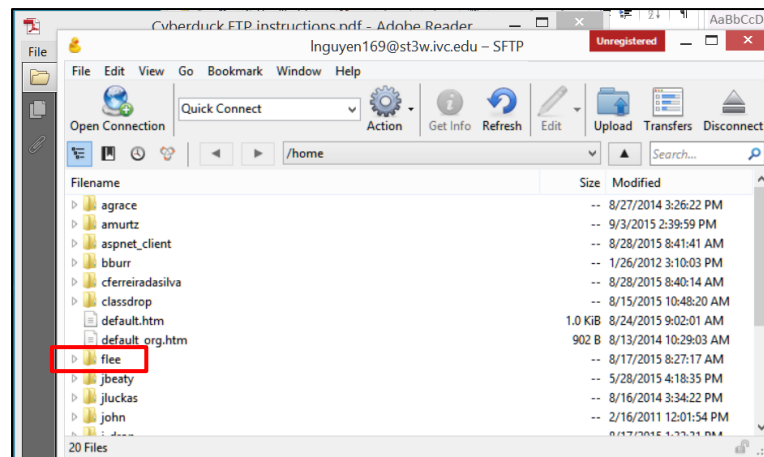
2. The Open Connection window will open. Fill in the fields illustrated below and click **Connect**

Server: st3w.ivic.edu

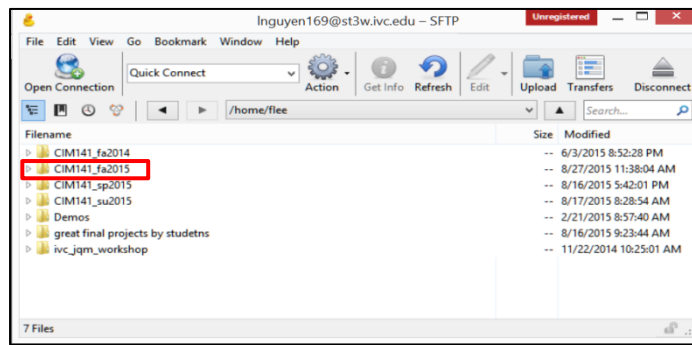
Click the down arrow to select **SFTP (SSH file Transfer Protocol)**

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

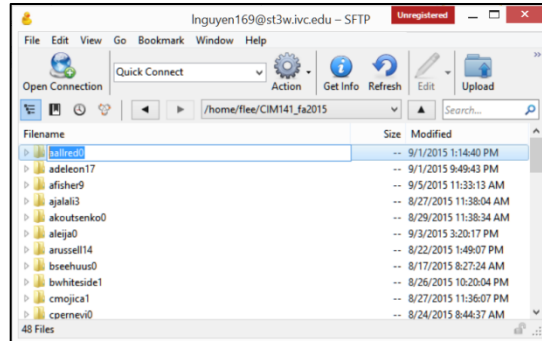
3. After it is connected the following window will appear, double click to open **flee** folder.



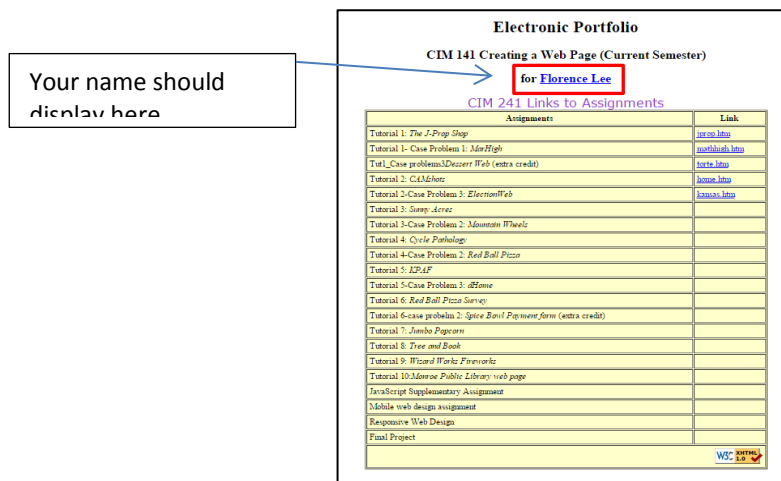
- When the folder opens, double click to open the CIM141_XXX folder, where XXX is the current semester.



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



- 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.
- After successfully transferring/copying the folders/files, you need to check your website on the internet.**
- Check your website on the internet:**
 - Open a browser, Google Chrome, Safari or another.
 - Type in <http://st3w.ivic.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.