

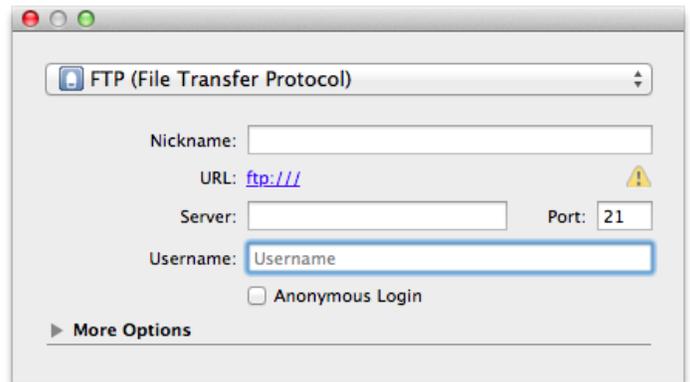
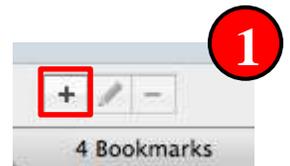
Help Document Series: Updating Clark web pages via SFTP

This document will walk you through the process of updating your Clark web pages via SFTP using the application Cyberduck.

NOTE: *If you wish to connect to Clark resources like your web pages while not on the Clark network, the Clark VPN is required; please follow the instructions found at the URL below to install and connect to the Clark VPN before proceeding: <http://www.clarku.edu/its/vpn>*

Step 1.

Start by launching Cyberduck, then click on the **+** button in the bottom left-hand part of the window and the FTP (**File Transfer Protocol**) window will appear.



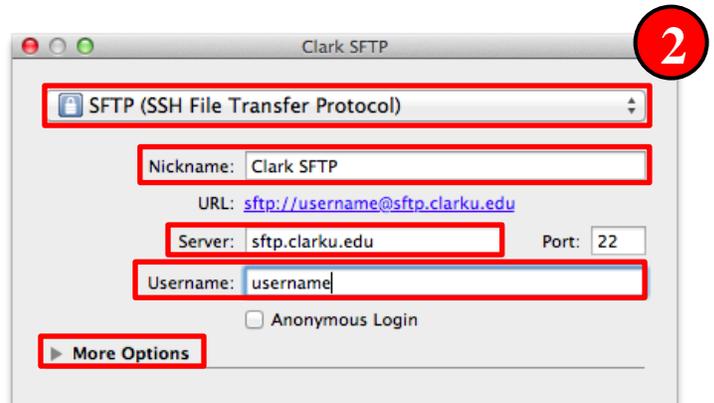
Step 2.

Click on the drop-down menu that currently reads **FTP (File Transfer Protocol)** and select **SFTP (SSH File Transfer Protocol)**.

In the **Nickname:** text field, type "Clark SFTP"

In the **Server:** text field, type "sftp.clarku.edu"

In the **Username:** text field, type your Clark Account *username*. After all this information has been inputted please click the triangle in front of **More Options...**



Step 3.

In the **Path:** text field, you need to type in the appropriate folder for the file share you are trying to connect to, using one of the examples most appropriate to who you are and what web pages you are trying to connect to.

Students:

“/students/username” or “/students/organization” substituting your Clark Account username or abbreviation of the organization after the second forward slash.

Staff:

“/staff/username” substituting your Clark Account username after the second forward slash.

Faculty:

“/faculty/username” substituting your Clark Account username after the second forward slash.

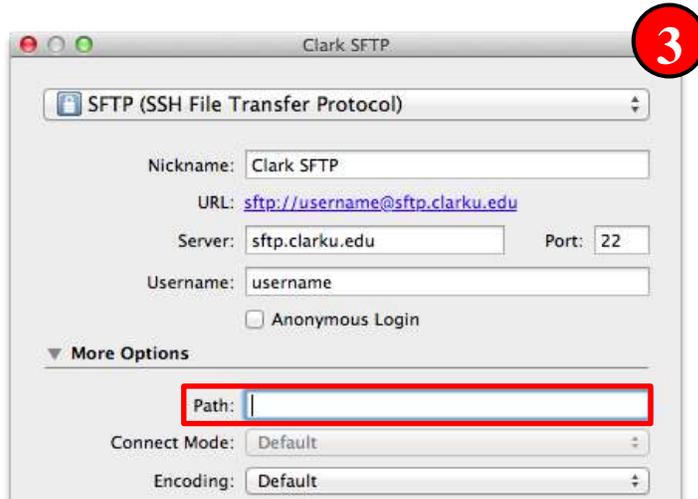
Academic department:

“/departments/dept” substituting your abbreviated department name after the second forward slash.

Administrative department:

“offices/office” substituting your abbreviate office name after the second forward slash.

After you have input the proper folder path, please close this window.



Step 4.

After closing the settings window, click on the icon next to **Clark SFTP**.

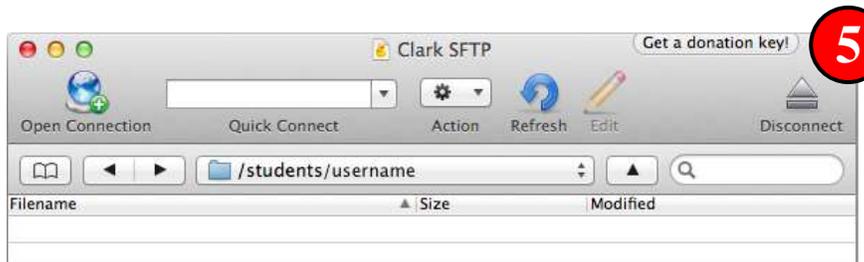


After you click on the icon, you will get a prompt stating **Unknown host key for sftp.clarku.edu**. Please click the **Always** checkbox and then the **Allow** button to continue connecting.



Step 5.

You are done! All your files should be listed in the main window, like the picture to the right.



If you have any questions, or require further assistance, please contact the ITS Help Desk at **508.793.7745** or helpdesk@clarku.edu.