

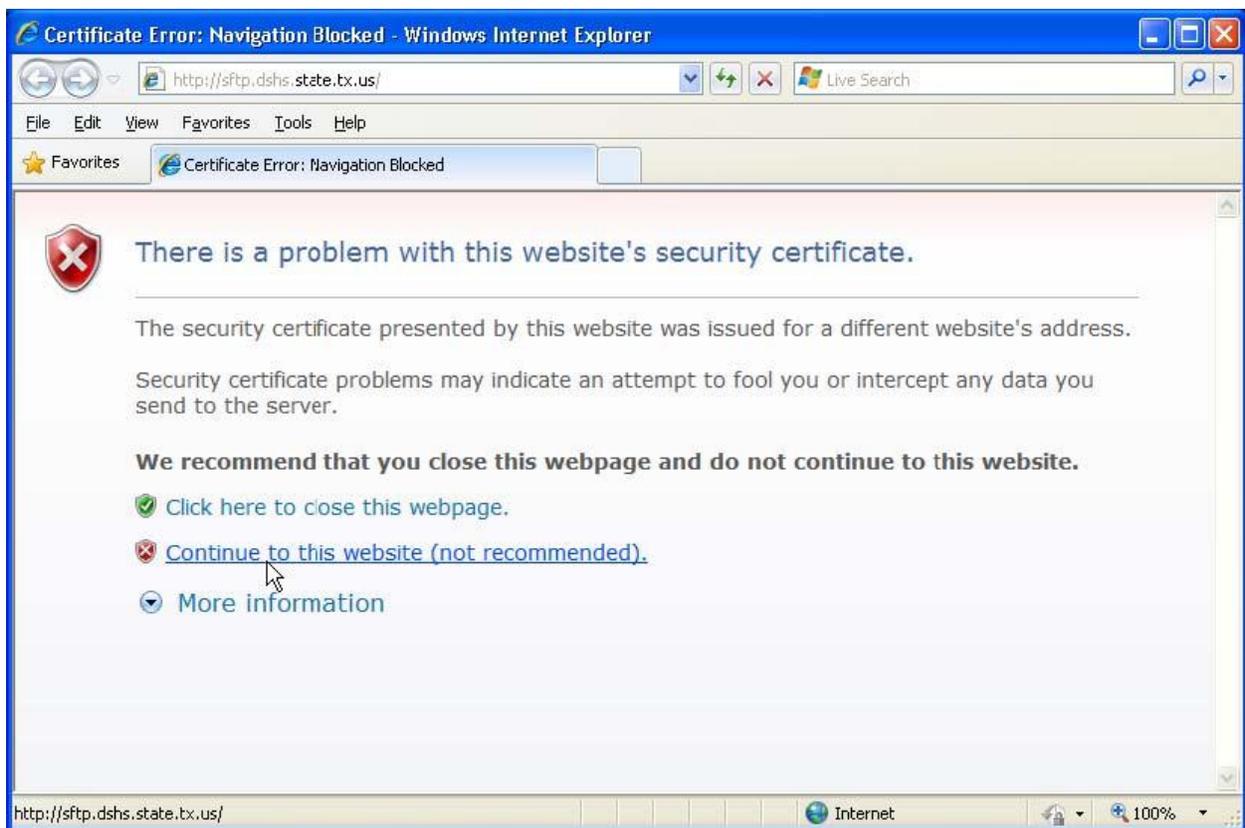
DSHS Secure FTP Instructions

NOTE: Screenshots are for illustration purposes only! Please follow written directions! Important directions will be in RED.

Getting logged into the DSHS secure ftp server:

Please note that on the screen snapshots in this document you will see the account logged in as “Academic Linkages” with a Username of “a-links.” This was just the account that I used while creating this document. The screens that you will see should be very similar, only with your account information displayed where appropriate.

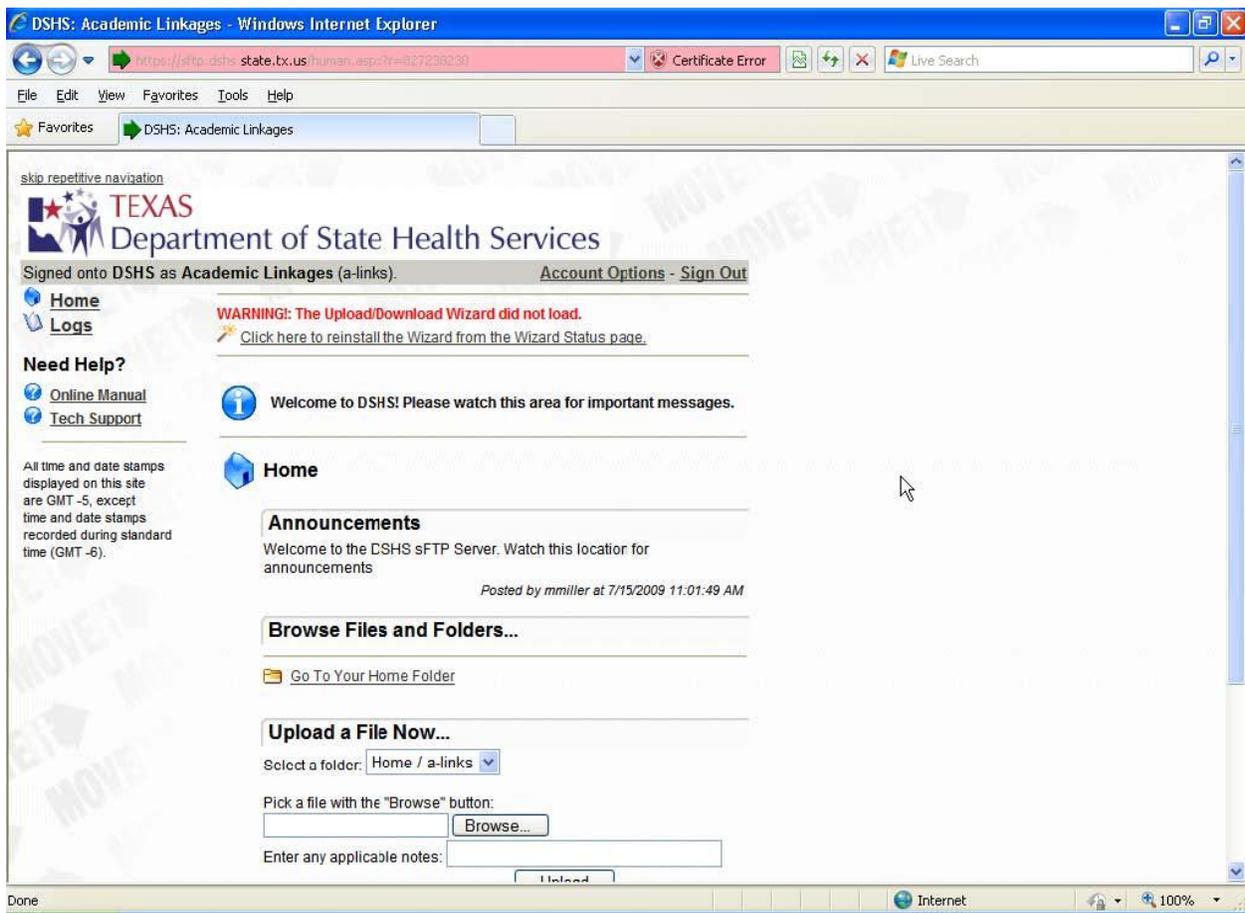
1. Open up a web browser application, such as Microsoft’s Internet Explorer.
2. In the address bar type in the following web address: `sftp.dshs.state.tx.us`
3. Once you hit Enter or click on the Go button you may get the following web page:



For those of you that do get the web page displayed above, please just click on the “Continue to this website (not recommended)” link to continue to the Sign On web page. (The above web page sometimes appears due to a certificate error that we are trying to get fixed.) Once you are logged into the web site ALL file transfers to and from the sftp server are handled securely through the web browser’s SSL encryption.

4. On the Sign On page type in your Username (or User ID; in this case it is “dshs-printsop”) and the password (current password is “qs.c9piW”) that was provided to you for use with the secure ftp system. Once you are ready click on the “Sign On” button.

5. If you typed in the login credentials from step 4 correctly, then you should now be viewing the following web page:



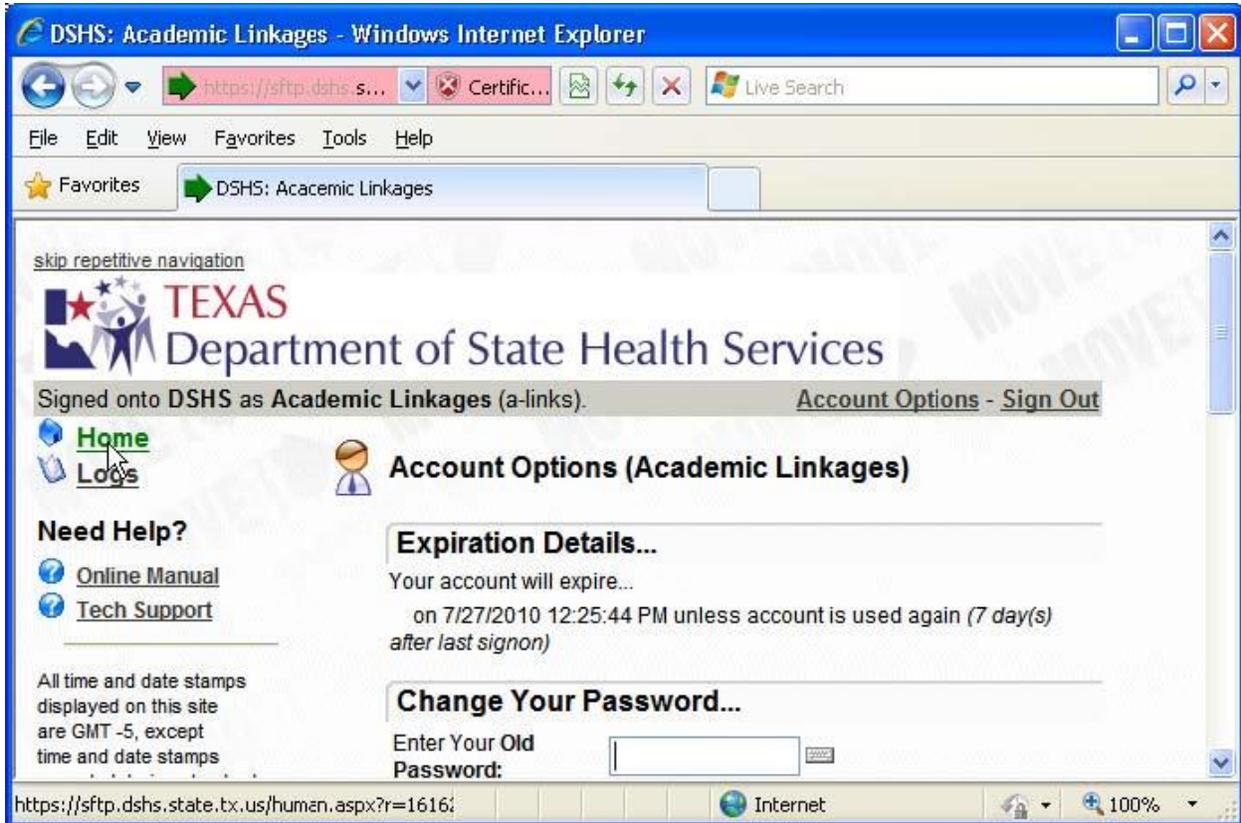
The only thing to note on this web page is the “WARNING:” message in red about “The Upload/Download Wizard did not load.” If you are going to be uploading one file at a time (no matter how big it is) then you can totally ignore this message. Even if you are going to be uploading 2 or 3 files while you are signed into the system, but only 1 of them at a time, then you will not really need the Wizard. Even pretty large files transfer really fast, so the Upload/Download Wizard will only really help you out when you are transferring several files at one time. You can still use the Wizard for just one file, but what the system already has in place without the Wizard is a lot easier when dealing with just one file.

For now, these instructions will continue without using the Upload/Download Wizard. If I get a chance in the near future I shall add more to this document that explains how to install and use the Upload/Download Wizard.

IMPORTANT: In the “Select Folder” under “Upload a File Now...,” make sure the folder “Incoming” is selected!!

Uploading a file:

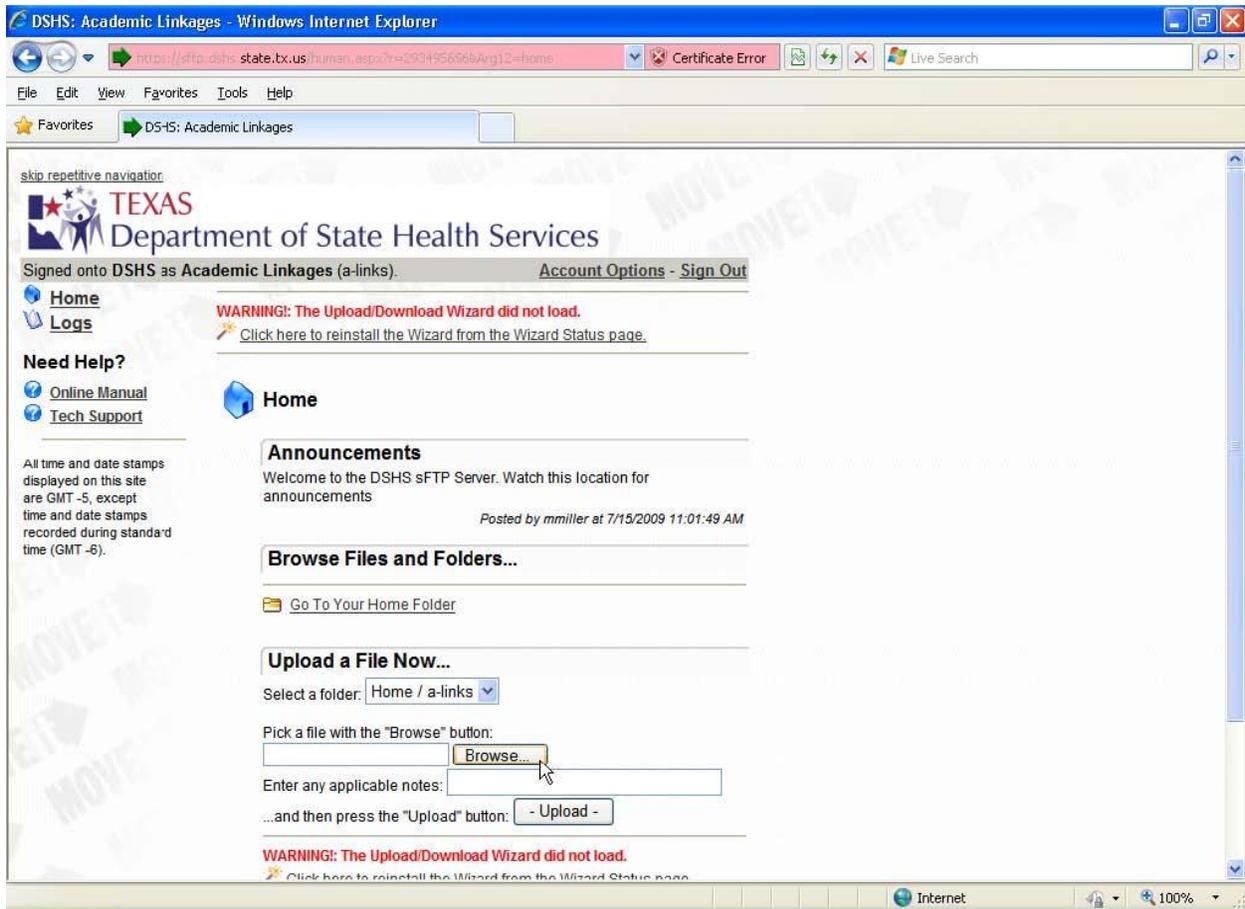
1. To walk you through the upload process we shall start from a known point. Basically, reading starting at this point we shall assume that you have just signed onto the system. If at any point you get lost you can start over from this step by clicking on the “Home” link. The “Home” link is located just under the grey bar and is on the very left hand-side of the web page. (Refer to where the mouse is in the screen snapshot below.)



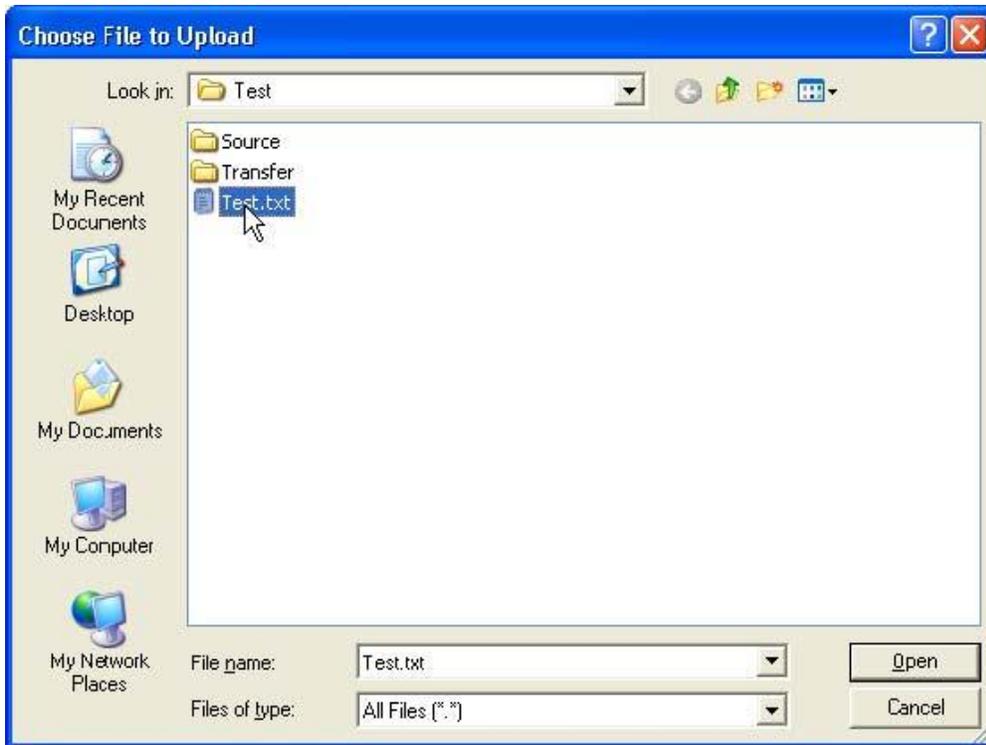
The “Home” link can be found on just about every web page that you can navigate to and when you click on it will take you back to your “home web page” within the secure ftp server environment.

2. Start from your home web page. (See step 1 on how to get to your home web page within the secure ftp server if you are having trouble seeing something very similar to the screen snapshot below.) About half-way down the web page you will see a section that is entitled "Upload a File Now." The only two things that you really want to notice in this section are the "Browse" and "Upload" buttons.

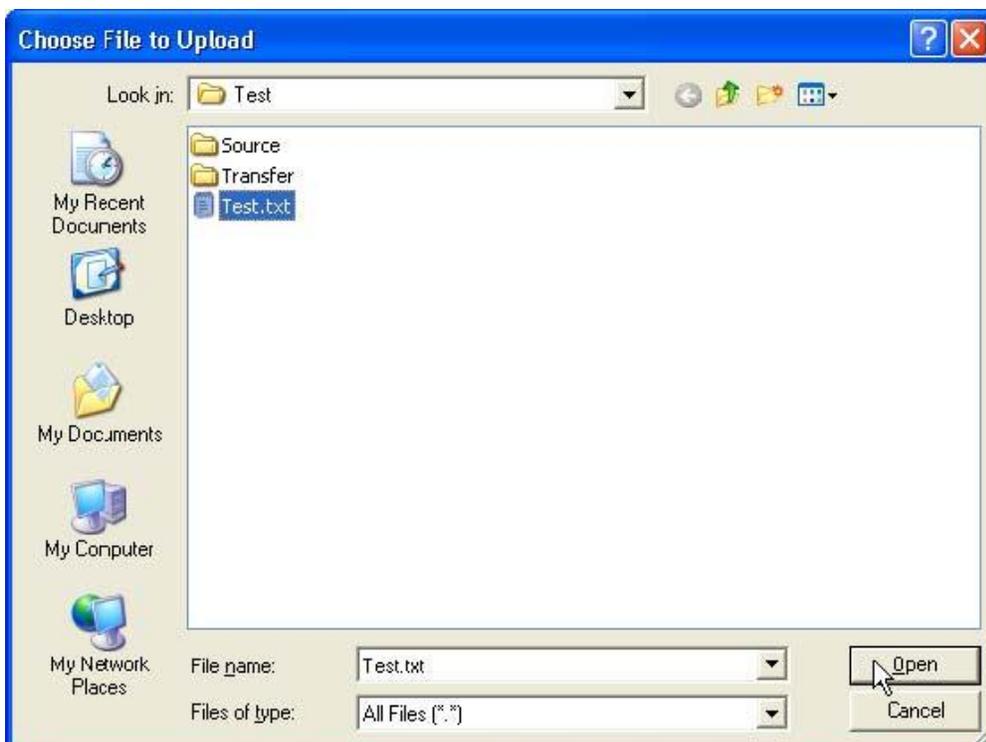
Most of the other options that you can change here you are not going to want to mess with, anyway. Besides, they have already been set the way that you need them to be when you first signed onto the system.



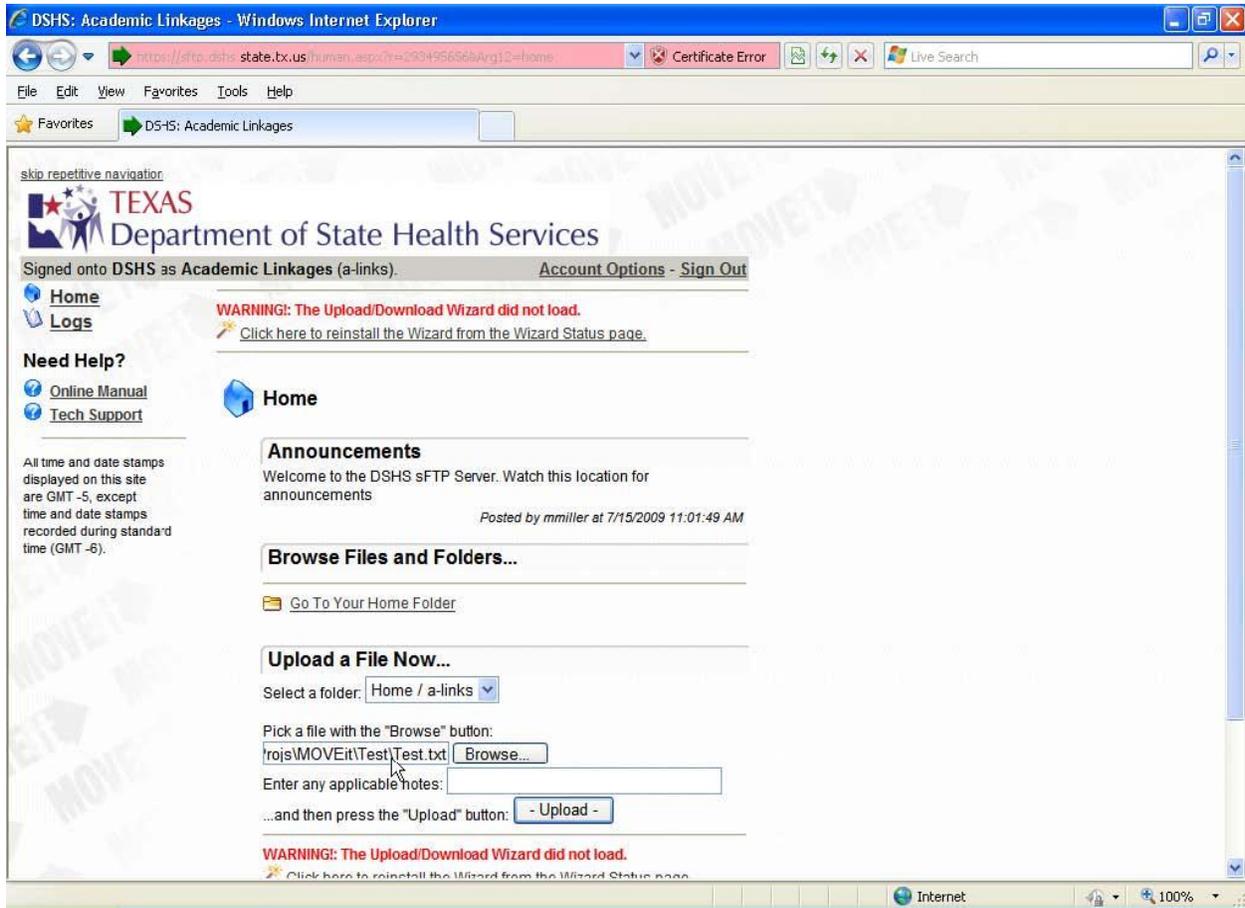
- Go ahead and click on the “Browse” button. If you use Windows very much at all then the “Choose File to Upload” navigation window that comes up should look pretty familiar to you. (See screen snapshot below.) Simply navigate around your drive and directory tree structure on your system to locate the file that you want to upload. When you locate it, click on it and its name should populate the “File name” field near the bottom of the window.



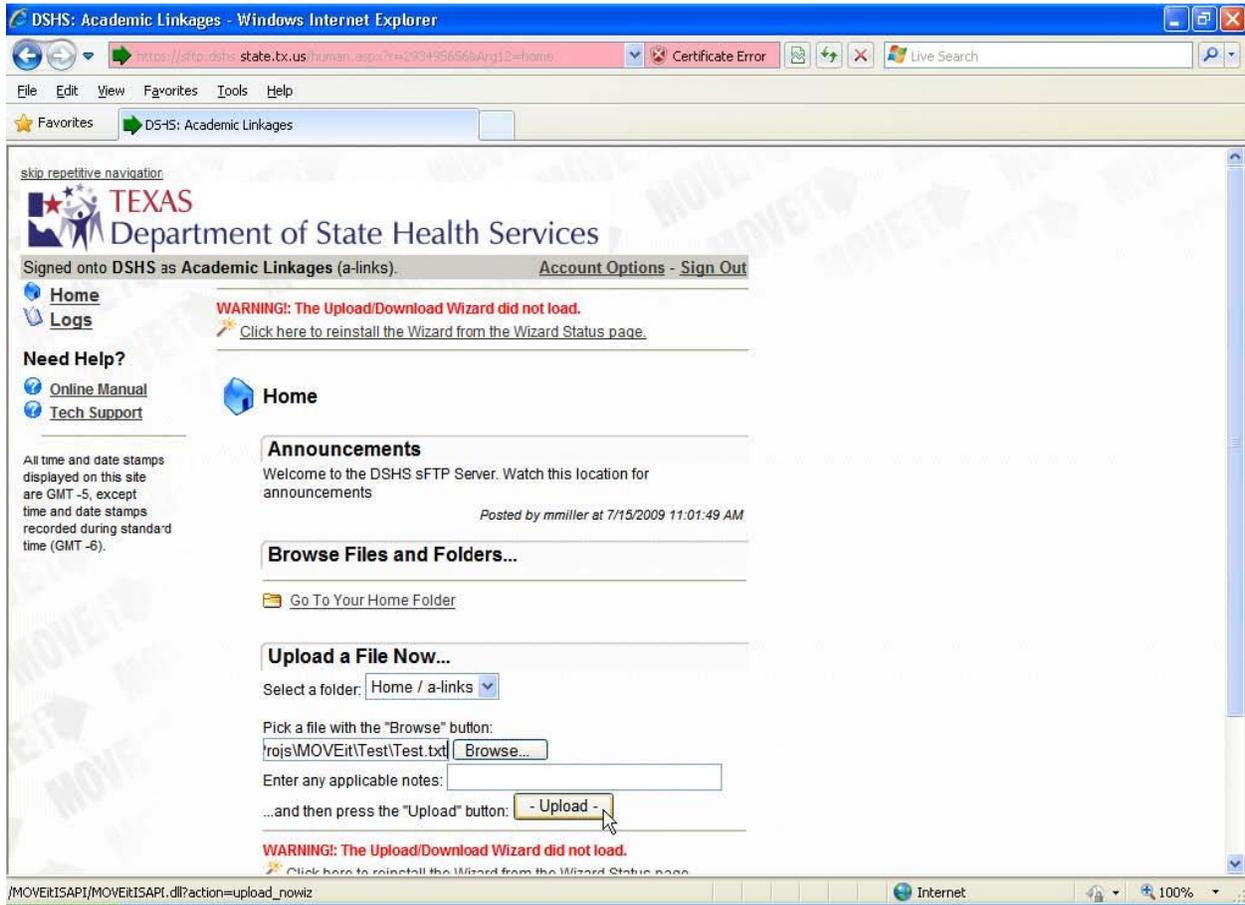
- Once you have selected the file that you are going to upload, click on the “Open” button, also near the bottom of the “Choose File to Upload” navigation window, on the right-hand side.



5. You should now be back on the web page that you were just previously at, before you clicked on the “Browse” button. However, the important difference is that now the edit text box just before the “Browse” button will be filled in with the complete path and file name of the file that you just selected. (See screen snapshot below.)



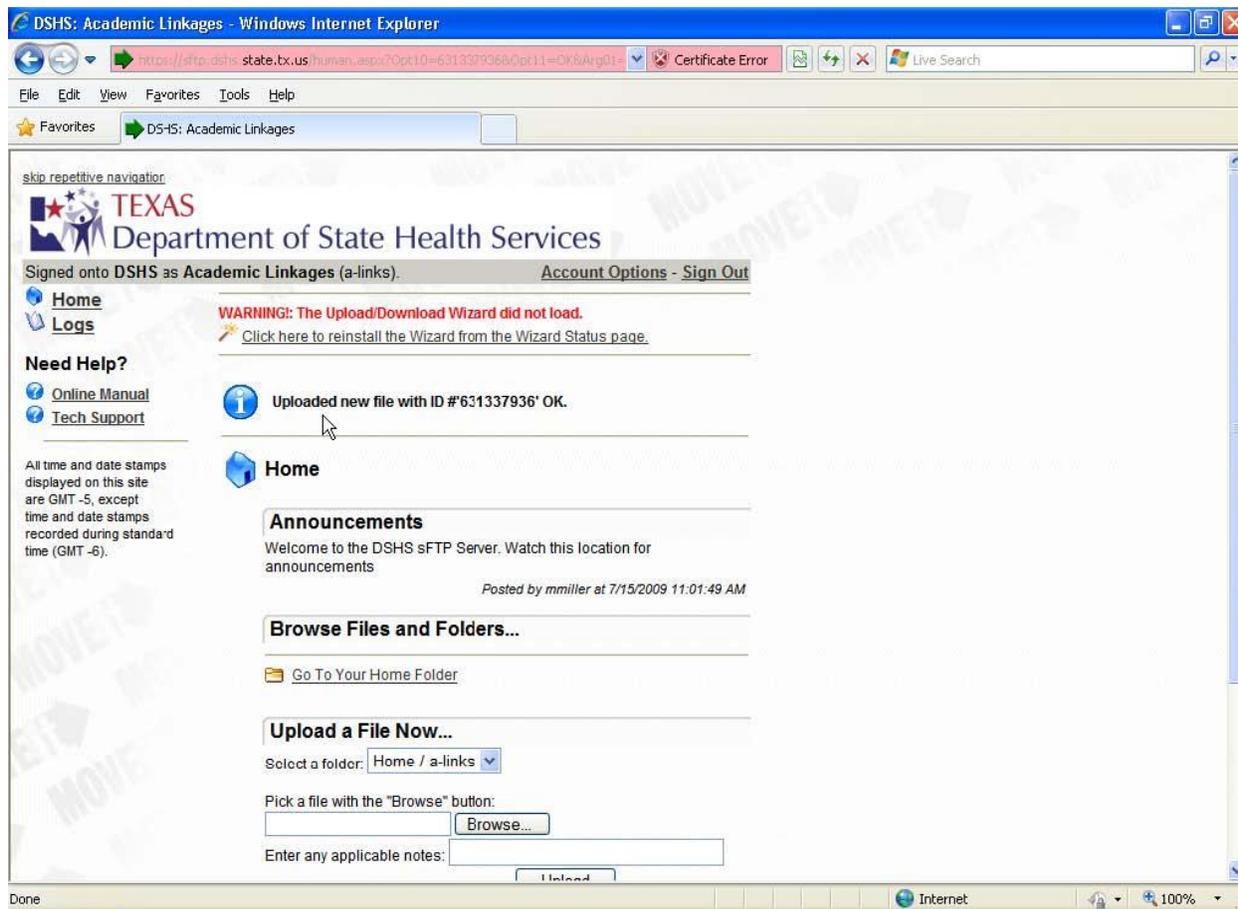
6. Now you may click on the "Upload" button. (See screen snapshot below.)



This will take a copy of the file that you selected from your system and transfer it via an encrypted SSL ftp format to the secure ftp server to the /Home/a-links directory. (Again, please note that this is using the "a-links" Username for this example.)

7. Once the upload is complete you should see an “information” icon informing you of the successful transfer. The “information” icon is the blue circle with the white letter “i” inside of it. If you look just above the mouse cursor in the below screen snapshot you can see the text “Uploaded new file with ID #631337936 OK.” And please do not worry about the ID number. That is just a unique number that the system assigns to each and every file that transfers in and out so that it can keep track of that file while it is in the system.

The part that you need to see out of the text is the “Uploaded new file” and the “OK” at the end. If you see that then you can rest assured that your file made it to the secure ftp server just fine.



If you look around at some of the links, like “Go To Your Home Folder,” then you can actually find where the file resides at within your directory structure on the secure ftp server. Do not be afraid to navigate to any of the other web pages within the sftp server that you have access to. Just be careful if you get into any of the “Account Options” web pages, as changing things there will affect the way your signed-in Username “sees” some of the things on your web pages.

Hopefully, this document has most of the information in it that you need to get connected to the secure ftp server and start transferring files. If you have any questions, please don’t hesitate to call or email me. Thank you.

Contact Information:

Jeffrey Westlund Computer Programmer Network Operations Work Phone: (512) 458-7111, extension 6093
Work Email: Jeffrey.Westlund@dshs.state.tx.us