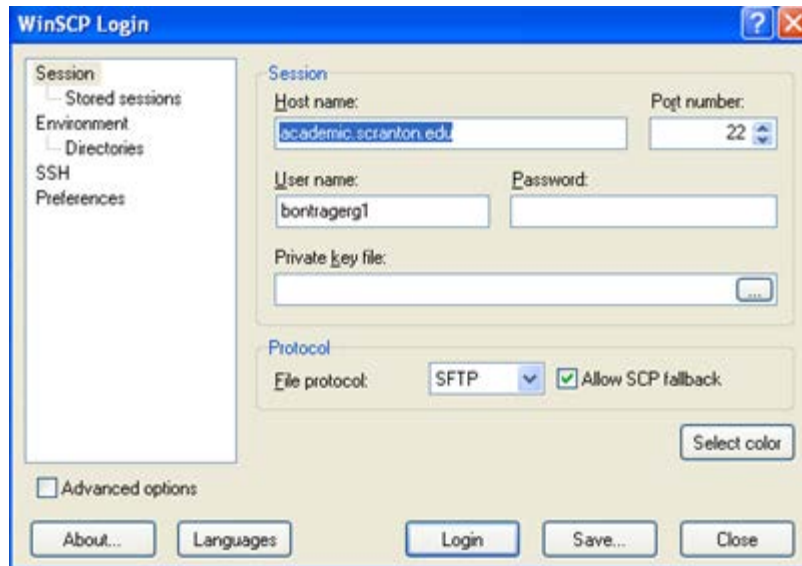


## FTPing Using Win SCP

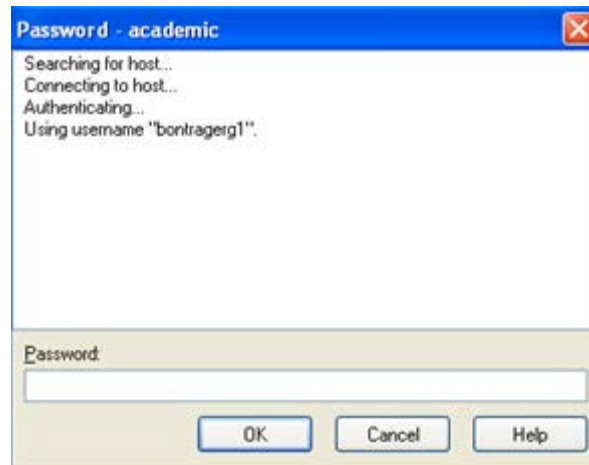
Faculty/Staff will connect to the ACADEMIC Webserver via Secure FTP (sftp) using an ftp client like WinSCP.

To Authenticate you will use your My.Scranton credentials.

1. Start the FTP Client; in this case -- WinSCP
2. For Host enter **academic.scranton.edu**
3. Username is your **my.scranton username**
4. Password is your **my.scranton password**
5. Port for sftp is **22**

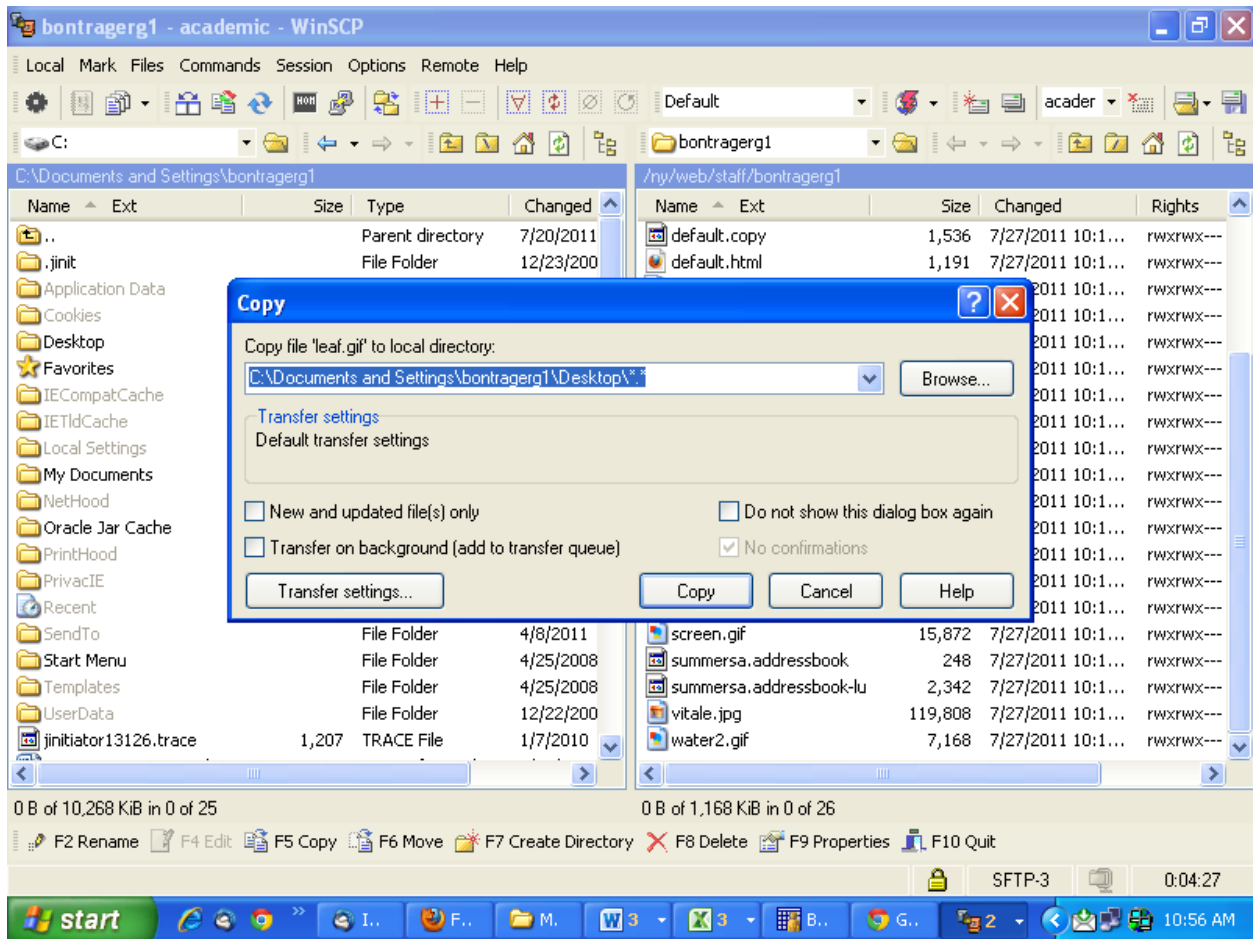


Click the **Login** button.

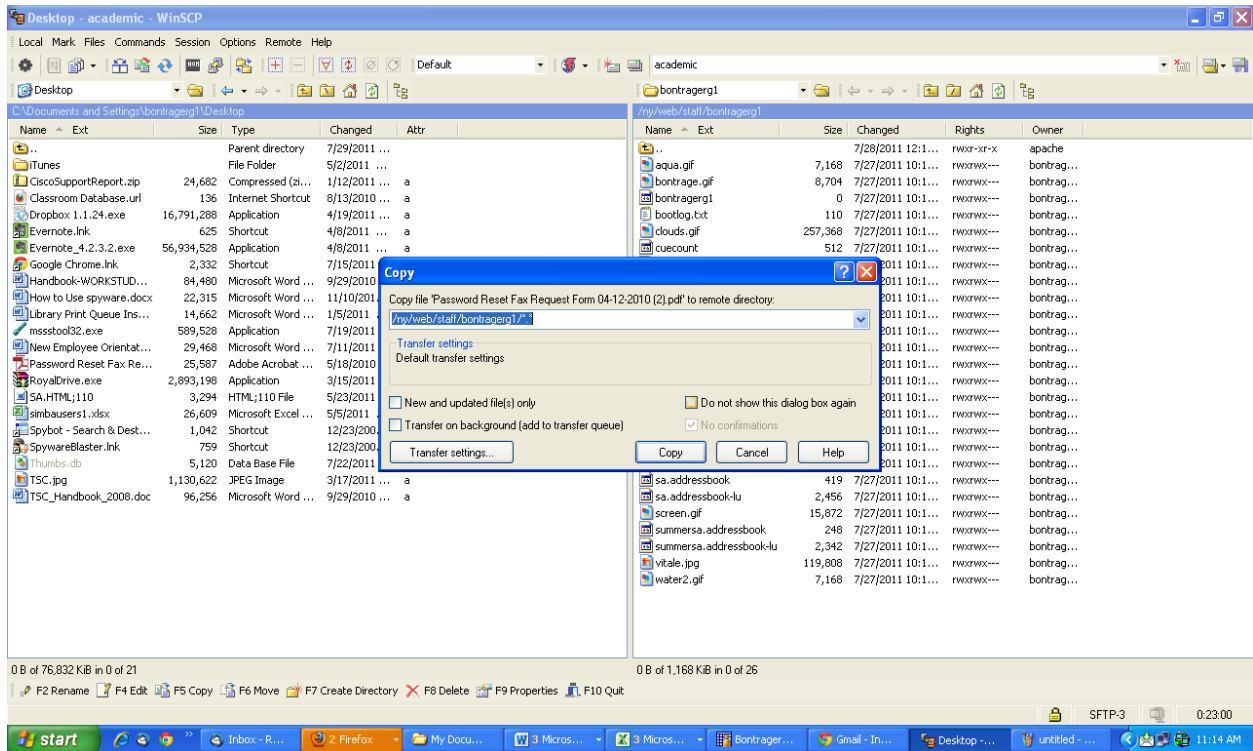


Enter your password.

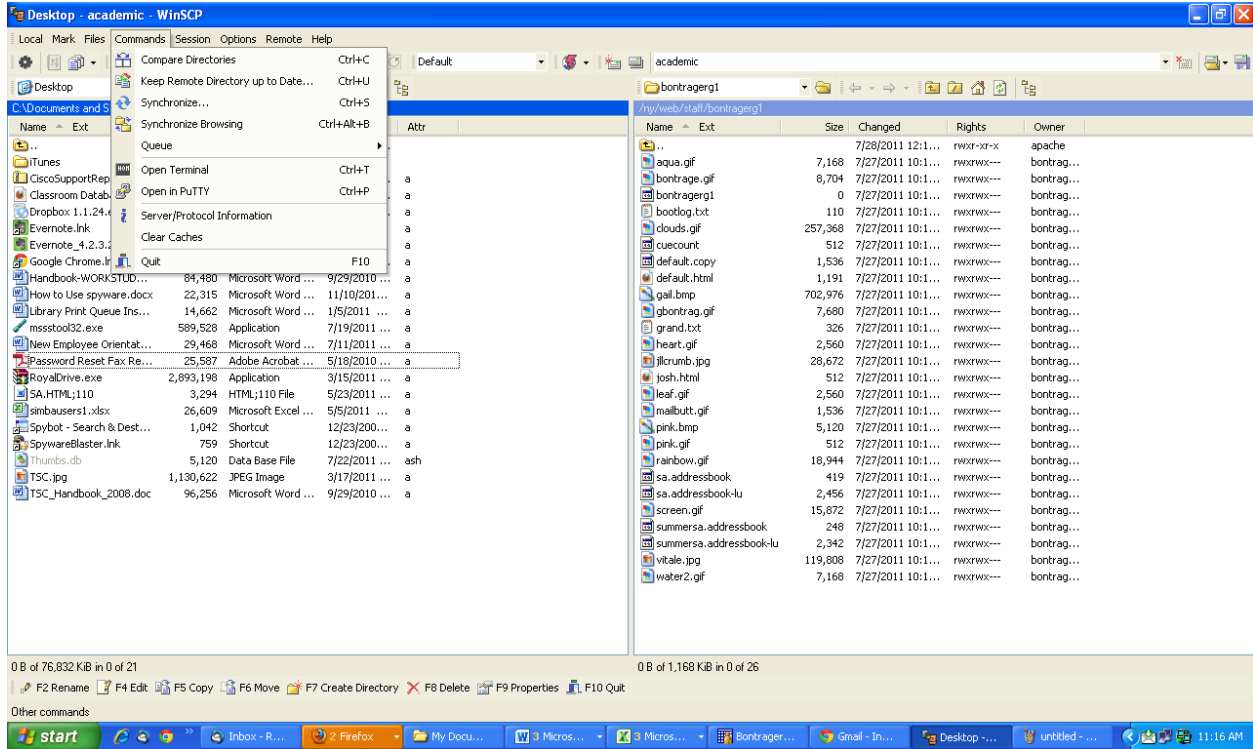
To **COPY Files** from Academic to your desktop, click on the file on the right and drag it to the appropriate folder on the left. The Copy dialog box will appear. Click the **Copy** button.



To **COPY** Files from your desktop to the Academic server, click on the file on the left and drag it to the appropriate directory on the right. The Copy dialog box will appear. Click the **Copy** button.



To **disconnect** from the server, click **Commands** on the menu at the top and select **Quit** (or close the Window and click **OK** to the terminate message)



**WinSCP is the supported FTP client on campus. If you do not have WinSCP installed on your desktop, please contact the Technology Support Center at x4357 or [techsupport@scranton.edu](mailto:techsupport@scranton.edu) to request it.**