Guide to Using DPOR's SFTP Server

CURRENT USERS

ATTENTION CE Providers: As of March1,2021, the Host name for the SFTP server has changed from IP Address 166...... to **DPORsftp.dpor.virginia.gov.** Please make sure you are using the new host name or you will not be able to access DPOR SFTP server.

1. Returning Users

a. Open WinSCP

🔒 Login	_	□ ×
🚅 New Site 💂 School Name	Session File protocol:	
	Host name:	Port number:
	User name: Password	Advanced
Tools Tools Manage Tools T	E Login V Clos	se Help

- b. Enter DPORsftp.dpor.virginia.gov in the "Host name" field.
- c. Enter the 10 digit User name (provided by the license education staff)
- d. Enter your 11 character **Password** (provided by the license education staff)
- e. Ensure the protocol is SFTP and the Port number is 22.

NOTE: If the Host name, User name, and Password fields are prefilled and have been saved from a previous login session like in the example below. Please complete steps 1 through 5.

- 1. Select *Edit*. If the Edit button is not visible, select the down arrow on the *Manage* button, and then select *Edit*.
- 2. Enter the 10 digit User name (provided by the license education staff).
- 3. Enter your 11 character *Password* (provided by the license education staff).
- **4.** Ensure the protocol is SFTP and the Port number is 22.
- 5. Click Login.

P Login		_		~
Login				^
🚅 New Site	Session			
School Name	File protocol:			
	SFTP			
	Host name:		Port number:	
	DPORsftp.dpor.virginia.gov			22
	User name:	Password:		
	DPORexample	••••••	••••	
	Edit	A	dvanced	
				- 1
Tools 🔻 Manage 🔻	🔁 Login 🛛 🔽	Close	Help	
Show Login dialog on startup and when the l	ast session is closed			

f. Click Login. The first time you connect to DPOR's SFTP server, WinSCP will warn you that the server's host key is not found in the cache. Click **Yes**

Warning	:
1	The server's host key was not found in the cache. You have no guarantee that the server is the computer you think it is. The server's dss key fingerprint is: ssh-dss 1024 dc:b8:77:0e:88:a6:d3:ff:33:1e:1f:53:e7:7c:12:83 If you trust this host, press Yes. To connect without adding host key to the cache, press No. To abandon the connection press Cancel. Continue connecting and add host key to the cache? Yes No Cancel Copy Key Help

g. You will next see DPOR's banner. After you read and understand the notice, click continue.

Notice and Warning		\wedge
This computer system is the propert /irginia and is intended for authorize using this system you are consenting enforcement and other purposes. U system may subject you to State or benalties.	y of the Commonwealth of ed users only. By accessing and g to system monitoring for law nauthorized use of this computer Federal criminal prosecution and	
		~

2. **WinSCP Environment** - You have successfully logged in. The left side of the WinSCP window is your environment (your pc), and the right side of the window is your school's root folder on the SFTP server. In the example below, the root folder is DPORexample. **Do not** upload files to the root folder. You will receive a permission denied or an error message.

a. Double click the root folder

🛿 School Name 🗙	💣 New Ses	sion								
🔒 My documents		<u>e</u> .	·	E 🗈 🏠 🎜 🐁	1	/ <root></root>	• 🗳 • 🛐	• • • • •	1 2 🗋	Find Files
🖟 Upload 👻 📝 Ed	it • X 🛃	Dg Pi	roperties 💾 New •	• • •		Download 👻 📝 Edi	t • X 🚮 🛛	🔓 Properties 🎽 New 🗸	+ - 🛛	
Users\wgc19878\Doi	cuments\				/					
ame		Size	Туре	Changed	Nar	me	Size	Changed	Rights	Owner
			Parent directory	1/28/2021 1:35:58 PM	1					
Custom Office Terr	ıpl		File folder	3/18/2020 3:51:14 PM		DPORexample		1/29/2021 8:13:21 AM		
History			File folder	9/16/2014 1:38:12 PM						
My Shapes			File folder	3/6/2020 10:15:38 AM						
Outlook Files			File folder	3/6/2020 10:15:38 AM						
SQL Server Manage	:m		File folder	3/6/2020 10:15:38 AM						
Toad Data Modeler			File folder	4/16/2020 12:08:02 PM						
Visual Studio 2010			File folder	3/6/2020 10:15:38 AM						
Copy of prod meth	o 1	4 KB	Microsoft Excel W	11/6/2017 8:47:24 AM						

b. You should now see an upload folder and a download folder. Double click the upload folder

lame	Size	Туре	Changed	Name	Size	Changed	Rights	Owner
		Parent directory	1/28/2021 1:35:58 PM	1 L C		11/8/2018 12:37:50 PM		
Custom Office Templ		File folder	3/18/2020 3:51:14 PM	📙 download		11/8/2018 12:37:50 PM		
History		File folder	9/16/2014 1:38:12 PM	📙 upload		8/14/2020 6:36:18 PM		
My Shapes		File folder	3/6/2020 10:15:38 AM					
Outlook Files		File folder	3/6/2020 10:15:38 AM					
SQL Server Managem		File folder	3/6/2020 10:15:38 AM					
Toad Data Modeler		File folder	4/16/2020 12:08:02 PM					
Visual Studio 2010		File folder	3/6/2020 10:15:38 AM					
Copy of prod metho	14 KB	Microsoft Excel W	11/6/2017 8:47:24 AM					

c. You are now in the upload folder. You will send files to DPOR by dragging and dropping them to the white space under the upload folder (folder with arrow). NOTE: If you try to drop files in or on top of the upload folder you will get an error message.



3. Receiving Files from DPOR – This applies to individuals who are authorized by DPOR staff.

You can get files from DPOR's SFTP site by dragging them from the "download" folder to your computer. These instructions assume that you are already connected to DPOR's SFTP site and that your current directory is your root folder (DPORexample).

- a. Connect to DPOR's SFTP site using WinSCP and your login credentials provided by DPOR
- b. Navigate to your root folder.
- c. Double-click on the "download" folder.
- d. Drag the file you want to download from the "download" folder to your computer.
- e. You may see a copy progress dialog if the file is large. After the file is completely copied to DPOR's SFTP server, it will appear

4. Close Session When Done

- a. Select Session (located at the top of the menu bar)
- b. Select Close or Disconnect Session
- c. Close out or X out of WinSCP

5. Getting Help

If you need help with the SFTP process, please contact the Board to which you provide services.