Guide to Using DPOR's SFTP Server

NEW USERS

1. First Time Users Only

a. Open WinSCP

Login	_	
☑ New Site ☐ School Name	Session File protocol: SFTP V	
	Host name:	Port number:
	User name: Password	Advanced

- 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.

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**

Warnin	e 🛛 🔀
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**.

lotice and Warning		~
This computer system is the propert firginia and is intended for authorize using this system you are consenting inforcement and other purposes. U system may subject you to State or benalties.	y of the Commonwealth of d users only. By accessing g to system monitoring for nauthorized use of this con Federal criminal prosecutio	and law nputer n 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 Session								
🔒 My documents	• 🔗	• 🗑 • 🎼 • 🔿	· 🗈 🗈 🏠 🎜 🗞	📙 / <root></root>	• 省 • 🛐	• + • • •	1 2 🗅	Find Files	¢.
🖟 Upload 🔹 📝 Edit 🔹	Xdb	Properties 🎽 New	• • • •	📓 Download 🔹 📝 Edit	• X 🚽	🖢 Properties 📑 New 🔹	+ - \		
Users\wgc19878\Docume	ents\			1					
ame	Size	Туре	Changed	Name	Size	Changed	Rights	Owner	
1		Parent directory	1/28/2021 1:35:58 PM	<u>t.</u>					
Custom Office Templ		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 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						
Cutlook Files SQL Server Managem Toad Data Modeler Visual Studio 2010	14 KB	File folder File folder File folder File folder Microsoft Excel W	3/6/2020 10:15:38 AM 3/6/2020 10:15:38 AM 4/16/2020 12:08:02 PM 3/6/2020 10:15:38 AM 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
		Parent directory	1/28/2021 1:35:58 PM
Custom Office Templ		File folder	3/18/2020 3:51:14 PM
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 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.

Name	Size	Туре	Changed	Name	^	Size	Changed	Rights	Owner	ĺ
t		Parent directory	1/28/2021 1:35:58 PM	1.			1/29/2021 8:13:21 AM			
📙 Custom Office Templ		File folder	3/18/2020 3:51:14 PM							
History		File folder	9/16/2014 1:38:12 PM			- 64	<u>.</u>			
📙 My Shapes		File folder	3/6/2020 10:15:38 AM		Drag Cl	E file o	r files here to	this w	hite s	ļ
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							
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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.