Guide to Using DPOR's SFTP Server

NEW USERS

1. **First Time Users Only**
   a. Open WinSCP
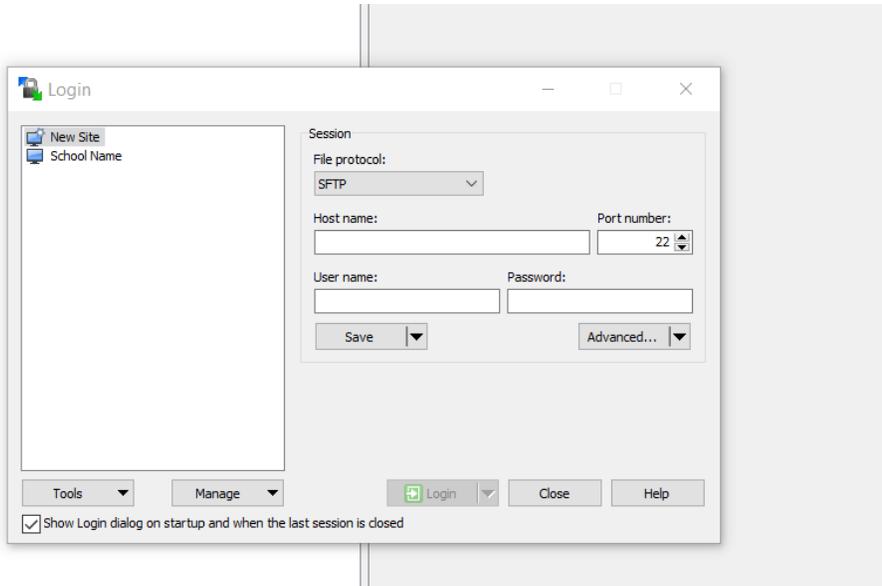
   b. Enter **DPORsftp.dpor.virginia.gov** in the "*Host name"* field.
   c. Enter the 10 digit *User name* (provided by the license education staff)
   d. Enter your 11 character *Password* (provided by the license education staff)
   e. Ensure the protocol is SFTP and the Port number is 22.
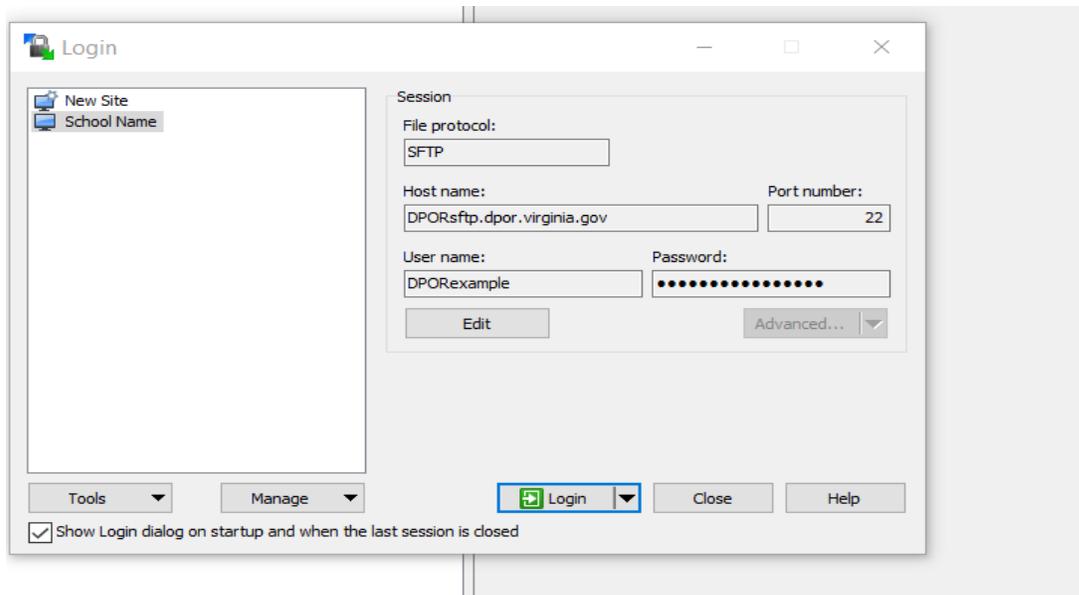
   f. Click Login. The first time you connect to DPOR's SFTP server, WinSCP will warn you that the server's host key is not found in the cache. Click **Yes**

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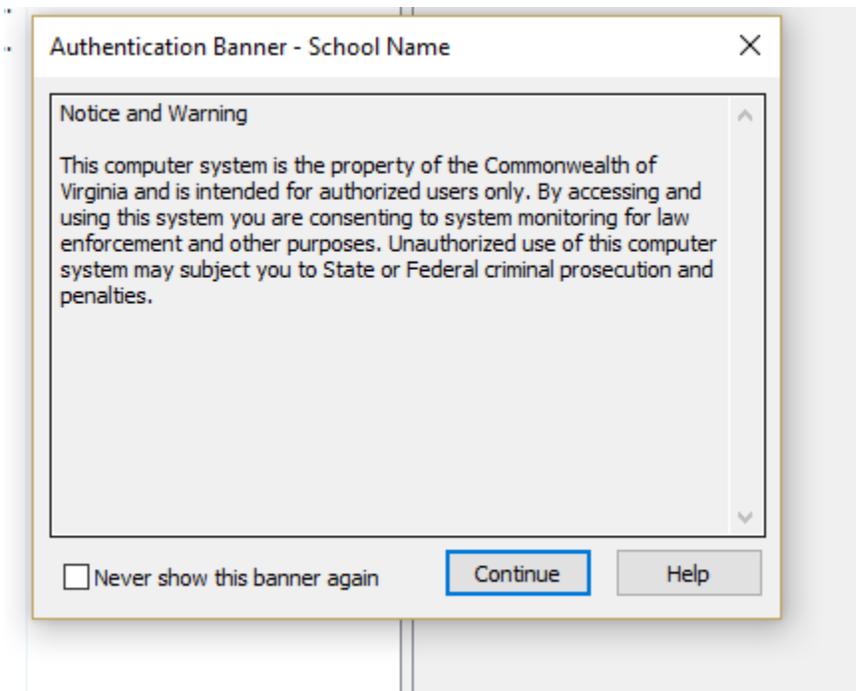
2. **WinSCP Environment** - You have successfully logged in. The left side of the WinSCP window is your environment (your pc), and the right side of the window is your school's root folder on the SFTP server. In the example below, the root folder is DPORexample. *Do not* upload files to the root folder.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

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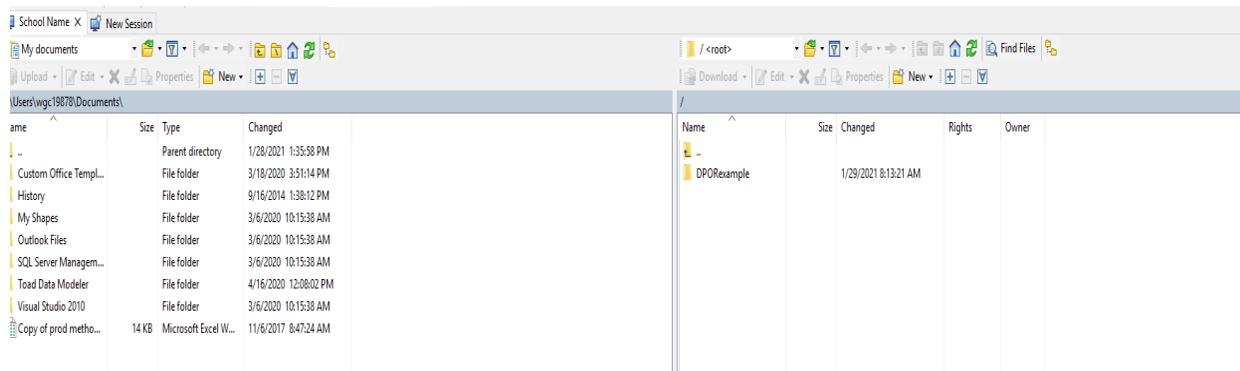
b. You should now see an upload folder and a download folder. **Double click the *upload* folder**
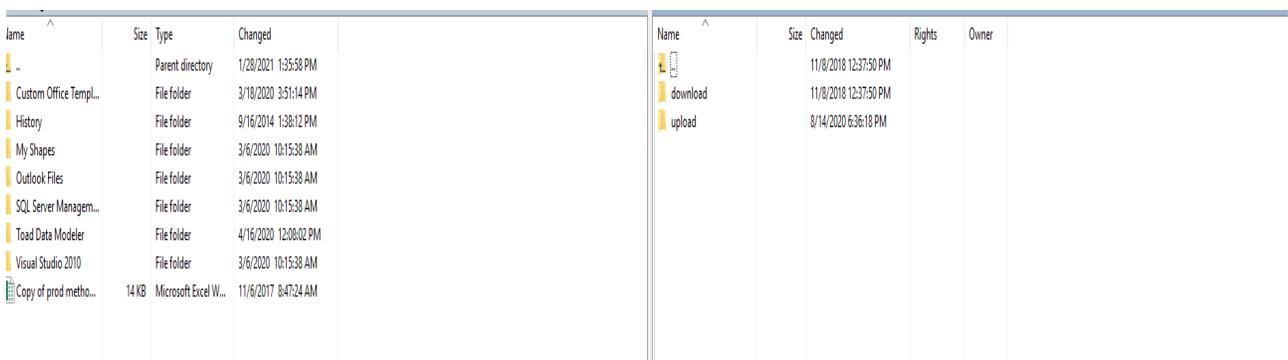
c. You are now in the upload folder. You will send files to DPOR by dragging and dropping them to the **white space under** the upload folder (folder with arrow). **NOTE:** If you try to drop files in or on top of the upload folder you will get an error message.

*Drag CE file or files here to this **white space***

CE file
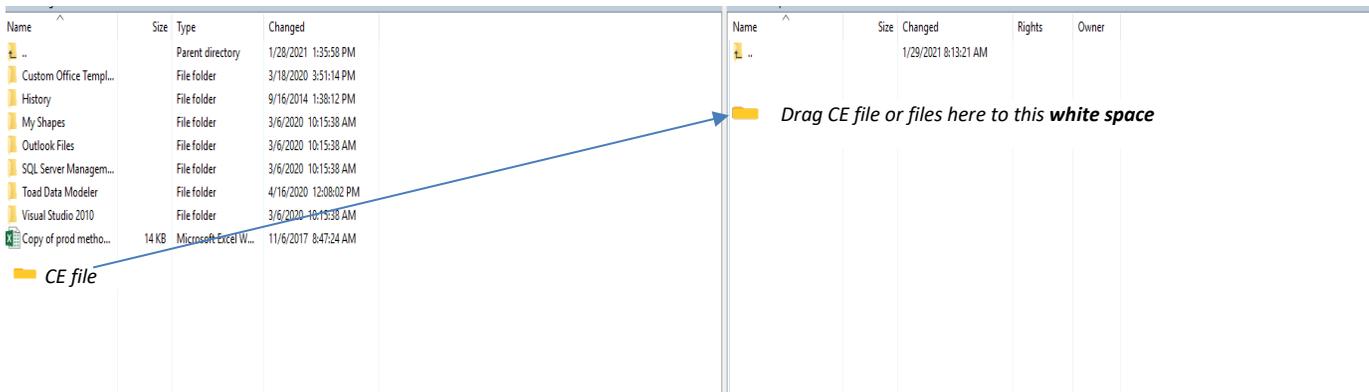
3. <mark>Receiving Files from DPOR</mark> **– This applies to individuals who are authorized by DPOR staff.**

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. <mark>Close Session When Done</mark>

    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. <mark>Getting Help</mark>

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