

Transferring files to the professional home page server: PC

Faculty may have professional web pages for materials like vitae, syllabi, etc. Professional web pages are not maintained in Cascade Server (the College's web content management system) like departmental sites. Professional web page files must be transferred to the "public_html" folder in your directory on the home page server. The instructions below explain how to do this on a Windows computer. For more information on professional home pages, see <http://www.snc.edu/techsupport/web/profpages.html>.

To request an account and directory on the professional home page server, fill out the Service Request Form at <http://www.snc.edu/service>.

WinSCP for Windows


Files must be transferred to and from the professional home page server using a program that supports Secure File Transfer Protocol (SFTP). For Windows computers, we use a program called WinSCP. You may use other SFTP programs if you wish, but support is only provided for WinSCP. If WinSCP is not already installed on your office computer, you can install it from the Network Software folder (Start – Network Software – Install WinSCP). If you need WinSCP for your home computer, you can download it from <http://winscp.net>.

Configuring WinSCP

In WinSCP, you can set up a saved "session" so that you won't have to re-enter all of the information each time. The only thing you will have to type each time will be your password.

1. Start WinSCP (Start – Programs – WinSCP – WinSCP).
2. Click the **New** button to configure a new session.
3. In the "Host Name" box, type: **home.snc.edu**
4. Change the "Port number" to **7576**.
5. In the "User name" box, type your 6-character network login ID (e.g., duckdf).
6. Leave the "Password" and "Private key file" boxes blank.
7. From the "File Protocol" menu, choose **SFTP** and uncheck the "Allow SCP fallback" box.
8. On the left side, click on **Environment**. On the right, choose "Preserve remote timestamp (Unix)."
9. Click the **Save** button. Enter a name for the session. You can accept the default name or change it to whatever you like (e.g., "professional home page server" or just "home.snc.edu"). Click **OK**.
10. At this point, you can either close WinSCP or click the **Login** button to connect to the server.

Using WinSCP

1. Start WinSCP (Start – Programs – WinSCP – WinSCP).
2. If your session for the professional home page server (created above) is not already selected, select it.
3. Click the **Login** button to connect.
4. When prompted, type your SNC network password in the box and click **OK**.
5. Once connected, you will see the folders you have access to. Most people will only see one folder, **public_html**.
6. The files for your professional home page go in the **public_html** folder, so you need to open it before transferring any files. Double-click on the **public_html** folder to open it.
7. To transfer files from your computer or network drive to the server, drag them into the WinSCP window.
8. To transfer files from the server to your computer or network drive, drag them from the WinSCP window to the folder in which you wish to copy them.
9. When navigating through folders on your site, click on the  icon at the top to go up a level.
10. When finished transferring files, close WinSCP.

Assistance and questions

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or helpdesk@snc.edu. The Help Desk is for St. Norbert College students and employees only.