STUDENTWEB FTP
Accessing Student W: Drives with FTP

What You Will Need

First, you will need to download the supported client program from our website (listed under "Resources" on the left side of the Student Portal) if you have not already done so. Bellarmine currently supports FileZilla, a free, open-source, FTP client for Windows. This document uses version 2.2.3 of the application, but it is likely that the instructions here will be easy to adapt to future releases.

You will also need your network account's username and password. If you do not already have a network account or cannot remember your password, please contact the Help Desk at 452-8301 or helpdesk@bellarmine.edu for assistance.
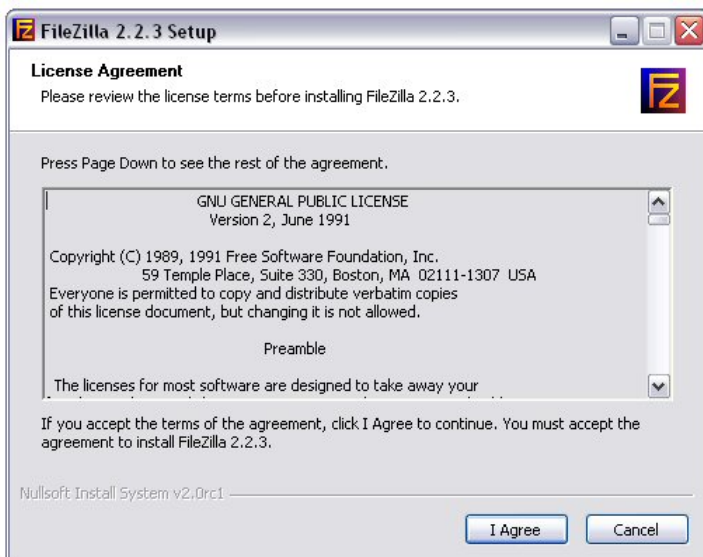
Installing the Client

After you have downloaded the installer file to your local machine, locate and double-click its icon to begin the installation. The following instructions will walk you through each screen of the installer; although you will want the default settings on most screens.
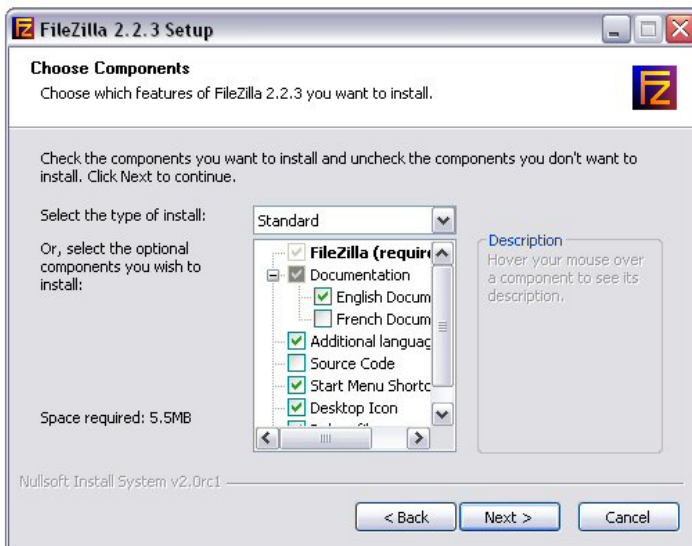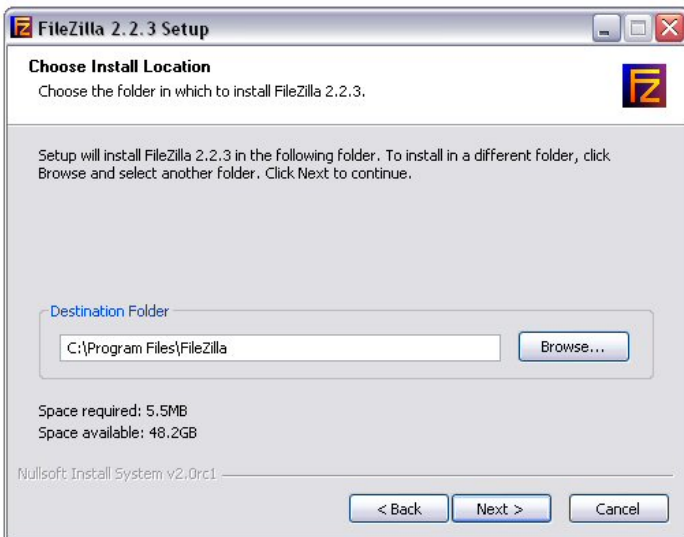
Screen One: Installer Language

Click "OK"

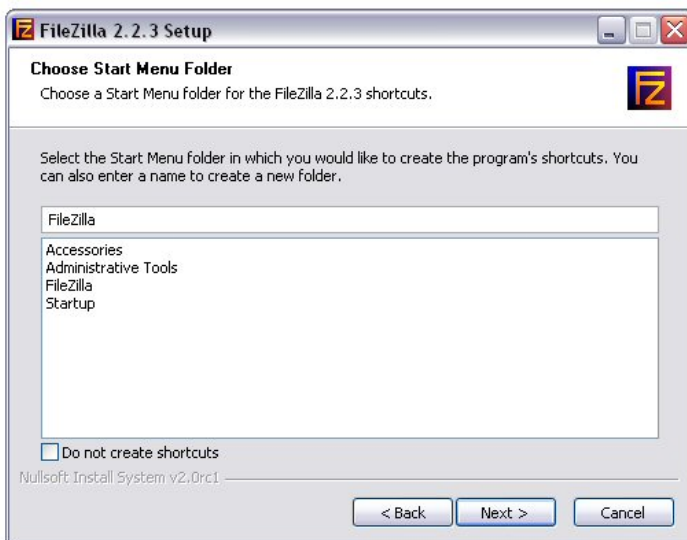*Screen Two: GPL Agreement*

Click "I Agree"

FileZilla 2.2.3 Setup

Choose Components
Choose which features of FileZilla 2.2.3 you want to install.

Check the components you want to install and uncheck the components you don't want to install. Click Next to continue.

Select the type of install: Standard

Or, select the optional components you wish to install:

- ☑ **FileZilla (require**
  - ☑ Documentation
    - ☑ English Docum
    - ☐ French Docum
- ☑ Additional languag
- ☐ Source Code
- ☑ Start Menu Shortc
- ☑ Desktop Icon

Description
Hover your mouse over a component to see its description.

Space required: 5.5MB

Nullsoft Install System v2.0rc1

[< Back] [Next >] [Cancel]

Screen Three: Choose Components

Keep the default settings.
Click "Next >"

FileZilla 2.2.3 Setup

Choose Install Location
Choose the folder in which to install FileZilla 2.2.3.

Setup will install FileZilla 2.2.3 in the following folder. To install in a different folder, click Browse and select another folder. Click Next to continue.

Destination Folder
C:\Program Files\FileZilla   [Browse...]

Space required: 5.5MB
Space available: 48.2GB

Nullsoft Install System v2.0rc1

[< Back] [Next >] [Cancel]

Screen Four: Install Location

Keep the default location.
Click "Next >"

FileZilla 2.2.3 Setup

Choose Start Menu Folder
Choose a Start Menu folder for the FileZilla 2.2.3 shortcuts.

Select the Start Menu folder in which you would like to create the program's shortcuts. You can also enter a name to create a new folder.

FileZilla

Accessories
Administrative Tools
FileZilla
Startup

☐ Do not create shortcuts

Nullsoft Install System v2.0rc1

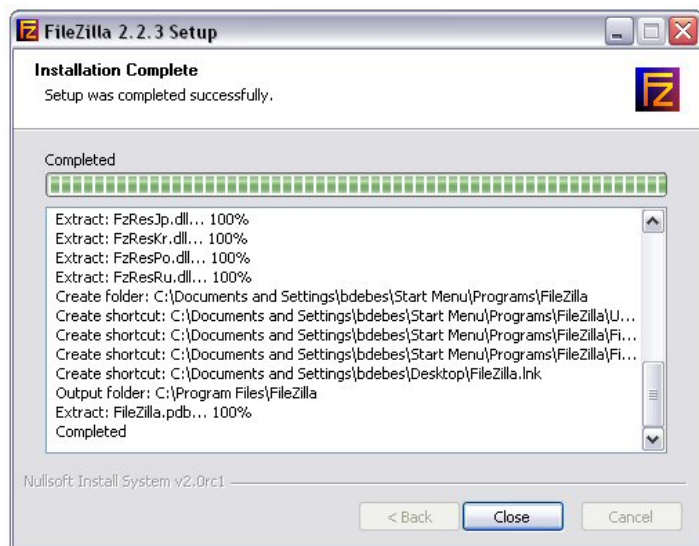[< Back] [Next >] [Cancel]

Screen Five: Start Menu Folder

Keep the default folder.
Click "Next >"

Screen Six: General Settings

Select "Use secure mode."
Click "Install"


Screen Seven: Installation Complete

Click "Close"

Configuring the Client for StudentWeb W: Drives

After closing the installer, double-click on the FileZilla icon on your desktop to launch the application. In the upper-right hand corner of the interface, you will find the "quick connect" section. Complete the fields as shown below and then click the button.


address:	`studentftp.bellarmine.edu`
user:	Bellarmine*your network username*
password:	*your network password*
port:	`21`

Once you click the button, your client should connect to the W: Drive server. Verify that a connection has been made by looking for your username in the field marked "remote site" as shown here:
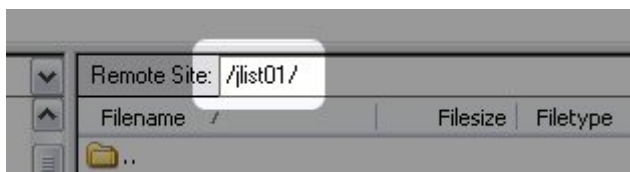

If instead you see a long list of usernames that begin with 'a' or receive an error message, then your W: Drive has not been connected. You can resolve this issue by contacting the Help Desk at 452-8301 or helpdesk@bellarmine.edu.

Now that you are connected, you should take a couple additional steps to make future connections simpler. First, click on the "File" menu and choose the second item, "Copy connection to Site Manager." The option looks like this:
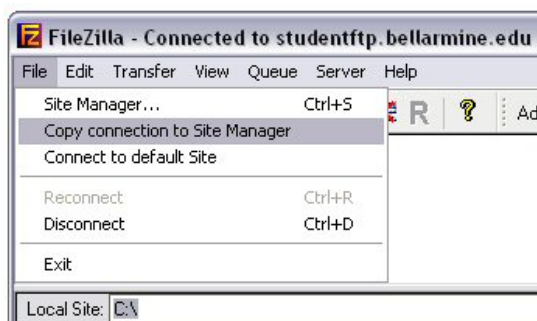
This action will take you to the Site Manager, which will allow you to save the information you entered for later reuse. On the Site Manager screen that appears, first single-click on the name of the site (step 1 below) and rename it something relevant like "Bellarmine." Next, click to set the radio button marked "Default site" (as shown in step 2). Finally, click the "Save and Exit" button.
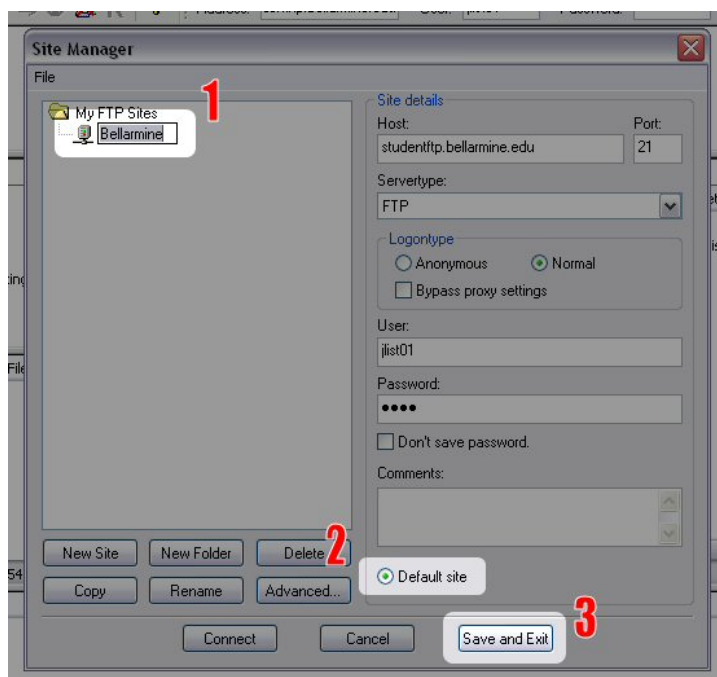
From now on, when you launch FileZilla, you will be able to connect to your Bellarmine drive space simply by choosing "Connect to default Site" from the "File" menu, like so:
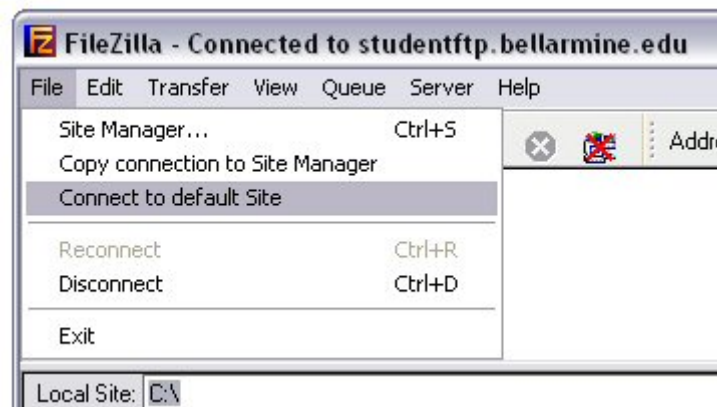
Your client is now at a basic, working configuration sufficient for managing your remote files. There is an extensive configuration panel available by selecting "Settings" from the "Edit" menu should you desire to customize the client further. Those settings will not be explained here, but the application's "Help" menu documentation is quite thorough. While advanced users may wish to alter these, it should be noted that the defaults are all adequate for our purposes.

Managing Files on the Remote Site

After a connection has been established, you can then add and remove the files stored on your W: Drive. To copy files from your local machine out to your drive space, simply find the files in the left pane and drag them to the right pane. Dragging files in the reverse direction will allow you to make local copies of your remote files. You can remove remote files by selecting them and pressing delete on your keyboard.

The files stored in this space are web-accessible. To use this space to host a personal web page, ensure that your directory contains a index file named either "index" or "default" with an extension of either "html," "htm," or "asp." Visitors to your site can access it by browsing to the following URI (where *username* is your network username):

<div align="center">

http://studentweb.bellarmine.edu/*username*

</div>

This space is also accessible via Microsoft FrontPage. For more information on using FrontPage to create web content, you can visit the Academic Resource Center located on the A Level of the Brown Library. FTP access to these file shares has been established for those who wish to have a more robust alternative to using FrontPage.

Further Questions?

Please direct any problems or further questions to the Help Desk at 452-8301 or helpdesk@bellarmine.edu.

This document was prepared by Brandon Debes, webmaster at Bellarmine University. Copyright 2004.