Step 1 / cPanel Account Request (if you have a cPanel account, proceed to next step):

☐ Go to tech.fast.sheridanc.on.ca

☐ Click the down arrow for **Services** then select **LAMP/Git** from the drop-down menu (login if necessary with Sheridan credentials)

☐ Click on the **Request** button (Click on **?Additional Help** at the bottom of the page for detailed instructions on requesting a new account and other documentation); If your account has expired, click the **Renew** button

☐ You will get a **Sheridan email** (you will need to login to **Access Sheridan** to access your email) with your initial password. Be patient…You may have to wait for email to arrive.

☐ Go to the **cPanel login** (https://dev.fast.sheridanc.on.ca:2083) (see link in *cPanel* list in sidebar)

☐ Login using your **regular Sheridan username** and the **password FROM THE EMAIL SENT TO YOU WHEN YOU REQUESTED YOUR ACCOUNT.**
Your SLATE/Sheridan password WILL NOT WORK.

Step 2 / cPanel Settings:

☐ **Login into cPanel** (https://dev.fast.sheridanc.on.ca:2083) (see link in *cPanel* list in sidebar)

☐ Scroll down to bottom and look for **PREFERENCES** section
  o Select **Password & Security**
  o Follow prompts to create a new password (optional-*should not be done in class*)

☐ Scroll back to the top and select **File Manager**
  o Traverse (click) to **public_html** folder (in left hand panel)
    ▪ *Note: Web sites that are not uploaded inside the public_html folder are not accessible through your browser*

  o Click the **Settings** button in the top-right corner
    ▪ **Check** *Show Hidden Files (dotfiles)*

    ▪ **Check** Web Root (public_html or www) which will eliminate the initial step of having to select the public_html folder when going into File Manager

Step 3 / Create a folder to hold your class files

☐ Click on **+ Folder** (in File Manager)

- Type in **folder name** (be sure *New Folder will be created in:* reads /public_html…if not, Cancel and traverse to the public_html folder)
  - Case/spelling matters…be sure the first letter is a capital **A** and an **s** at the end

- Click on **Create New Folder**

Download and install FileZilla to upload your files/folders: (optional if using cPanel to upload files)

☐ Go to https://filezilla-project.org/download.php?show_all=1

☐ Download FileZilla **Client / Go to More download options so bundled offers are not included**
  - FileZilla win64 setup (recommended) option

☐ **Install** FileZilla / Accept all defaults

☐ **File → Site Manager**
  - Select *New Site* and name it *cPanel*

  - Protocol: **SFTP**
  - Host: **dev.fast.sheridanc.on.ca**
  - Logon Type: **Normal**
  - User: **Sheridan User Name**
  - Password: **Password sent from cPanel setup (not your Sheridan password)**

  - You can save your password / your choice

  - First time connect: **check to "Always trust this host, add this key to the cache"**

  - On the right panel, traverse to the **public_html** folder

  - Once setup, traverse to *your laptop site in the left panel* and to the *folder you want to upload to in the right panel*
    - You can upload entire folders or just one file at a time
    - Right-click in the right panel to create new directories for your sites

☐ **To view your sites**
  - Open **Chrome** browser

  - Type in your **Primary Domain** (see cPanel login page)
    - *your user name*.dev.fast.sheridanc.on.ca