Executive Summary

This document describes the steps required to create an Azure SFTP.

Application(s) Needed

Application Name	Application Description
Azure Portal	Web-based console that allows users to manage their Microsoft Azure cloud resources

Step-By-Step Process

Azure

Step 1: Login to Azure Portal
Step 2: Navigate to **Storage accounts** via the left hand portal menu

Step 2 Screenshot

Step 3: Click **Create**

Step 3 Screenshot

Step 4: Fill out the fields with relevant storage account information on the **Basics** tab, as shown

- **Storage account name** should reflect purpose of storage account, and not match this picture exactly.

Step 4 Screenshot

Step 5: Fill out the fields with relevant storage account information on the **Advanced** tab, as shown

Step 5 Screenshot

NOTE: The fields on the remaining tabs aren't necessary to fill out; however, for more information on what can be done for storage account creation on those tabs, you can read through the Azure documentation

Step 6: Navigate to Review and Create Tab, and click **Create**

Step 7: Deployment will then initiate. Deployment of the storage account will "in progress" until you see the following screen:

Step 7 Screenshot

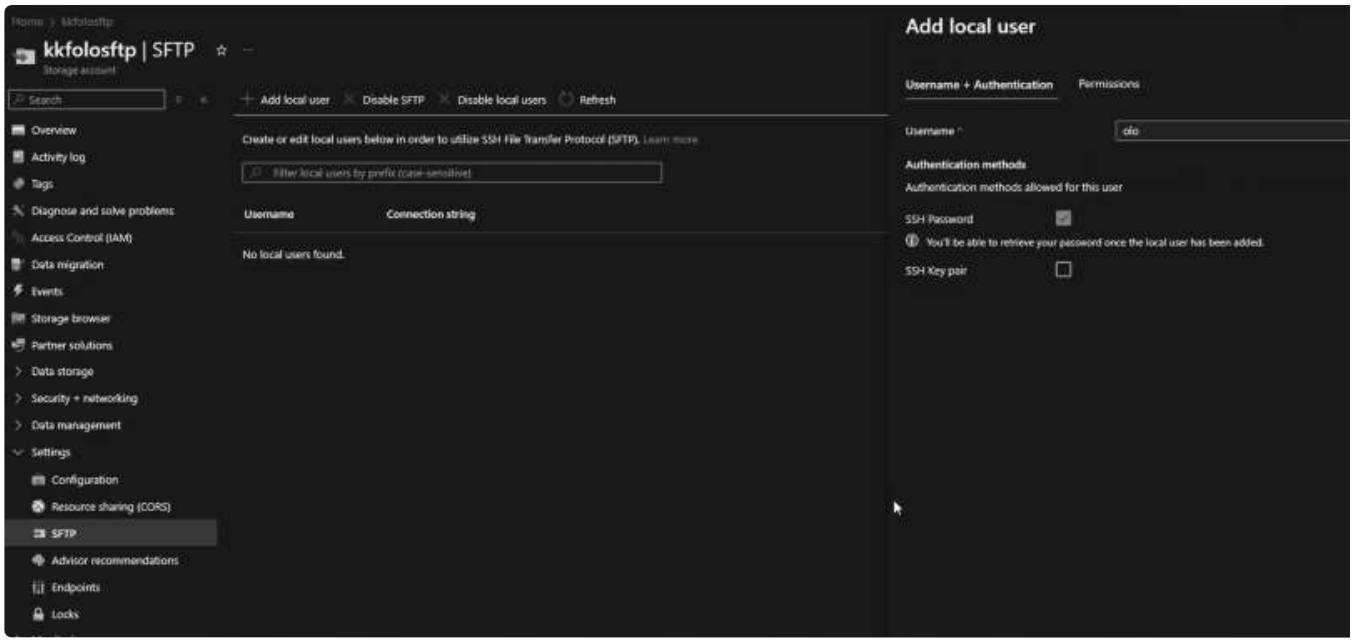
Step 8: Click **Go to resource.**

Step 9: Once on the resource page, navigate to **Settings** > **SFTP** in the left hand portal menu.

Step 10: Click **Enable SFTP.**

Step 11: Click **+ Add a local user.**

- ***Note:*** *Create 2 local users:*
    - ***kkfadmin:*** *Used by the KKF Data Engineering team to read and write files to and from the SFTP*
    - ***<external user name>:*** *Used by anyone who wishes to write files into the SFTP for the KKF Data Engineering team to load into the data warehouse*



Step 10 Screenshot

Step 12: Assign a Username and check the **SSH Password** checkbox.

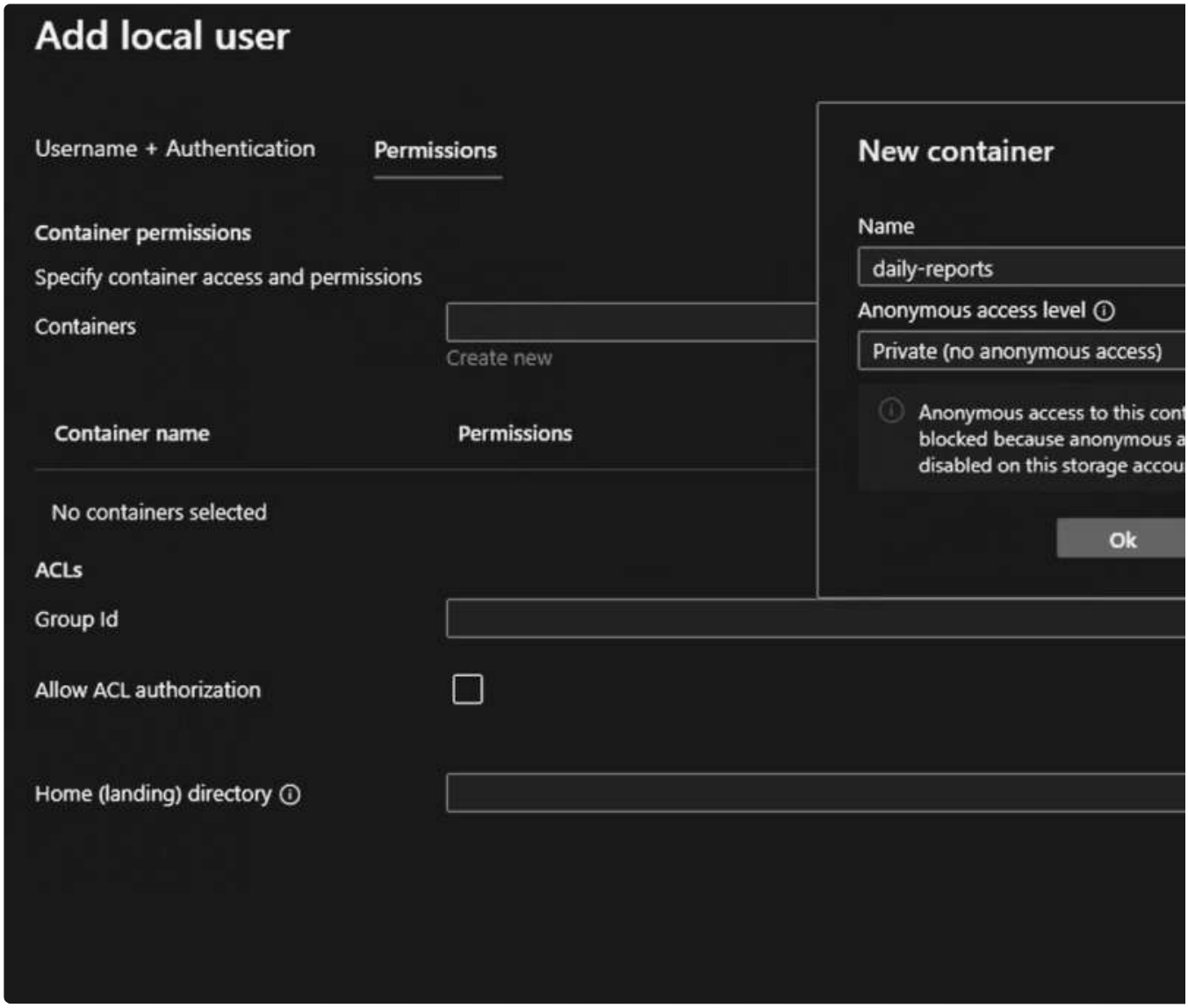
Step 13: Click on the **Permissions** tab.

Step 14: On the **Containers** line, click **Create New.** Fill out necessary fields (avoid using spaces in naming conventions; dashes are recommended)

Step 15: Assign the necessary **permissions**, see list of permissions and their descriptions **here**

- *Note: The kkfadmin should get all permissions, whereas the other local user should only get read, write, create, delete, and list*

Step 16: Assign the **Container** that you just created to the **Home (landing) directory** section



Step 11 Screenshot

Step 14: Be sure to save your **SSH Password;** it will generate once you add a local user. You won't be able to access it again in the future.

Step 15: Distribute the username and SSH password to relevant users so they may access the SFTP for file transfer.