

# How to: Create an SFTP Account

Enterprise Content Operations

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## Purpose

You will occasionally get an iSit ticket requesting the creation of an SFTP account. This document will walk you through the process of creating an account in IPSwitch, then testing it in FileZilla.

## iSit Ticket

**#12647850: Need new SFTP account created**

Check [Dashboard Tickets Assigned to my groups \(lexisnexis.com\)](#)<sup>1</sup> for new tickets regarding new SFTP tickets like the ticket shown above.

## Before You Start

You will need:

- iSit account
- IPSwitch account
- Outlook account
- Your own SFTP account
- Server login credentials

## Instructions

1. Log into IPSwitch (if you need the link or account, message your manager)
2. Go to users
3. Search if the user has already been created by another user

Search:

<input type="checkbox"/>	User Name ▲	Full Name	Host Administrator	System Administrator	Disable Login	Account Expired
No items found.						

4. Click "create" in the bottom left corner
5. Use the name indicated in the iSit ticket
6. Generate a strong, random password ([Strong Random Password Generator \(passwordsgenerator.net\)](#)<sup>2</sup> will work)
7. Click "custom home folder"
8. The name will be in the iSit ticket (ex: /newuser)
9. Check the box "locked to home folder"

<sup>1</sup> <https://isit.lexisnexis.com/Dashboards/2473/Tickets%20Assigned%20to%20my%20groups>

<sup>2</sup> <https://passwordsgenerator.net/>

10. Verify that your form looks like the example below, then hit save

The 'Create User' form contains the following fields and options:

- User name:** Text field with 'newuser' entered.
- Full name:** Text field.
- Email Address:** Text field.
- User type:** Dropdown menu with 'Regular' selected.
- ☐ Disable login
- Password:** Password field with masked characters.
- Confirm password:** Password field with masked characters.
- ☒ User can change password
- ☐ User must change password at next logon
- ☐ Require user to change password every 30 days
- SSH user key :** Text field with a 'Manage...' button.
- ☐ Require multi-factor authentication
- Home folder:**
  - ☐ Default: /users/<user name>
  - ☒ Custom: /newuser (with a 'Browse...' button)
- ☒ Lock user to home folder
- ☐ Show home folder as root

At the bottom are 'Save' and 'Cancel' buttons.

11. Search for newly created account to verify that it exists
12. Log into ALAWKPOKCWTS202
13. Go to FileZilla
14. Attempt to log into host [ds-ftp.lexisnexisrisk.com](http://ds-ftp.lexisnexisrisk.com)<sup>3</sup> using the new credentials

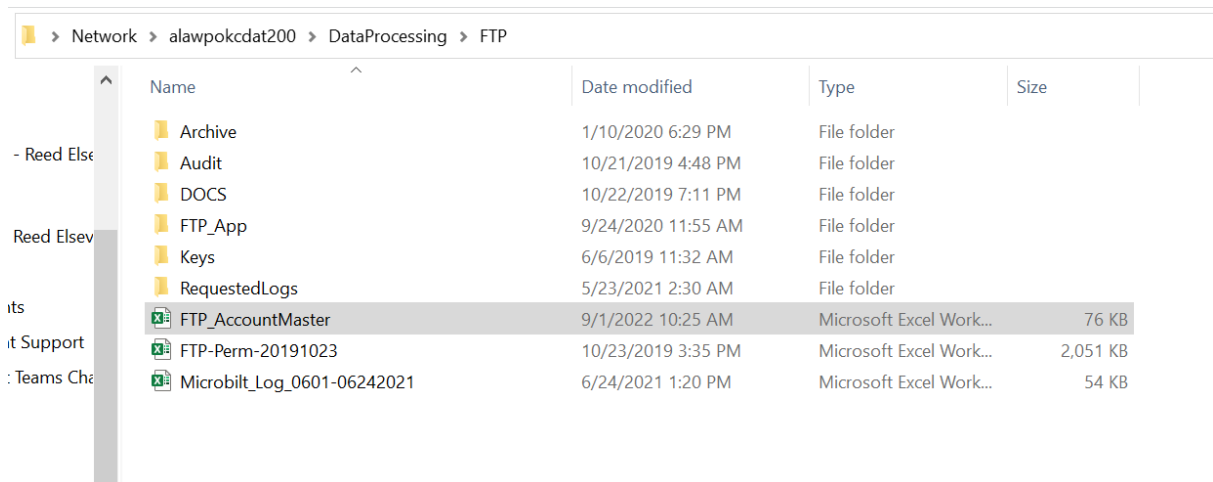
The FileZilla connection dialog box shows the following configuration:

- General tab:**
  - Protocol:** SFTP - SSH File Transfer Protocol
  - Host:** ds-ftp.lexisnexisrisk.com
  - Port:** (empty)
  - Logon Type:** Normal
  - User:** newuser
  - Password:** (masked with dots)
  - Background color:** None
  - Comments:** (empty text area)
- Buttons:** Connect, OK, Cancel

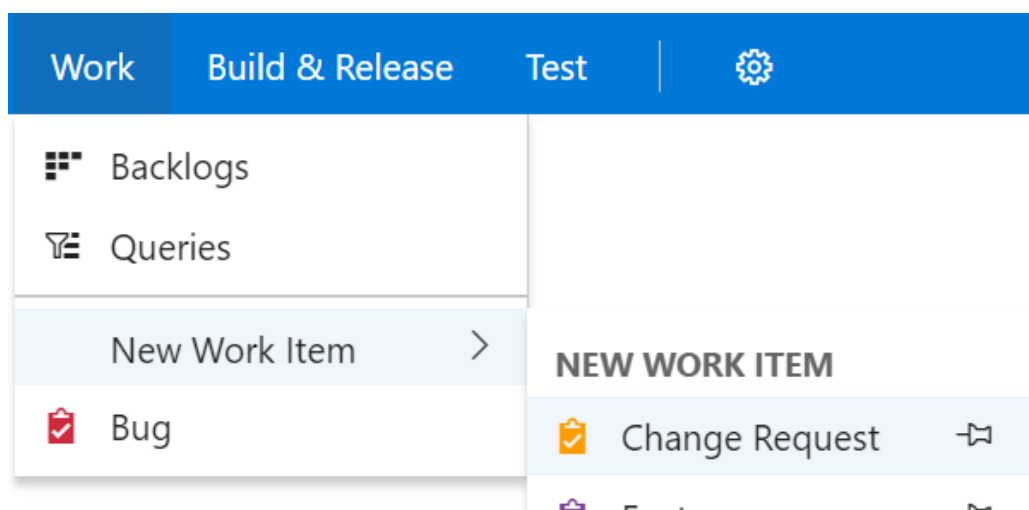
15. Resolve the iSit ticket
16. Leave a comment stating that the account has been created and the password will be sent in an email
17. Email the creator of the ticket with the password to the new account in a separate email.

<sup>3</sup> <http://ds-ftp.lexisnexisrisk.com>

18. Open file explorer, then enter "\\alawpokcdat200\DataProcessing\FTP" in the search bar



19. Click on the "FTP\_AccountMaster" document, as shown above.
20. Enter the newly created SFTP account's details into this document, then click save.
21. Go to [Project Overview - Microsoft Team Foundation Server \(regn.net\)](https://regn.net)<sup>4</sup>
22. Go to work > new work item > change request



23. Enter "Please run the below scripts to 'update' and 'insert into' ALAWPOKCAPP200." into the title, then assign to Scott Morris.
24. Enter the below query into the "description" box. Replace:
- '\ntctax' with the SFTP server name you just created
  - 'BarhJa01' with your account name
  - '2022-11-03 04:18:57.230' with the current date and time

<sup>4</sup> <https://alawpokctfs201.risk.regn.net/tfs/OKC/Database%20Administration>

```
insert into [alawpocapp200].[ftpaudits].[dbo].[ftpdirectoriesowner]  
values ('ntctax',1,'LNR-OKCClientServices@lexisnexis.com'5,-14,'BarhJa01','2022-11-03  
04:18:57.230','BarhJa01','2022-11-03 04:19:25.415')
```

25. Click "save and close".

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<sup>5</sup> <http://lexisnexis.com>