

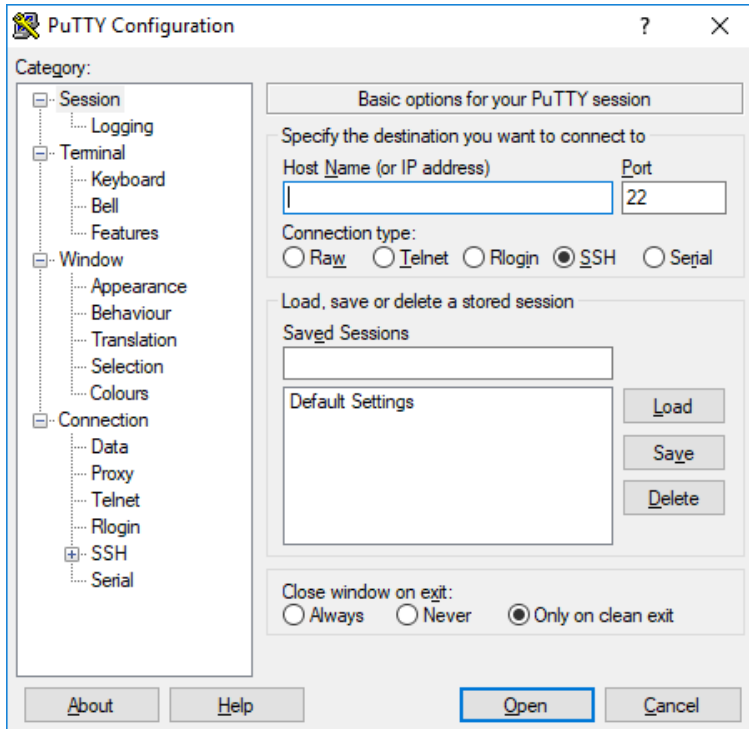
Accessing Hills Web Server (Server offered by City College of SF)

First time EVER you access Hills

a) For Windows computers

1) You can download PuTTY from this website - <https://www.putty.org/>

After you download the file, install PuTTY in your computer and then when you run PuTTY this is the initial screen you will get:



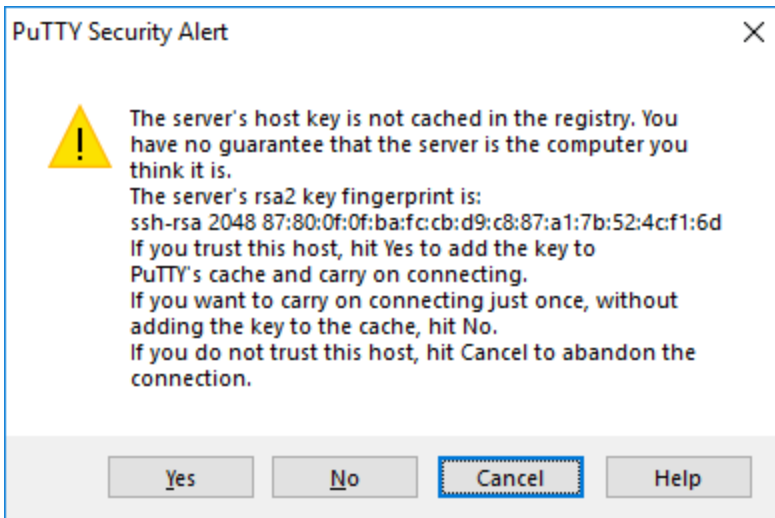
In the **Host Name** you will type hills.ccsf.edu

Leave the port as 22 as this means that you will have a secure connection

The **Connection type** should also be **SSH** as it is marked with a black dot in the image above

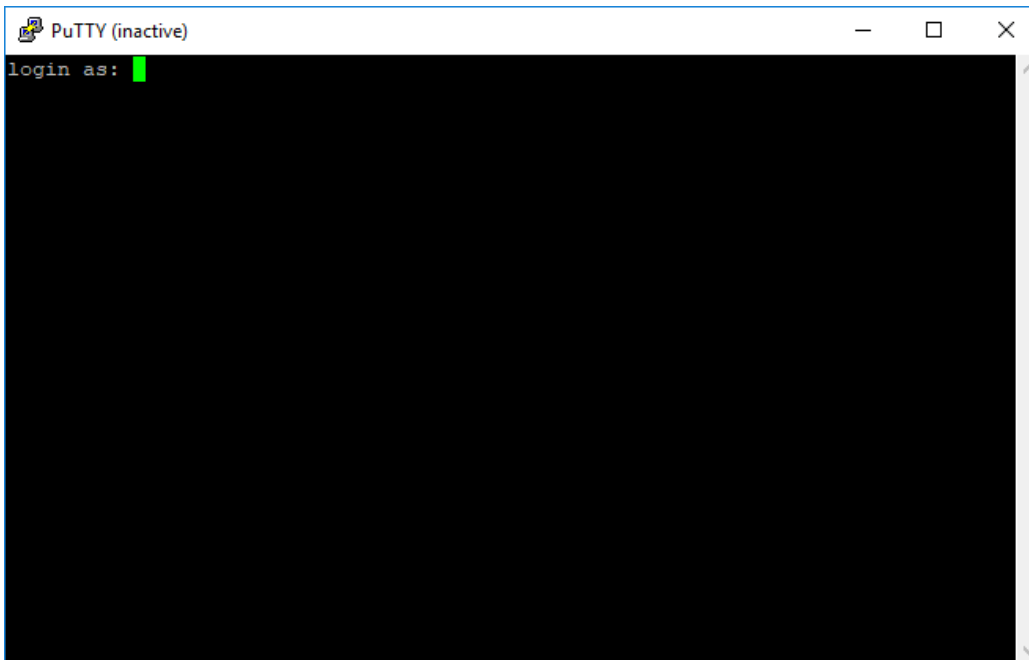
Then you click on the **Open** button

This is the screen you might get when you open the session for the first time:



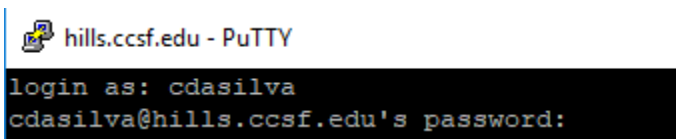
This is to guarantee that you will have a unique “fingerprint” for this type of connection you are doing – so, you can answer **Yes** and next time this screen will not show up when you connect to Hills

After you click on the **Yes** button, you will get this screen:



2) That’s where you will type your username in Hills (just beside the **login as:**) and press ENTER

Then it will request your password showing a screen such as the one below:



When you start typing your password, **the cursor will not move** – this is just a security measure. Type your password and because you HAVE NEVER USED Hills, you will type your initial password

The initial password will be in the following format:

mmmdyy.fl where

mmm = the 3 first letters of the month you were born

dd = the 2 digits of the day you were born

yy = the LAST 2 digits of the year you were born

. = just a period

f = first letter of your first name

l = first letter of your last name

Example: Student name is Janet Smith and her date of birth is July 8th 1987 – so, here password would be jul0887.js

Of course, in the image above, it's showing **cdasilva@hills.ccsf.edu's password** because **cdasilva** is MY username in Hills....it will show **YOUR** username

3) Read the screen result while changing your password and make sure you take note of the new password you are creating. You will probably need to type the new password twice to confirm the new password.

4) After the creation of the new password, you might be logged off automatically from Hills and all you will need to do is restart the connection doing again the steps from the start of this document (opening PuTTY, typing hills.ccsf.edu in the Host Name, etc.).

When you finally login in Hills, using your new password, you will get the following screen:



```
hills.ccsf.edu - PuTTY
login as: cdasilva
cdasilva@hills.ccsf.edu's password:
Last login: Fri Feb 9 10:51:59 2018 from 73.92.239.42

*****
* W A R N I N G !
*
* BY ACCESSING AND USING THIS SYSTEM YOU CONSENT TO
* SYSTEM MONITORING FOR LAW ENFORCEMENT AND OTHER
* PURPOSES.
*
* UNAUTHORIZED USE OF THIS COMPUTER SYSTEM MAY SUBJECT
* YOU TO CRIMINAL PROSECUTION AND PENALTIES.
*
* DO NOT COPY OR INSTALL ANY ILLEGAL OR UNLICENSED
* SOFTWARE ON THIS COMPUTER SYSTEM!
*
* Refer to CCSF Computer Usage Policy for additional
* information: http://www.ccsf.edu/Policy/NEWpolicy.html
*
*****

tabs: no tab-list given
$
```

The **\$** is called the prompt meaning the Hills is ready to receive your commands.

5) That's when you will run the setup – just type **setup** and press ENTER and after you do that, you will get the same screen you see above but with the setup command typed and the **Done!** message showing to you that the setup command was processed.

That **setup** command created for you the **public_html** folder with the right permissions so you can use it to upload your web pages' files and show in the browser – if you had used Hills before, you can still use that setup command just to

make sure that you will have the right permissions in your **public_html** folder and in any file/folder that is inside **public_html** folder

To disconnect from Hills and close PuTTY, you just type the command **exit** and press ENTER

b) For Mac computers

1) Open the Terminal application you have in Mac and you will see the white or black screen of the Terminal

2) Type the following command:

```
ssh xxx@hills.ccsf.edu
```

where xxx is the username (the first part of your CCSF Gmail account which is xxx@mail.ccsf.edu)

Press the Return key when you finish the command

3) The password will be requested – your first password in Hills follows this format:

mmmdyy.fl where

mmm = the 3 first letters of the month you were born

dd = the 2 digits of the day you were born

yy = the LAST 2 digits of the year you were born

. = just a period

f = first letter of your first name

l = first letter of your last name

Example: Student name is Janet Smith and her date of birth is July 8th 1987 – so, here password would be jul0887.js

4) After you type that password, and press the Return key, you will be logged in your Hills account but the process to change your password will start

5) You need to type the “old” password – the one you typed in step 3) – then press the Return key – ATTENTION THAT THE CURSOR WILL NOT MOVE WHEN YOU TYPE THE PASSWORD AND IT’S OK! YOU NEED TO PAY ATTENTION TO WHAT YOU ARE TYPING

6) A new password will be requested – I suggest you create a new easy password with 4 characters and 4 numbers – after you type the password, press the Return key – AGAIN, THE CURSOR WILL NOT MOVE!!!

7) You will need to confirm the new password – type it again and press the Return key

8) You will receive the message of password changed, but you will be automatically logged out from Hills

9) Login again following steps 1) and 2) and, of course, type your new password and press the Return key

10) After you successfully login (you will see the \$ sign and the cursor positioned). You should then, type the command **setup** and press the Return key

11) You will see the message Done! And this means that you are now ready to use Filezilla, or Cyberduck, or any other FTP software to transfer your files to your Hills account as you have set up the right permissions to files and folder from public_html folder down.

You have already used Hills before but forgot your password!

If you forget your password in Hills, you will need to go IN PERSON, to the Batmale Hall, Ocean Campus, 3rd floor (computer lab) to ask to have your Hills password reset **OR** you can contact the Help Desk using their phone number - 415-239-3711; if you are on campus you can use the extension - 3711; or you can use the new toll-free number - 844-693-HELP(4357)

If you know your password, just continue here:

1) Download any FTP Client Software such as:

Filezilla – it works perfectly to access Hills – you should download from this website - <https://filezilla-project.org/download.php?type=client>

OR

Cyberduck – it also works with Hills – you should download from this website - <https://cyberduck.io/> - scroll down the website and you should see two buttons like what is being shown here - PLEASE, CLICK ON THE DOWNLOAD BUTTON THAT IS APPROPRIATE FOR YOUR COMPUTER

OR

Any other FTP Client Software that you are accustomed to use

2) Install the software – if you have one installed, you can skip this step

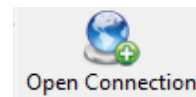
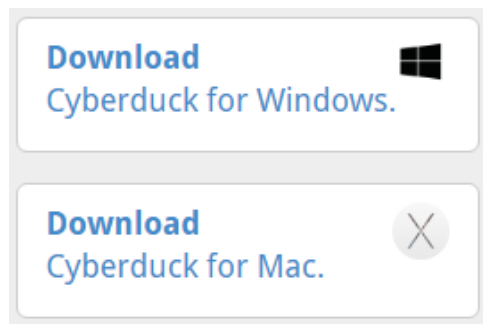
3) When you open the FTP Client Software, you will need to give the following things to access your account:

Host Name = hills.ccsf.edu

User Name = it's your username in Hills (remember, it's the first part of the CCSF Gmail you have)

Password = it's your password in Hills

4) - a) If you are using Cyberduck, you will need to click on the Open Connection button at the top left side and then you will see a screen like the one below:



Open Connection

The drop-down box should have the SFTP(SSH File Transfer Protocol) selected – as you see in the image here

In the Server: box, you will type the host name hills.ccsf.edu

In the Username, you will type your username in Hills

In the Password, you will type your password in Hills

Then click the Connect button to login

Unknown fingerprint



Unknown fingerprint

The fingerprint for the RSA key sent by the server is
25:59:17:34:e5:4a:2d:d5:cd:a5:76:63:2f:6f:0c:24.

→ Allow

→ Deny

☐ Always

You should see a small screen such as the one shown here you just need to click on the Allow button and you will then be logged in and see the list of files/folders but you **SHOULD** SEE the public_html

4) – b) If you are using Filezilla, you will see the following (here showing only the top of the Filezilla screen):



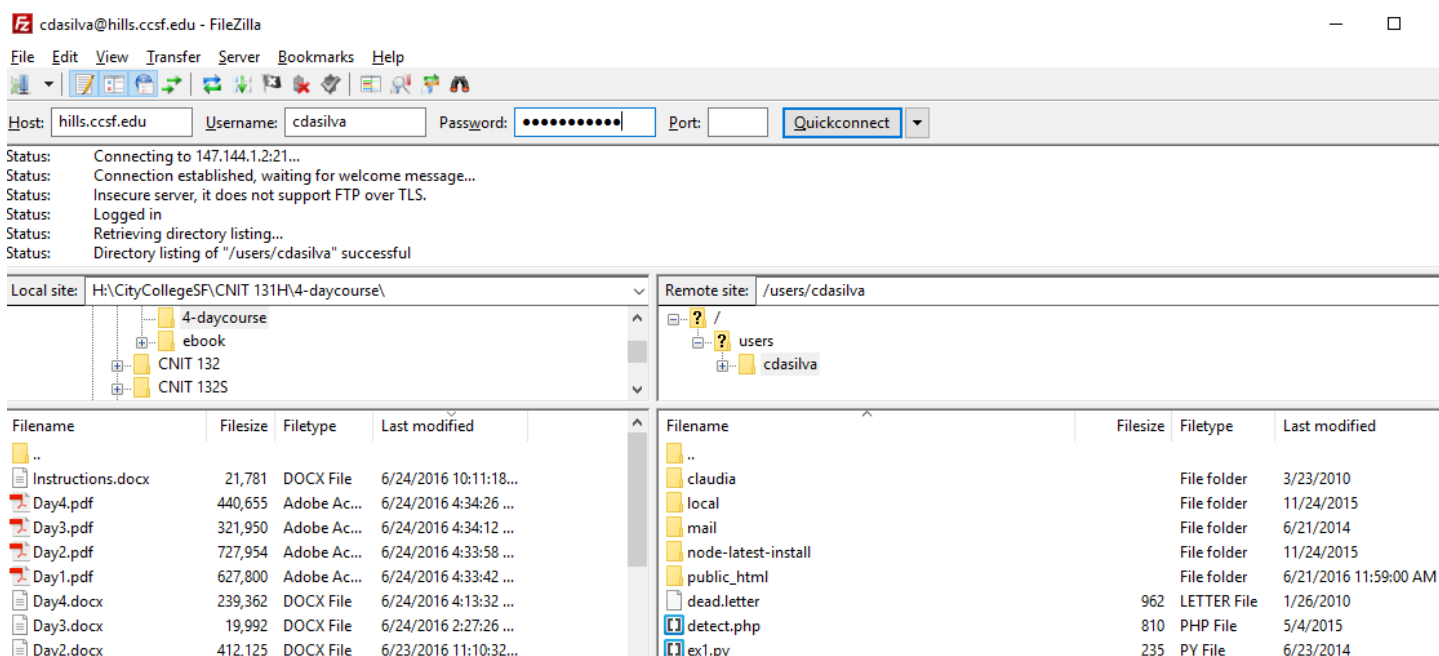
In the **Host** box, you should type hills.ccsf.edu

In the **Username** box you should type your username in Hills

In **Password** you should type your password in Hills

In **Port** you should type 22 as Hills uses a secure connection (SFTP)

Click on the **Quickconnect** button and if you typed everything ok, you should see the complete Filezilla screen that might look similar to the one below:



On the two boxes on the right side, you will see the folders/files in your Hills account, INCLUDING the public_html

5) It does not matter if you are in Cyberduck or Filezilla, you will need to double-click on the public_html folder to open it – BECAUSE ANY FILE OF YOUR WEB PAGE WILL BE UPLOADED TO THAT FOLDER!!!!

6) – a) If you are using Cyberduck, after you opened the public_html folder, you will click on the Upload icon you see at the top of the Cyberduck screen – it looks like this image here on the side



After you click on that, you will look for the file(s) you want to upload – click on the file and then click on the Choose button and it will be uploaded

6) – b) If you are using Filezilla, after you double-click on the public_html to open it, you will find your file on the bottom left part of the Filezilla screen that represents your computer – then just drag-and-drop the file from the left side to the right side (your Hills account) and the file you will be uploaded

YOU NEED TO UPLOAD ALL THE FILES THAT MAKE YOUR WEB PAGE(S): THE HTML FILE(S), THE IMAGES, VIDEOS, ETC. AND THEY ALL SHOULD BE INSIDE THE PUBLIC_HTML FOLDER!!!

Showing your web page on the browser

1) Open any browser (Chrome, or Firefox, or Safari, or IE)

2) In the address line, you will type the URL to your files in Hills that should be something as:
hills.ccsf.edu/~xxx/file.html

Where:

xxx = your username in Hills

file.html = the HTML file or the path to the HTML file you uploaded that is inside the public_html folder in your Hills account. For example: if you decided to create a folder called **myfolder** inside the **public_html** folder and then you upload your HTML file named **page.html** to **myfolder**, then your URL would be hills.ccsf.edu/~xxx/**myfolder/page.html**

Possible messages in the browser

1) If you see the message 404 NOT FOUND – it might be that you did not type the URL correctly (missing one character, or you typed the name of the file with a different case) – example: if you saved your file as FILE.html and you use the URL <http://hills.ccsf.edu/~xxx/file.html> – it WILL NOT FIND IT – because your file was saved with different capitalization! Also, make sure that your file is inside the public_html

2) If you see the message 503 FORBIDDEN – then, all you need is to use the PuTTY application (Windows computer) or the Terminal and the SSH command (Mac computers) to login in Hills and run the **setup** command again (refer to the first pages of this document that shows you how you connect to Hills using these applications).