Students Website Documentation for PC

This document covers the steps required for you to be able to update your personal websites. Individual student websites are hosted at the following address:

> http://students.pepperdine.edu/<YOUR NETID>/

Your NET ID is the username you use to login to your computer and is also the username used for email and PepperdineXpress.

The connection to the web-server is established via SFTP (Secure File Transfer Protocol) using an SFTP client. WinSCP is the officially supported SFTP client. Once connected, you can upload, download, or delete HTML files to/from your directory.

> ***NOTE: We recommend having a file called*** default.htm ***in your directory as this is the file displayed when a user enters an address. In this case no HTML file is specified, but rather just a directory name. If*** default.htm ***does not exist in a student member's directory and a user browses to URL such as the above, the user will receive an error message.***

WinSCP

WinSCP is an open source application for Windows and offers you Secure FTP (SFTP) connections to the Pepperdine Student server. WinSCP is available as a free download from the projects website:

> http://winscp.net/eng/download.php

As of this writing the latest release of WinSCP is 3.8.1. After downloading the Installation package, launch the installer and follow the prompts to correctly install the product. Leave the default options when prompted.

After installation, launch WinSCP; you'll be prompted with a window titled "WinSCP Login" (See Figure 1). Enter the following information:

1. Enter **students.pepperdine.edu** in the Hostname field.
2. Leave the "Port number" as 22.
3. Enter your short *Pepperdine username* in the Username field.
4. Enter your password into the Password field.
5. Leave the Private Key File field empty. One will be generated for you on the first connection.
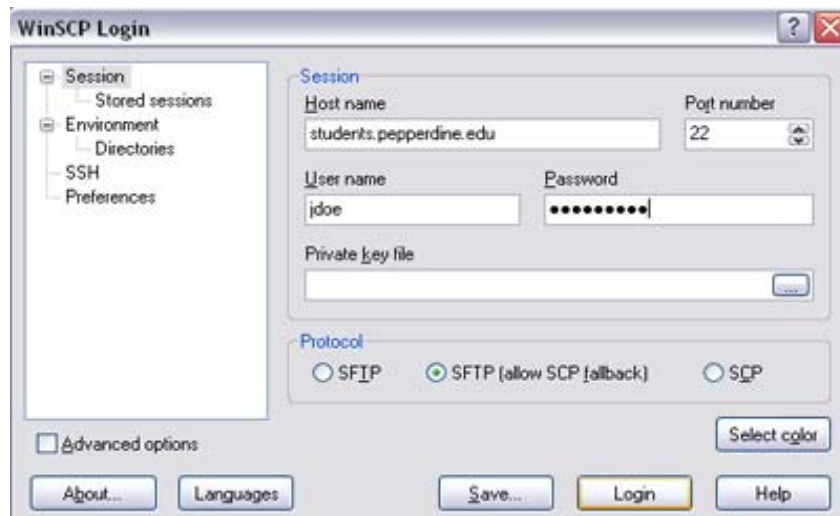
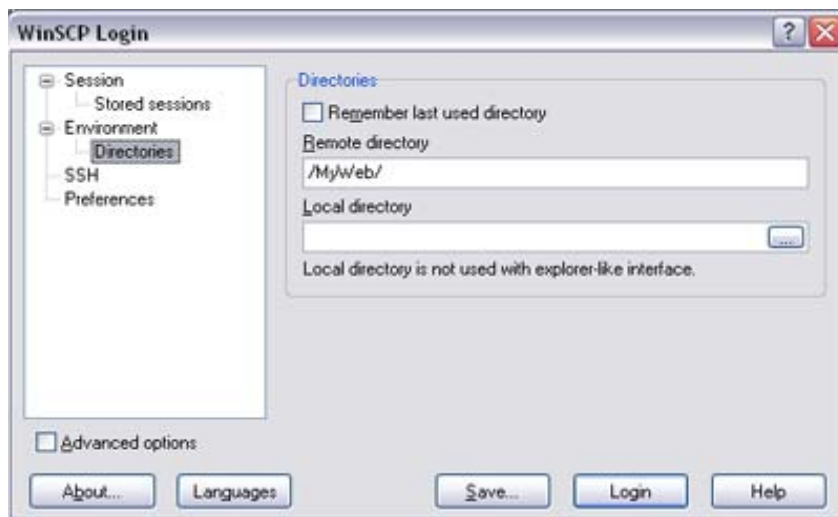**Figure 1: Enter the required information for login**

Figure 2: Enter the remote directory information

6. In the left pane, click the Directories item and enter **"/MyWeb/"** into the Remote Directory field as shown in Figure 2.
7. Click the Login button.
8. You will be prompted with a Warning stating "The server's host key was not found in the cache … Continue connecting and add host key to cache?", Click the **Yes** button to continue. This generates the Private Key File.

After connecting properly, you will see another window divided into two halves (See the next figure). The left pane represents local files on your computer, and the right pane represents the remote folder. "MyWeb" contains your remote files which comprise your web site.

> ***NOTE: Do not delete any existing folders including "_private", "images", or any folder beginning with "_vti". These files are generated by Microsoft's FrontPage website software and their removal will cause any pages currently on your site to no longer work.***
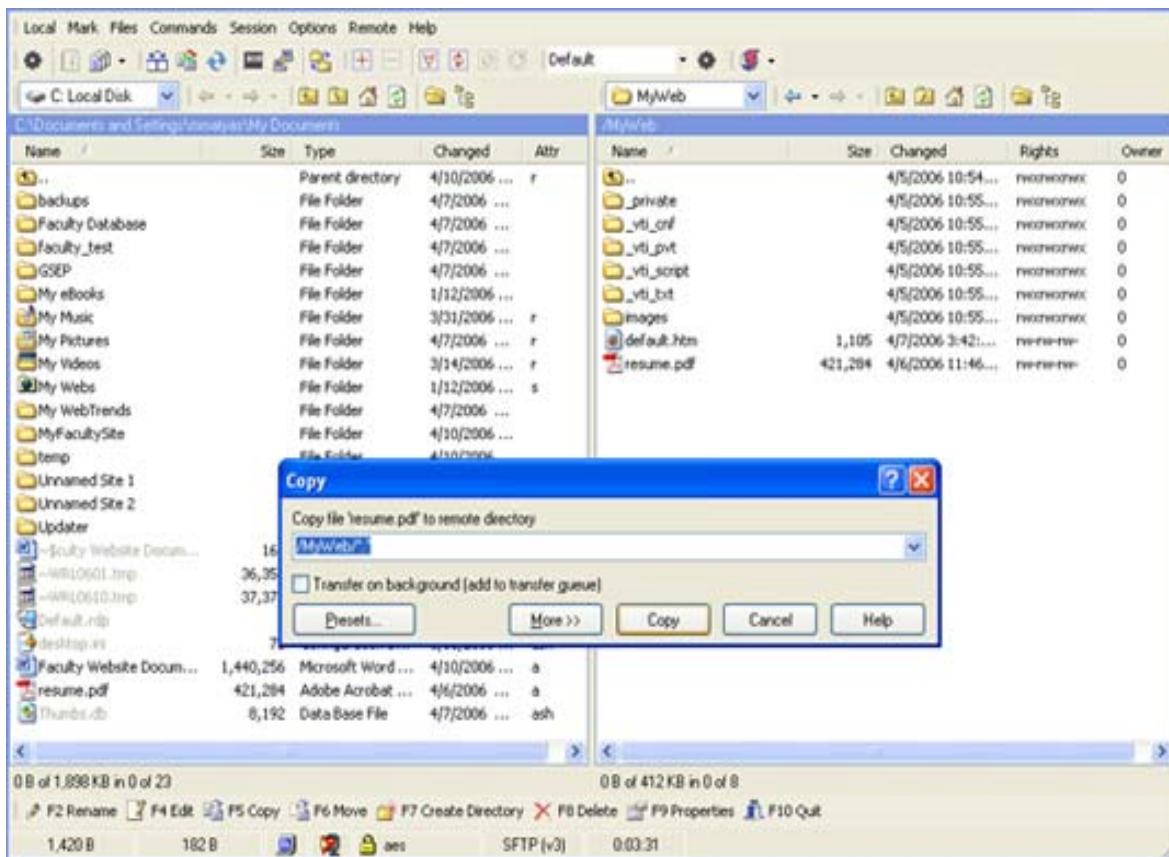
Figure 3: Drag and drop files in both directions to copy files to and from your web site. When the copy process begins you will see a small dialog box called "Copy". Click the Copy button to initiate the process.

At this point you can drag and drop files from the left pane (local files) into your remote web directory which appears in the right pane (/MyWeb). You will be prompted to select the remote directory you want to copy it to. Click the Copy button to begin copying files to the directory you are in. If you have sub-directories, you can enter the path into the Remote Directory field, but this is not suggested unless you are familiar with the process.