Uploading Information using WinSCP.

This assumes you have WinSCP on your computer or you are working on campus. If you don’t have WinSCP, check out the pdf on downloading and installing WinSCP. Besides help in class, you can ask lab techs (in the library) for help as needed on this step or contact Academic Computing at their website: it.usf.edu/help. They have a chat line available.

1) Start WinSCP via the icon on the desktop/ in your fast start box or under start - programs – WinSCP. You should a window similar to the one below.

Note: one person had to turn off his anti-virus software to get everything to work correctly – I don’t have to do that & he’s the only one I’ve heard of who has, but it’s something to keep in mind if these instructions don’t work for you.

2) Host Name should be

ssh.myweb.usf.edu

User Name is your netid (Bb Username)

Password is your netid Password (Bb password)

Don’t change the Port Number or anything else

Click Login

You may get some warning messages – just continue on with the login.
3) Then you’ll be signed on to the USF server (on the right) and your own computer (on the left). It will look something like this:

On the left side, you’ll want to browse to the folder that holds all of your web pages & images.

On the right side, you should have a folder called public_html.

If you don’t have a public_html folder:

Right-click a blank space on the right-side (server-side) of the window. Select "New" and then "Directory" and name it public_html.
4) If you had a public_html folder or if you had to create one, next you want to check the properties of the folder.

Right click your public_html folder and select "Properties".

In the properties folder under "Permissions", be sure the Octal number to "0755".

If it isn’t, change it to this number and click the box ‘set group, owner and permissions recursively’ and then click ‘OK’. If you have problems with that box, just sent the permission to 0755.

5) Next double click the public_html folder to open it.

Then drag your html and image files from your computer/folder to public_html on the right.

Overwrite the index.html if one already exists in the folder.

Do NOT drag the whole folder from your computer – open your folder & drag the individual files – include all image/picture files.

Your files should be copied to the USF server (right side of window) and the dates/times on the web pages match those on your computer (left side of the window).

6) Close the WinSCP window and try out your website. Your URL will be netid.myweb.usf.edu. So if your netid is sjones7, your URL will be sjones7.myweb.usf.edu. Test your website on 2 computers and try at least 2 browsers (start with Internet Explorer and Firefox) to be all of your links, images, etc. work.