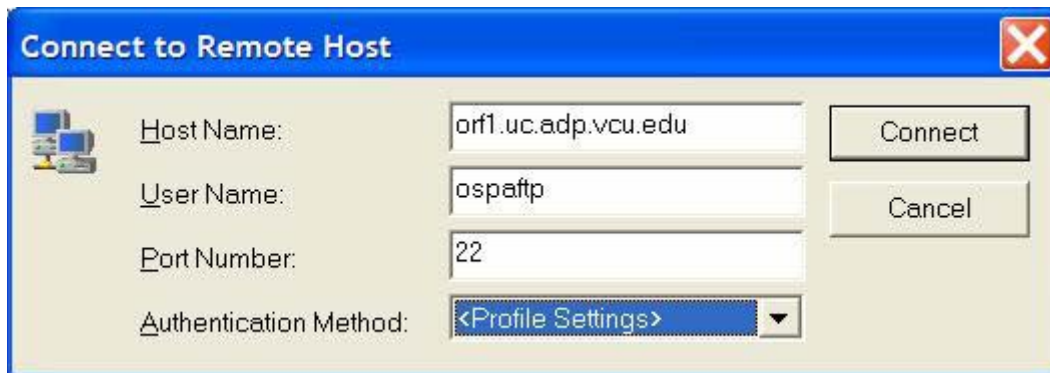


Uploading Data Using Secure Shell FTP (SSH-FTP)

1. Download and install the SSH-FTP client software by clicking [here](#) and selecting **Run**.
OR
Enter the following URL into your browser :
<http://www.at.vcu.edu/software/windows/SSHSecureShellClient-3.2.9.exe>
2. You **may** receive the **Security Warning** below. If you do, simply click **Run**.

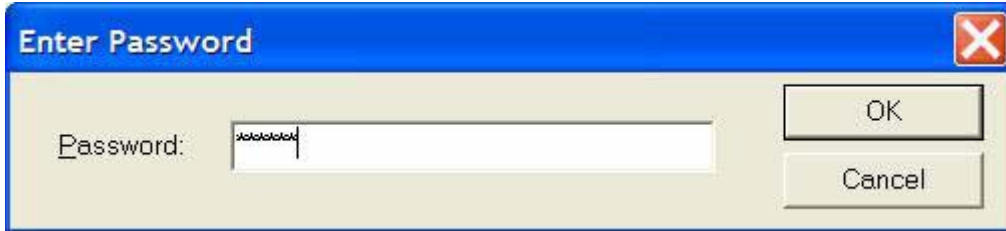


3. During the application install, **Accept** all of the **Default** settings.
4. Once the SSH-FTP client software has been successfully downloaded and installed, open the application by clicking **Start → All Programs → SSH Secure Shell → Secure File Transfer Client**.
5. Maximize the application window and click on **File → Quick Connect**.
6. In the **Connect to Remote Host** pop-up window, enter the following information :

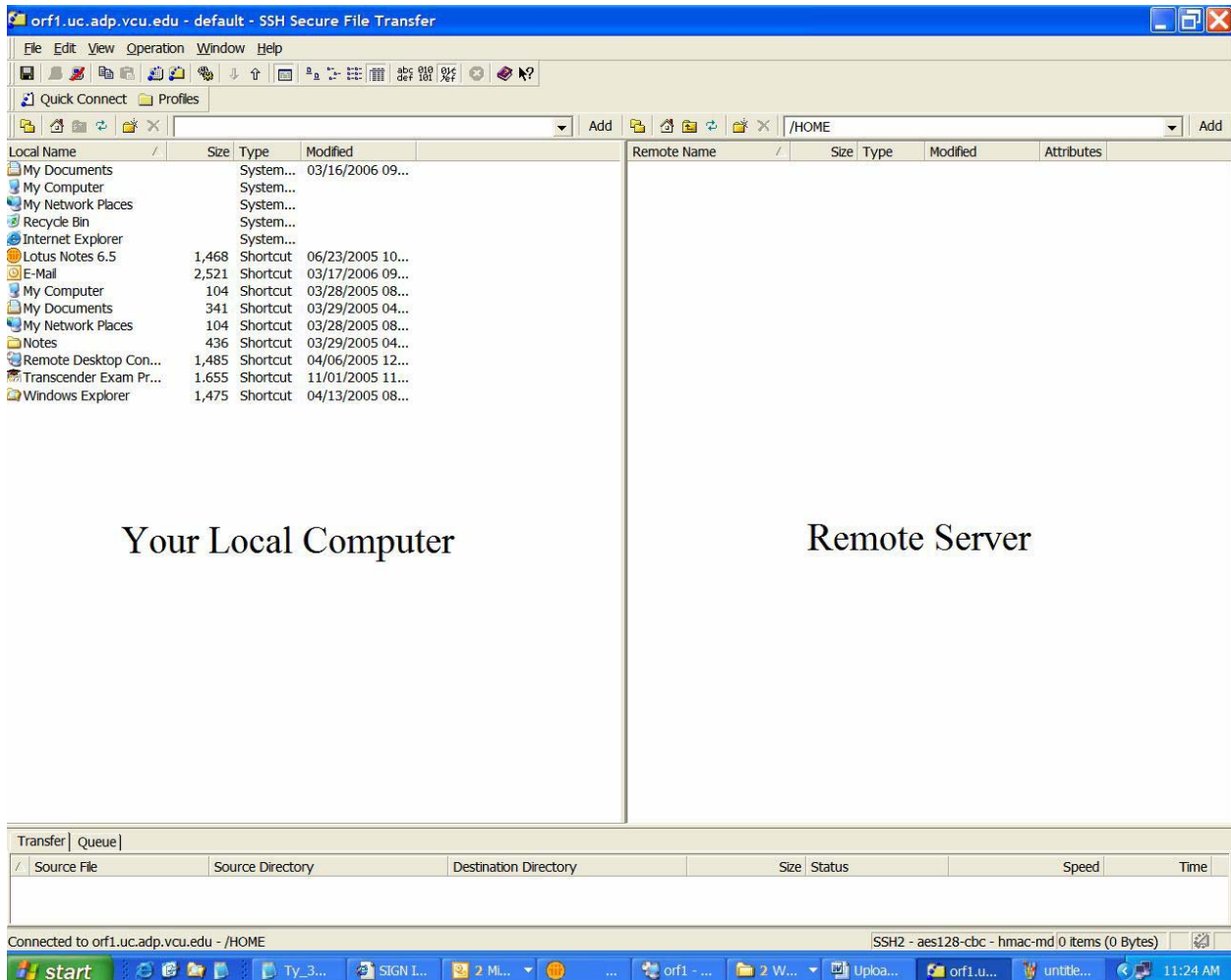


If your computer will not accept this, enter 128.172.9.105 as the Host Name.

7. Click **Connect** .
8. You will be prompted that you are connecting to a **Secure Server** and asked if you would like to Continue. Click **Yes**. (This will only occur the first time you connect to the server.)
9. You will then be prompted for a password. Enter “ file4U “ (no quotes) as the password.



10. Click OK.
11. You will then be connected to the **Secure Server**. Your screen will look similar to the one below.



12. Browse on **Your Local Computer** to the location of the file you wish to upload.
13. **Right-Click** on the file you wish to upload, and select **Upload**.
14. Depending on the size of your file and the speed of your connection, you should see your file appear on the **Remote Server**.
15. Once your file appears on the Remote Server, **Disconnect** from the Remote Server, by Clicking **File → Disconnect**.
16. You will be prompted if you are sure that you want to disconnect, Click **OK**.



17. Once you are disconnected, you may close the SSH-FTP application.