

Managing Web Server Account and Files

Overview

1. Be sure you have completed the **account activation** step through the DePaul School of Computer Science and Digital Media (CDM). This is needed both to use CDM labs and to have an account on their web server.
2. **Download an FTP client** such as FileZilla. I'd recommend starting with this one, even if you choose a different client at a later point in the course.
3. **Configure your FTP client** (FileZilla or whichever FTP client you use) to connect to your account on the web server.
4. Know how to **contact Tech Support** if necessary.

Account Activation

This is an important step as you will need to activate your account through CDM not only to have access to the web server, but also in order to use any CDM lab at DePaul. This only needs to be done once a year Go to <https://accountactivate.cdm.depaul.edu> to complete the process. You will be prompted to choose a password. This is the password you will use to log on to the computers in the CDM labs, and is also the password you will use for your account on the web server.

IMPORTANT: If you encounter difficulties with this step, please be sure to contact technical support using the contact information found on the authentication page. Your instructor does not have anything to do with setting up these accounts or this authentication step.

Download an FTP Client such as FileZilla

There are many different FTP clients out there. FileZilla is probably a good choice as it is simple and free, and is available for both PCs and Macs. There are also a few minor drawbacks which I will discuss in class. Be sure to download the client from <http://filezilla-project.org/>

ONLY download this application from the URL above! There are some sites that provide downloads of Filezilla that have malware and/or viruses! However if you install from the filezilla-project folks, then you will, of course, have a legitimate and safe version of the application.

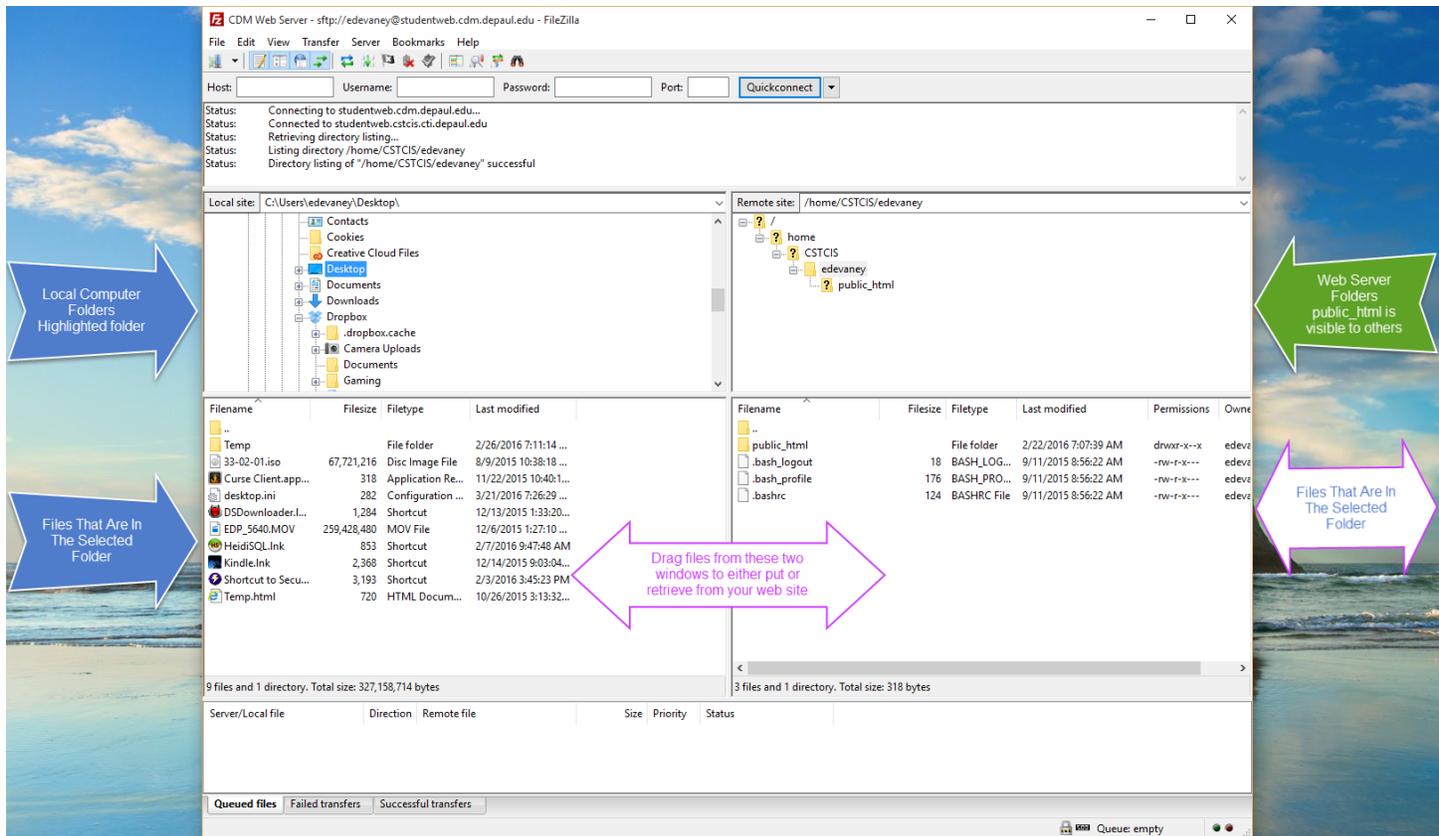
Configure Your FTP Client to Connect to the Server

Here are the basic instructions if you are using FileZilla. However, please note that different versions may work slightly differently. We will also go over this step together in class.

1. Click on File -> Site Manager -> New Site
2. Choose a familiar name for this connection such as *CDM Web Server*
3. Under 'Host' enter the server name (**studentweb.cdm.depaul.edu**) – fortunately you'll only have to enter this once!
4. Under 'Protocol' choose **SFTP** (not FTP)
5. Under 'Login Type' choose 'Ask for password'.
 - If you are at home or using a laptop, you may choose 'Normal' and it will remember your password.
6. Enter your name and password in the appropriate fields
7. Click on Okay

- The first time, you may get a dialog box saying 'Unknown Host Key' and offering you the option to *Always trust this host*. If you see this dialog, click okay (you may have to check a box first). This should be the only time you see this dialog unless you later use a different computer.

Transferring Files to/from (uploading/downloading) Your Account



We will demonstrate in class. Briefly:

- The left side of the screen shows your local computer. The right side is the web server.
- First select the folder on your local computer (left) where the file you want to send is then select the folder on web server (right) where you want to send the file.
- To upload, you can simply drag-and-drop from the left side to the right. To download, do the opposite.
- You can also right-click one or more files and choose upload or download.
- You can also delete files, create and remove directories, and other standard file management procedures.

URL to Your Account on the Server

`http://studentweb.cdm.depaul.edu/~your_login_name/file_name.html`

For example, the URL to a file called 'my_first_page' on my account on the server would be:

`http://studentweb.cdm.depaul.edu/~edevaney/my_first_page.html`

Do Not Use FileZilla's 'Copy URL to Clipboard' Functionality

I have seen instances of non-functioning URLs being generated when students use this tool. However, this will almost inevitably generate a non-functioning URL. Remember to always copy and paste your URL into a browser to make sure that it is working. The requirement is that the grader or professor should be able to click on your URL and view your page. You should also review the FTP lecture which explains URLs and shows you how to come up with a properly functioning URL to your page.

Duration of Account Access

As far as I know, these accounts are available through the quarter following your IT-130 class. However, you may be able to request an extension by contacting the site administrators. Also, if you take additional courses, the account should remain active.

404 Permissions Error

While this is not common, some students encounter an error saying "You do not have the proper permissions to view this file." If you are one of the unlucky few, don't panic, the fix is easy. Please see [this file](#). However, if all you see is '404 Error' this is different. It means that the server is unable to find your file. Either you have an incorrect URL to the file, or the file is not present on the server.

Contacting CDM Technical Support

This is where to turn if you are unable to either activate your CDM account, or to access your account on the web server.

- Their email address is: helpdesk@cdm.depaul.edu . They are very helpful. Do not hesitate to contact them if you are encountering difficulties.
- The CDM website can be found at: <http://blogs.cti.depaul.edu/techsupport/default.aspx>
- CDM technical support deals exclusively with issues relating to resources of the School of Computing and Digital Media.