

**How to Set Up WinSCP  
to Connect to NFS (network file server)  
(For BANPROD)**

*This will replace accessing files on admin2.*

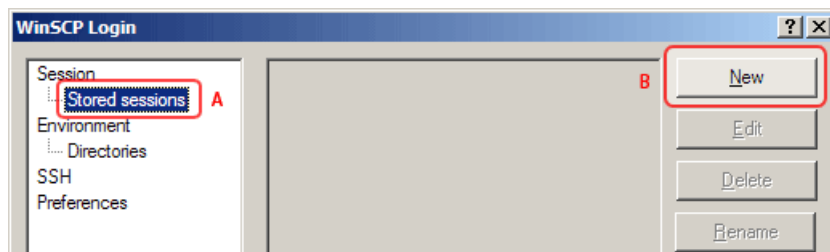
Download and install WinSCP from [\\codesrv1\WAKE\SCP\winscp407setup.exe](http://codesrv1\WAKE\SCP\winscp407setup.exe) or call the Information Systems Service Desk at xHELP (x4357) for assistance.

To download and install WinSCP, go to **Start>Run...>** and type in:  
[\\codesrv1\WAKE\SCP\winscp407setup.exe](http://codesrv1\WAKE\SCP\winscp407setup.exe)

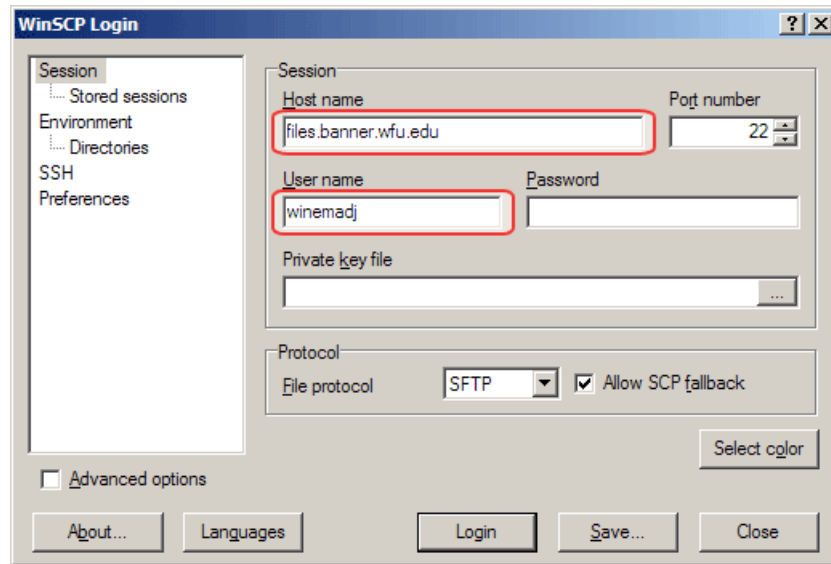
**a. Accept all defaults set on the Set Up Wizard**

- i. Click Next at the Welcome Page.
- ii. Click Next at the License Agreement.
- iii. Choose Typical Installation and click Next.  
*(R60 users will choose Full Upgrade)*
- iv. Choose Norton Commander Interface and click Next.  
*(R60 users will not see this step.)*
- v. Click Install.
- vi. Click Finish.

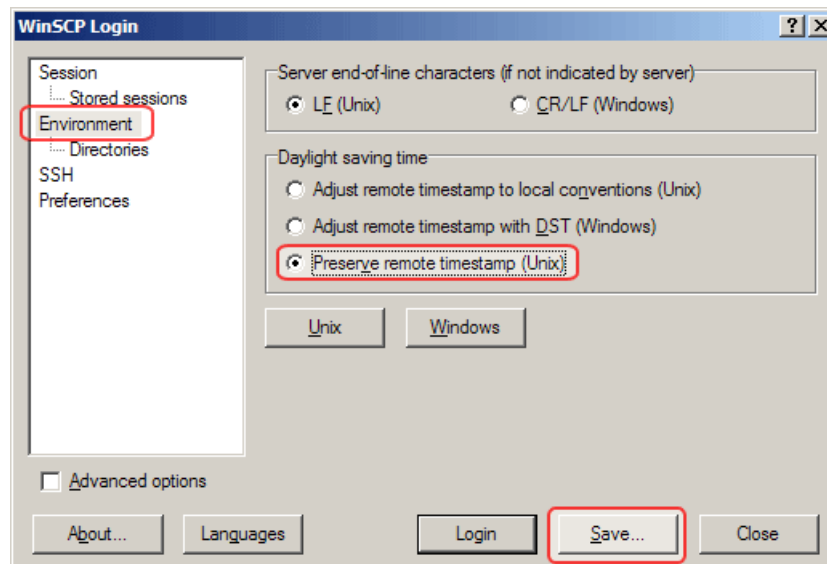
1. If this is the first time you have used WinSCP, you will need to set up a stored session. (This is like a bookmark or Favorite in a Web browser. It lets you save the login details so you do not have to type them in each time.) **If you have already done this, skip to step 6.**
2. In the WinSCP Login window, click **Stored sessions** on the left (A) and then click **New** at the right (B).



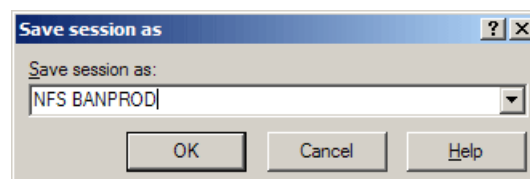
- For **Hostname**, enter **files.banner.wfu.edu**. Enter your username below that. (For security reasons, **DO NOT** enter your password.) Make sure **SFTP** is selected for File Protocol.



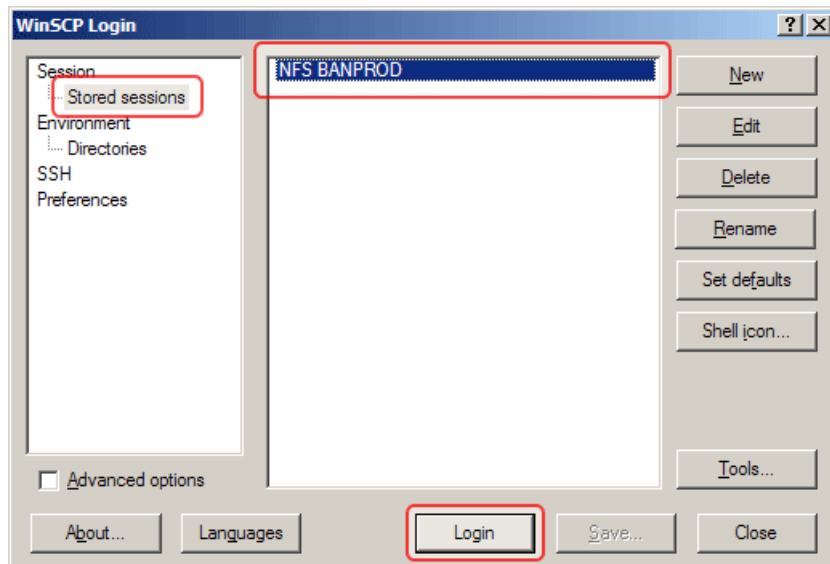
- Select **Environment** from the list on the left, and then check the **Preserve remote timestamp** button. Finally, click **Save**.



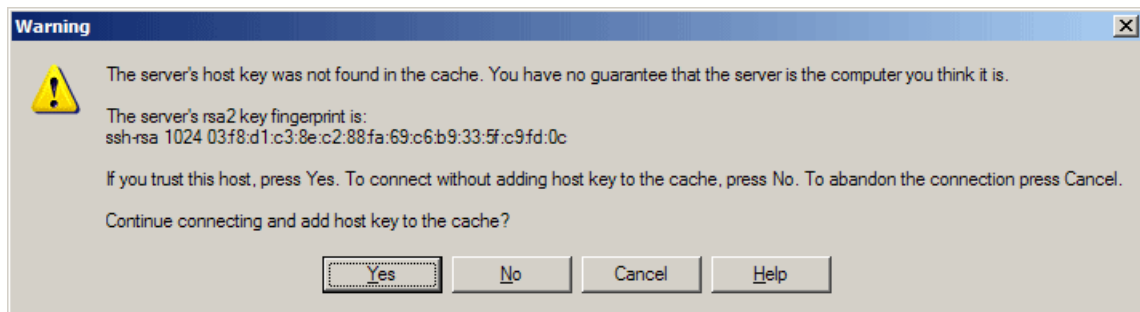
- You will be prompted to name the stored session so you can recognize it later. Name the session **NFS BANPROD**. Click **OK**.



- Click **Stored sessions** at the left (if it is not already highlighted), select your **NFS BANPROD** session (or the session name you chose) from the list, and then click **Login**.

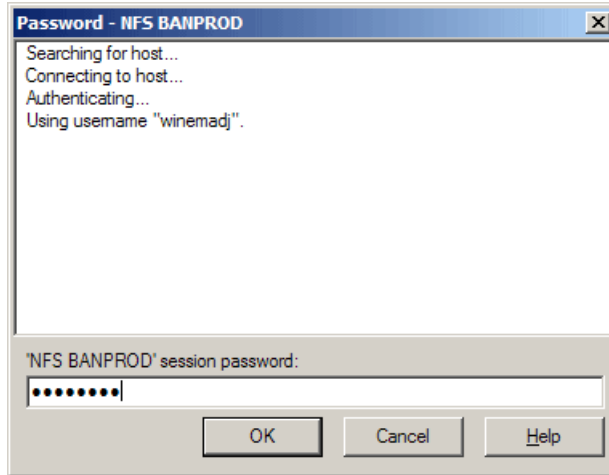


- The first time you log in, a Warning box will appear on your screen. Click **Yes**.

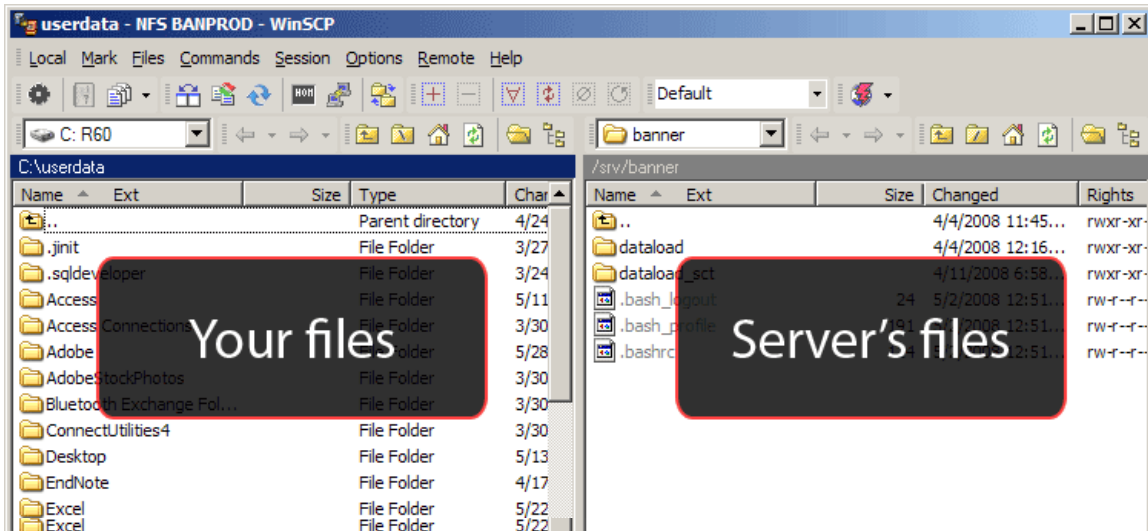


- You will now be prompted for your password. **NOTE: Use your network password. In the event that you recently changed your password, use your old network password. This password will not change (sync) when you are prompted to change your network password.**


Enter your password and click **OK**. (If you do not get a password prompt, check your network connection. The NFS server is inaccessible from WFUguest, and if you are off-campus, you must sign into VPN.) Contact the Information Systems Service Desk at xHELP (x4357) if you need assistance.

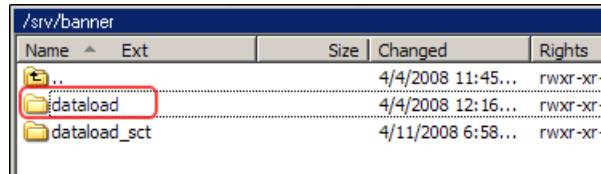


- Once you have logged in successfully, you should see the file transfer window. The files and folders on your computer appear on the left. The files and folders on the server appear on the right.



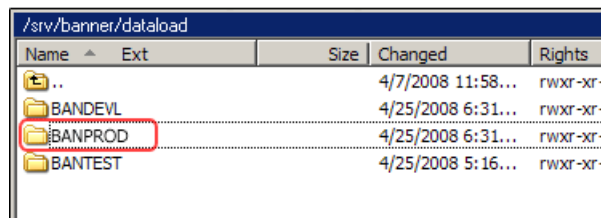
10. Use the right pane to navigate to the correct location on the server. Double-click on each folder to drill down to the destination.

For example, if you are trying to upload a file to the Finance “fupload” directory, you would double-click **dataload**, then **BANPROD**, then **finance**, then **fupload**. If you make a mistake, click  to go back up one level.



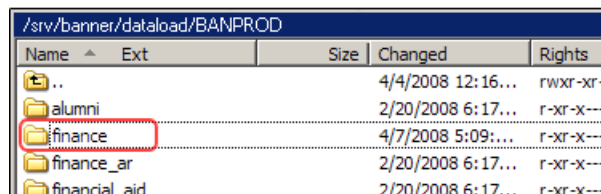
Directory listing for /srv/banner:

Name	Ext	Size	Changed	Rights
..			4/4/2008 11:45...	rwxr-xr-
dataload			4/4/2008 12:16...	rwxr-xr-
dataload_sct			4/11/2008 6:58...	rwxr-xr-



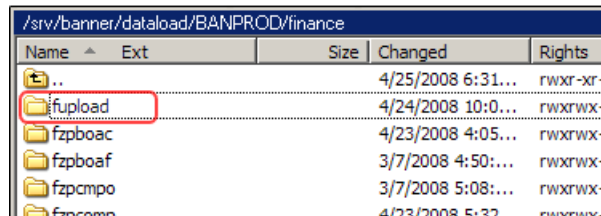
Directory listing for /srv/banner/dataload:

Name	Ext	Size	Changed	Rights
..			4/7/2008 11:58...	rwxr-xr-
BANDEVL			4/25/2008 6:31...	rwxr-xr-
BANPROD			4/25/2008 6:31...	rwxr-xr-
BANTEST			4/25/2008 5:16...	rwxr-xr-



Directory listing for /srv/banner/dataload/BANPROD:

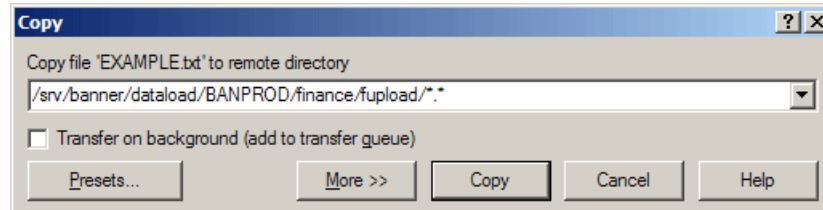
Name	Ext	Size	Changed	Rights
..			4/4/2008 12:16...	rwxr-xr-
alumni			2/20/2008 6:17...	r-xr-x---
finance			4/7/2008 5:09...	r-xr-x---
finance_ar			2/20/2008 6:17...	r-xr-x---
financial_aid			2/20/2008 6:17...	r-xr-x---



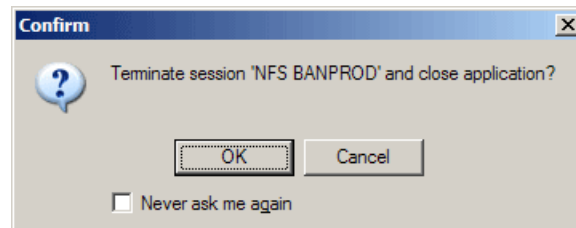
Directory listing for /srv/banner/dataload/BANPROD/finance:

Name	Ext	Size	Changed	Rights
..			4/25/2008 6:31...	rwxr-xr-
fupload			4/24/2008 10:0...	rwxrwx-
fzpboac			4/23/2008 4:05...	rwxrwx-
fzpboaf			3/7/2008 4:50...	rwxrwx-
fzpcmpo			3/7/2008 5:08...	rwxrwx-
fzpcmpo			4/23/2008 5:32...	rwxrwx-

- Once you find the destination for your file, drag it into place on the right pane. You can drag your file from the desktop or from the left pane (if you navigate to it there first).
- A message will pop up to confirm the upload. Verify that everything is correct and click **Copy**.



- When you are finished uploading, close the WinSCP window to log out and click **OK** to the confirmation dialog. You are done!



- To re-open WinSCP,  
Go to **Start>Programs>WinSCP**  
**OR**  
Click on the WinSCP shortcut icon located on your desktop.

**If no shortcut was created**, create a shortcut on your desktop by doing the following:

- Right-click on WinSCP in the **Start>Programs** list.
- Choose Create Shortcut.
- The shortcut will appear at the bottom of the **Programs** list.
- Drag the shortcut to your desktop.