The CITS-Corporate Information Management Team at the Chancellor’s Office provides the following detailed instructions. The following instructions will show users how to setup your SecureFX profile and how to create a shortcut.

Note: Users may need to contact in house desktop support in order to install software. Software can be purchased at [http://www.vandyke.com/download/securefx/index.html](http://www.vandyke.com/download/securefx/index.html).

1) How to Setup Your SecureFX Profile
This procedure is only used for the initial profile setup. The profile will enable you to transfer your campus data files to the Chancellor’s Office FTP server and vice versa.

Step 1 Open SecureFX
You can open SecureFX from the Start Menu > Programs > SecureFX

or double click on the SecureFX icon
### Step 2 Open New Session
The Connect dialog box will display. Click on the New Session icon.

![Connect dialog box](image)

### Step 3 Connecting to a Remote Server
The New Session Wizard will display. Using the drop down-menu, select ‘SFTP’ for the protocol type. Click on the Next button.

![New Session Wizard](image)
Step 4 Enter your Host Address
The IP Address dialog box will display for you to enter your host address. This is where the ftp server is located. Enter ‘carina.calstate.edu’. Click on the Next button.

Step 5 Username and Password
The username and password dialog box will display with your PC login (that is highlighted) in the username box. Press the [Delete] key on your keyboard. Click on the Next button.
Step 6 Initial Directory Information
The Initial Directory dialog box will display. Leave the initial directory blank to accept the default directory. Click on the Next button.

Click on the Finish button to close the session.
When you close your session, the profile you created will appear at the bottom of the list in the Connect dialog box. To connect to **carina.calstate.edu**, select that account and click on the Connect button.
2) To Change Default File Type Setting
This procedure enables you to open remote text files with Notepad or a program of your choice.

Step 1 Connect to Carina
To connect to carina.calstate.edu, select that account and click on the Connect button.

Step 2. Select Configuration File
Select Global Configuration from the Options Menu.
Step 3. Delete File Type From The Registry
In the Category window, select File Types. The File Types box will display. Enter ‘dat’ in the Ext window and click on the Search button. If ‘dat’ is a registered file type, click on the Delete button > click on the OK button.

This window will display when the file type specified is registered. Click on the Yes button.

This window will display when the file type specified is not registered. Click on the OK button.
3) How to Create a Shortcut Link
This link is required to FTP files via various Oracle Screens such as FIRMS and ESP using SecureFX.

**Step 1 Locate SecureFX**

From the Start Menu select:

- Programs
- SecureFX
- SecureFX icon

**Step 2 Right click on the application name and select Copy.**
**Step 3** Open your C drive and right click in the C drive window. Select Paste Shortcut.

**Step 4** This will create a SecureFX shortcut at the root of the C drive.

**Step 5** Click on the application name and change the name to **Secureceu**. You now have a shortcut on your C drive that can be called by the various Oracle Screens.