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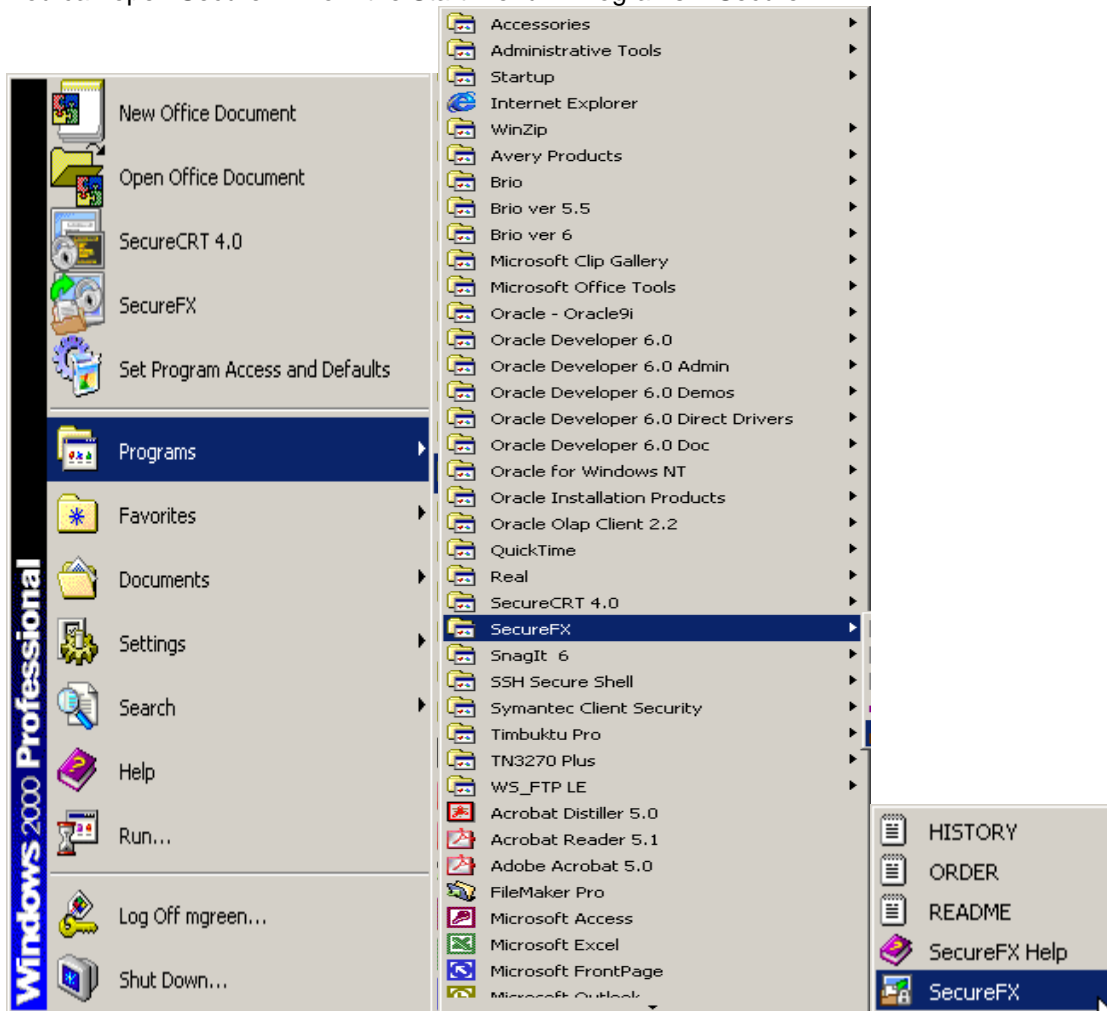
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How to Setup Your SecureFX Profile

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

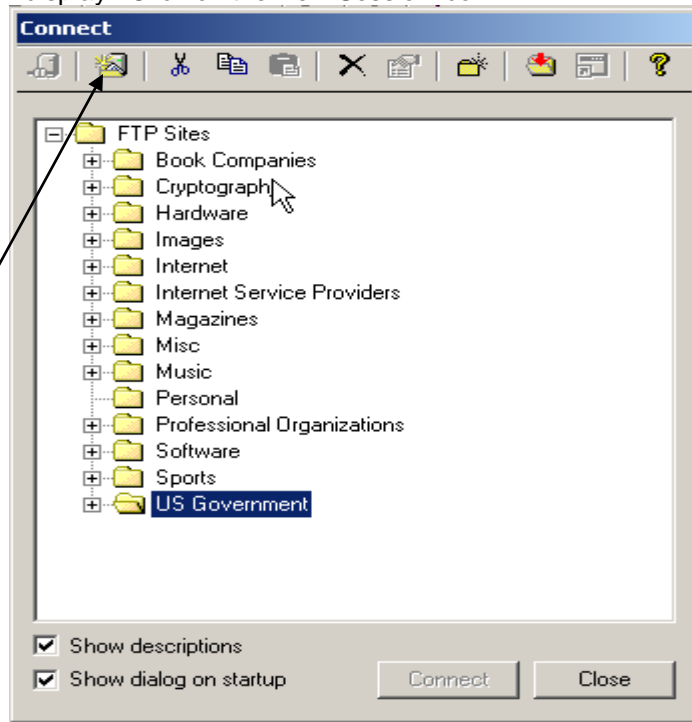
You can open SecureFX from the Start Menu > Programs > SecureFX



or double click on the SecureFX icon

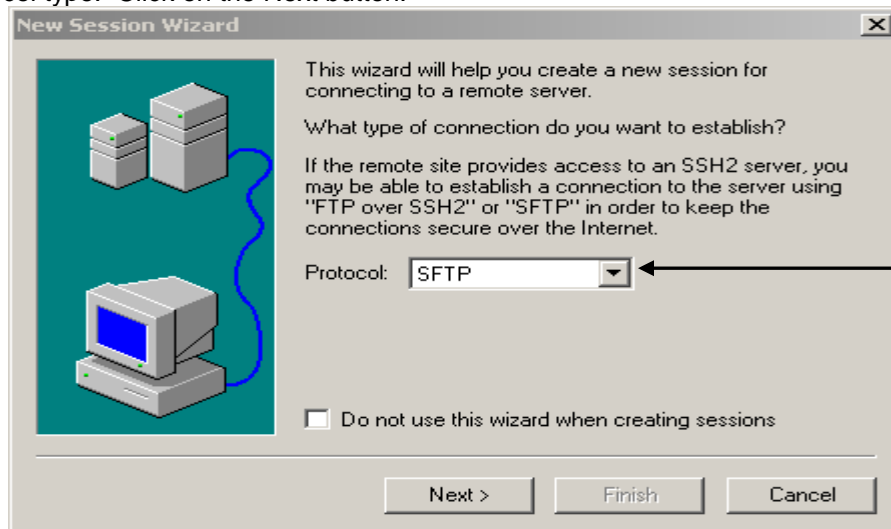
Step 2 Open New Session

The Connect dialog box will display. Click on the New Session icon.



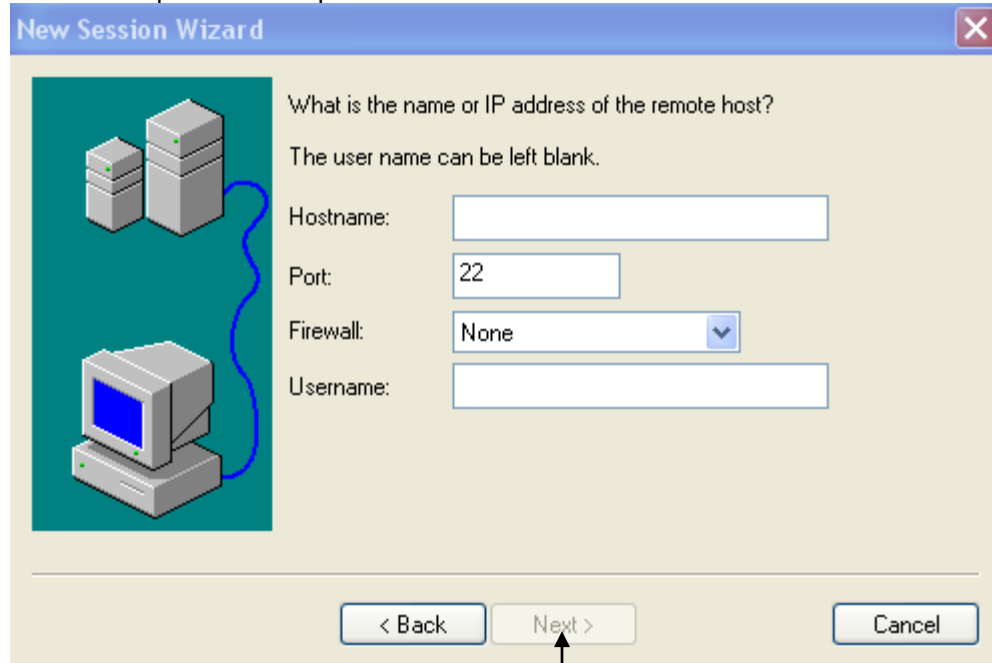
Step 3 Connecting to a Remote Server

The New Session Wizard will display. Using the drop down-menu, select 'SFTP' for the protocol type. Click on the Next button.



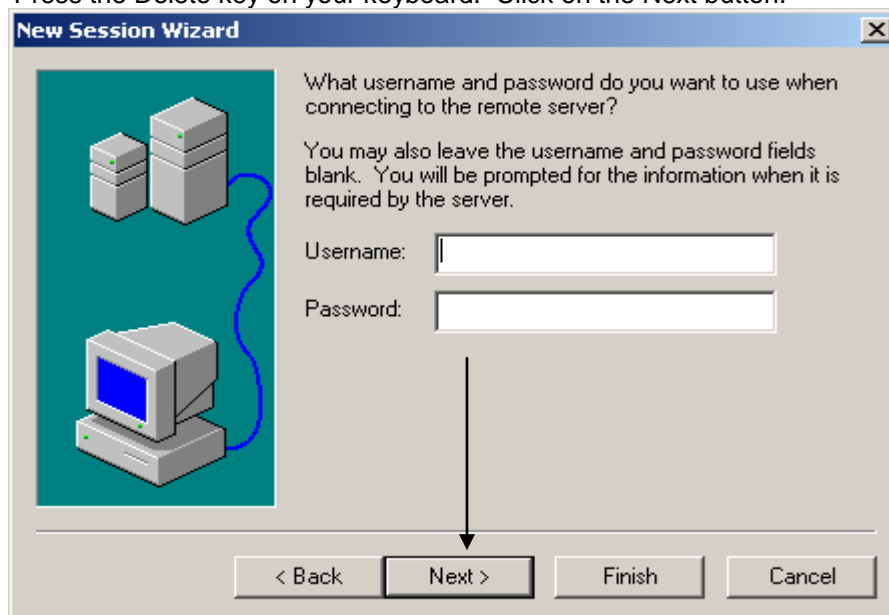
Step 4 Enter your Host Address

The IP Address dialog box will display for you to enter the host address; where the sftp server is located. For example: 'coweusftp101.calstate.edu'. Click on the Next button.



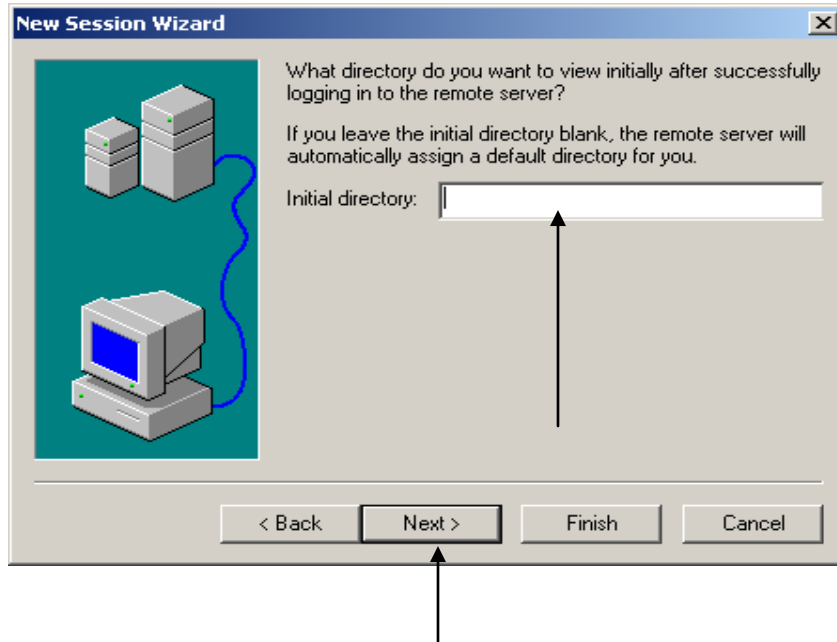
Step 5 Username and Password

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.

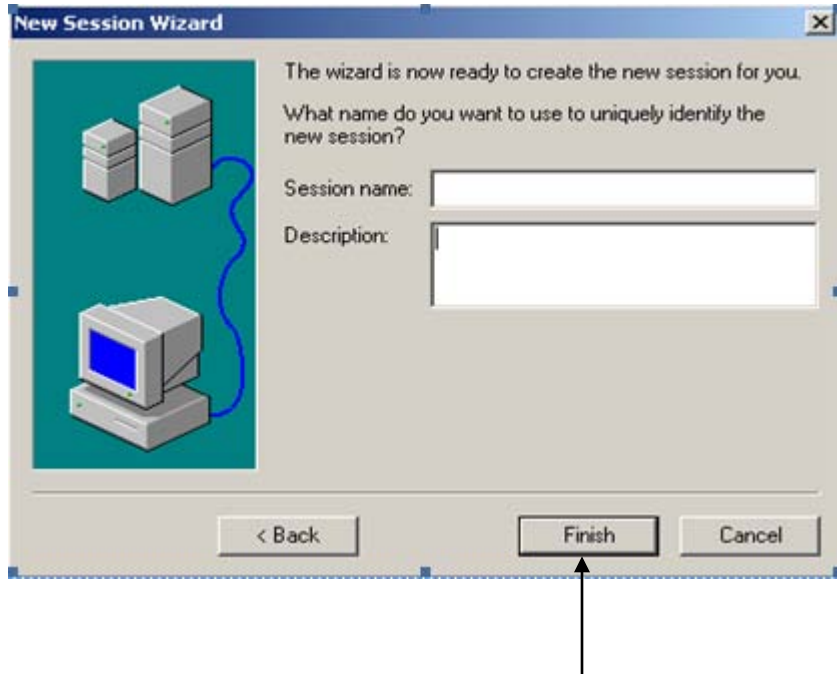


Step 6 Initial Directory Information

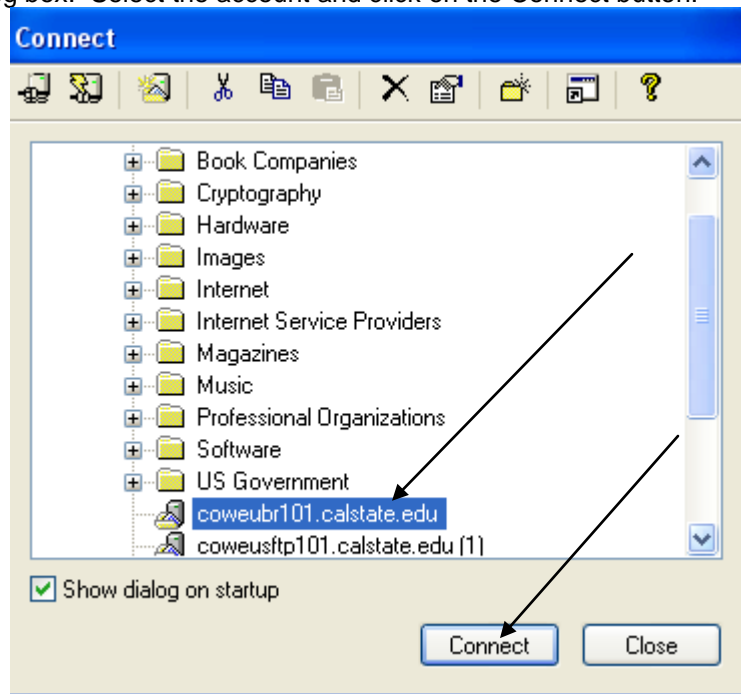
The Initial Directory dialog box will display. Leave the initial directory blank to accept the default directory. Click on the Next button.



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. Select the account and click on the Connect button.

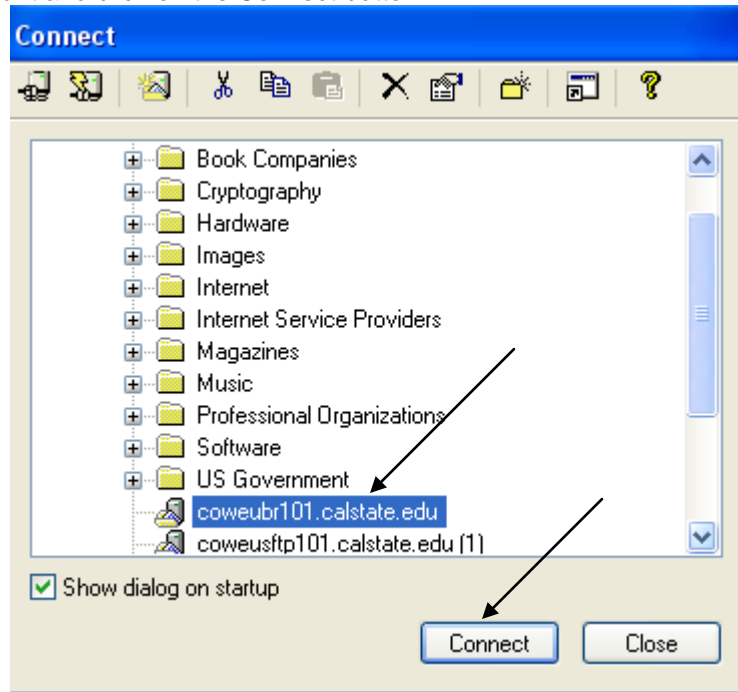


To Change Default File Type Setting

This procedure enables you to open remote text files with Notepad or a program of your choice.

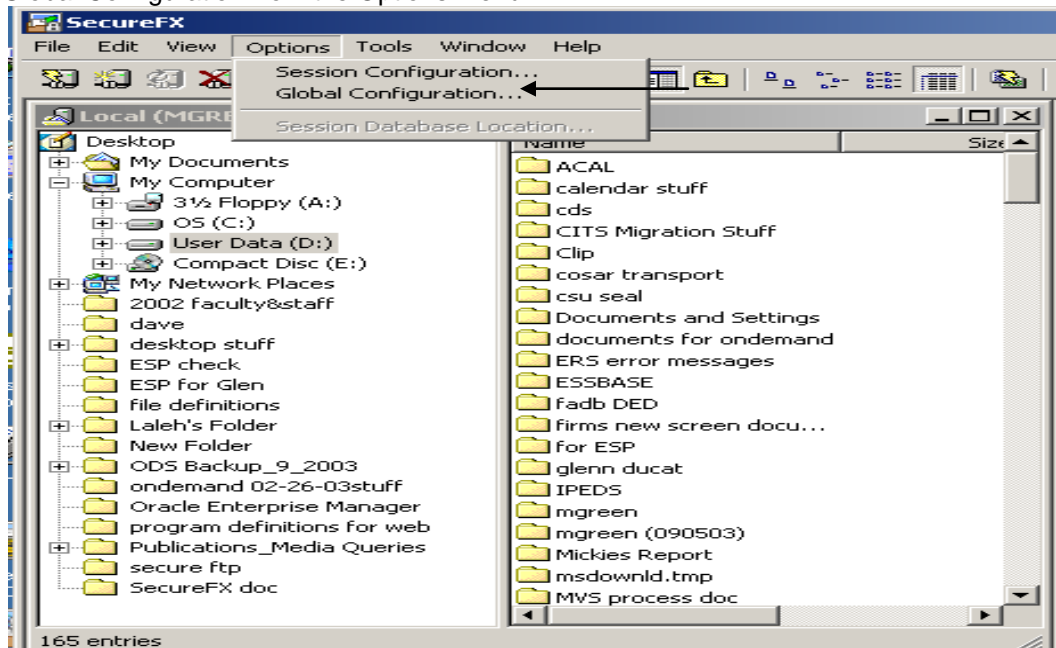
Step 1 Connect to a server

Select the account and click on the Connect button.



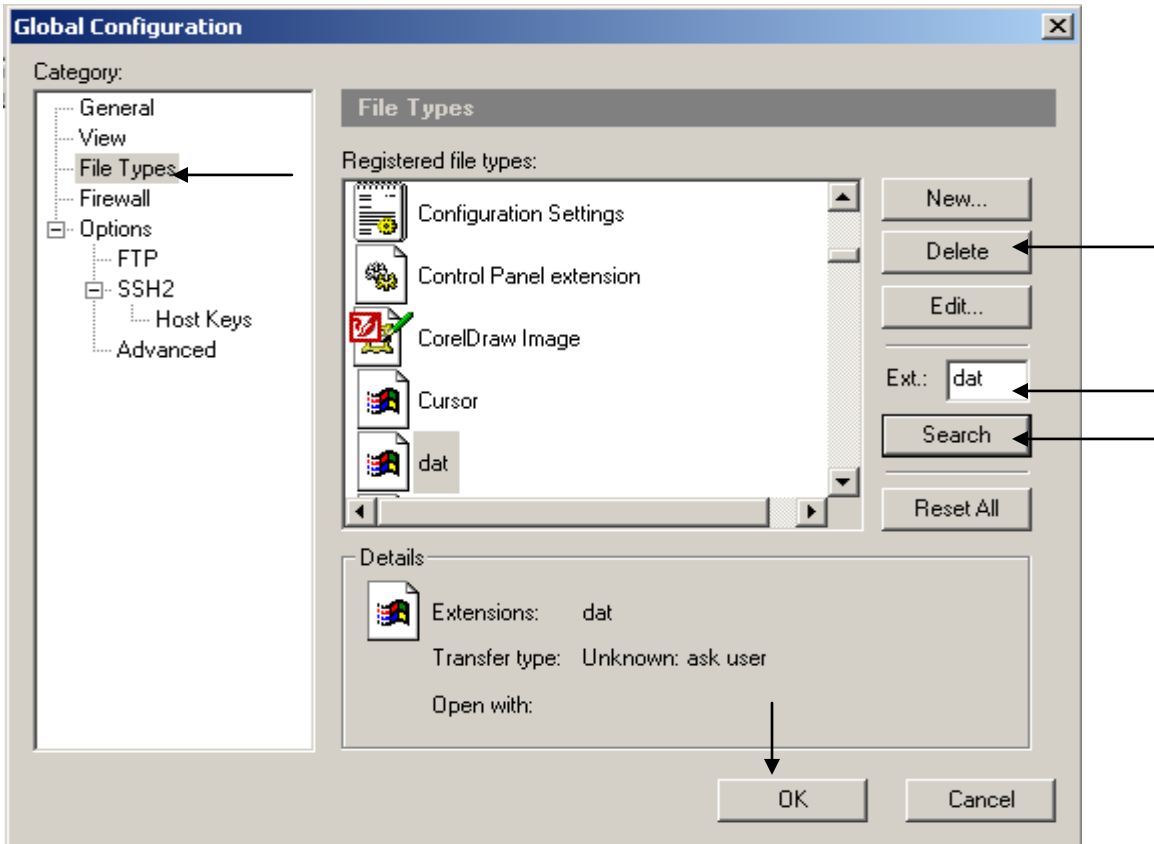
Step 2. Select Configuration File

Select Global Configuration from the Options Menu.

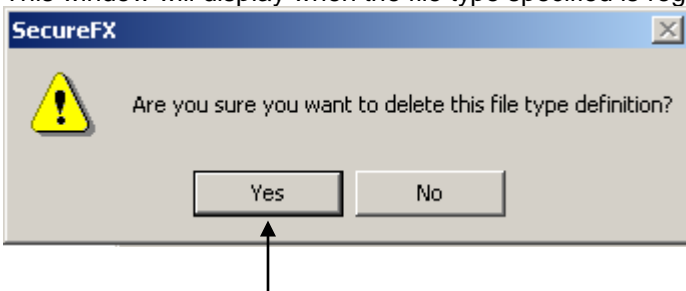


Step 3. Delete File Type From The Registry

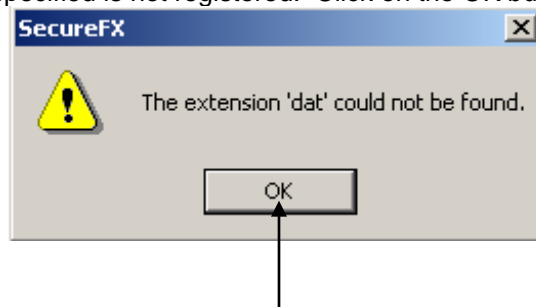
In the Category window, select File Types. The File Types box will display. Enter 'dat' in the Ext window and click on the Search button. If 'dat' is a registered file type, click on the Delete button > click on the OK button.



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

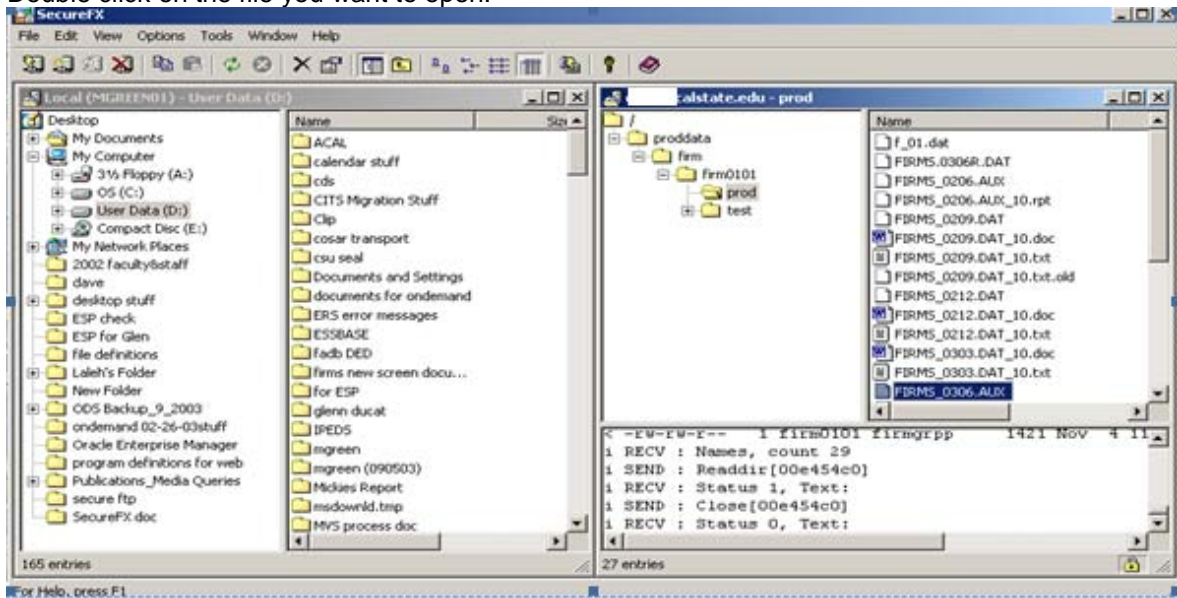


This window will display when the file type specified is not registered. Click on the OK button.

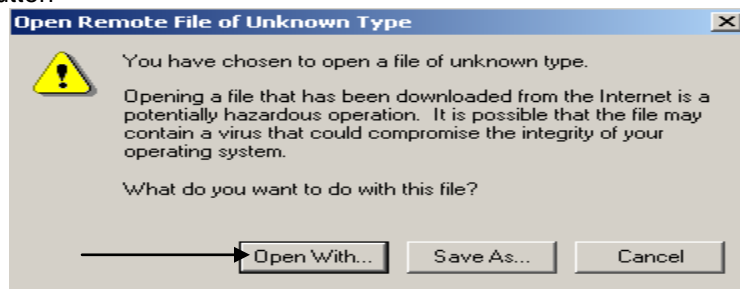


Step 4. To Open a File

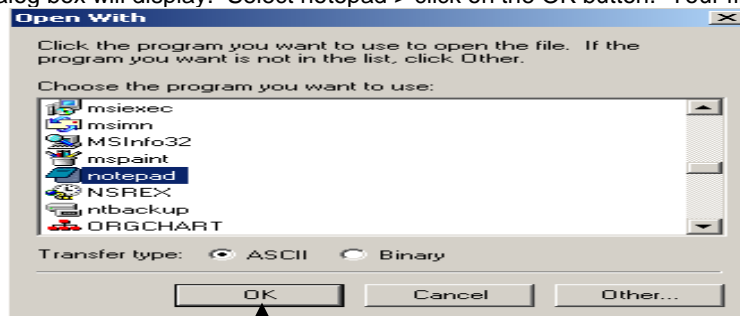
Double click on the file you want to open.



The Unknown Type dialog box will display for you to specify the program to open your file. Click on the Open With button



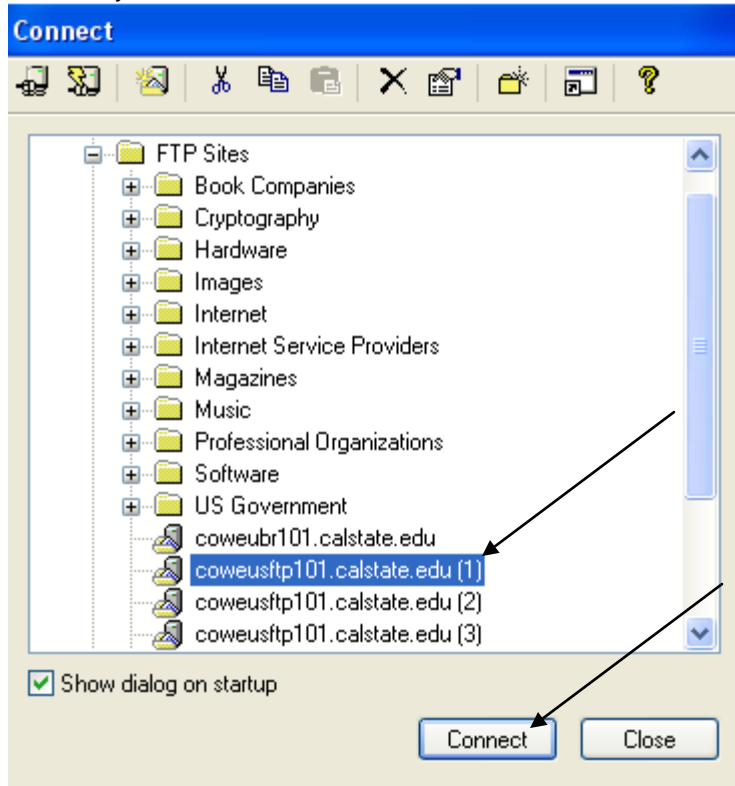
The Open With dialog box will display. Select notepad > click on the OK button. Your file will open.



How to Use SecureFX to Transfer Your File

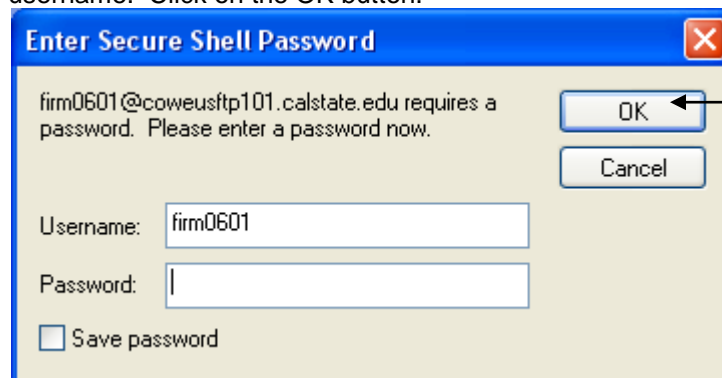
Step 1 Open SecureFX

Open SecureFX > select your account > click on the Connect button.

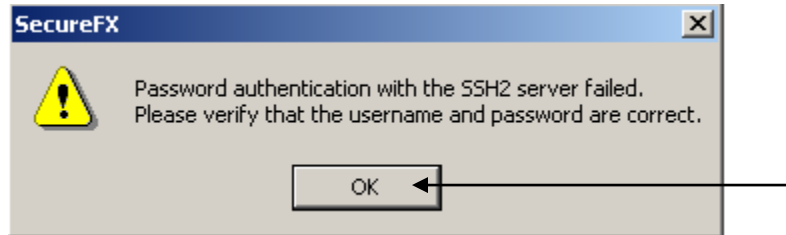


Step 2 Logon to Remote Site Using SecureFX

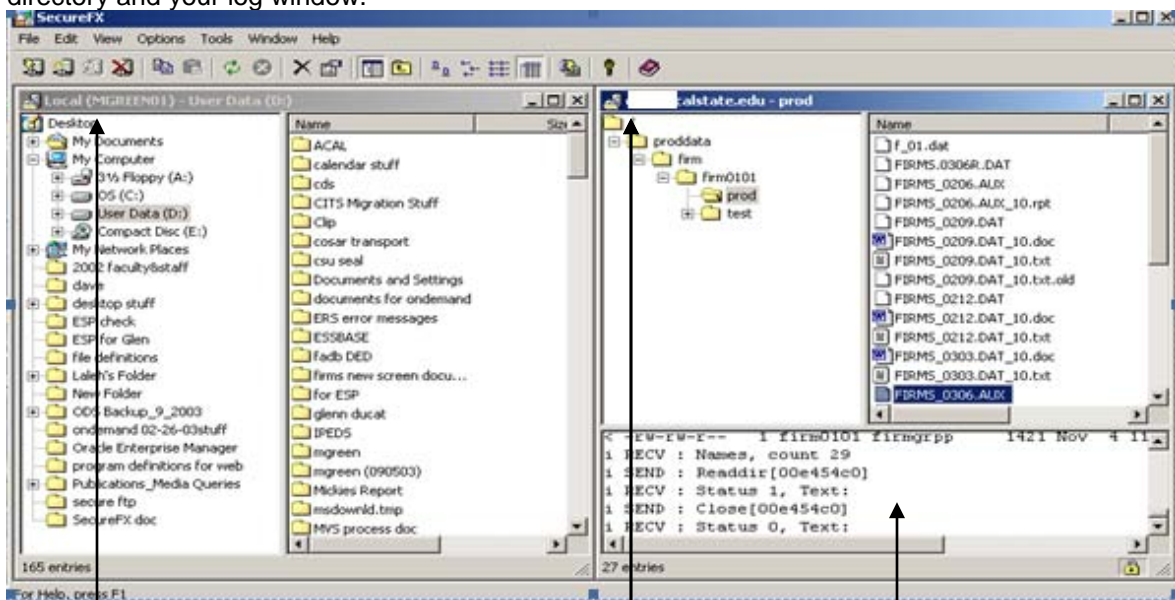
The Secure Shell Password dialog box will display. Enter your password associated with your UNIX username. Click on the OK button.



An invalid logon will cause this message to display. Click on the OK button to exit and reenter your password.



A valid logon will cause this window to display. This window shows your local directory, your UNIX directory and your log window.



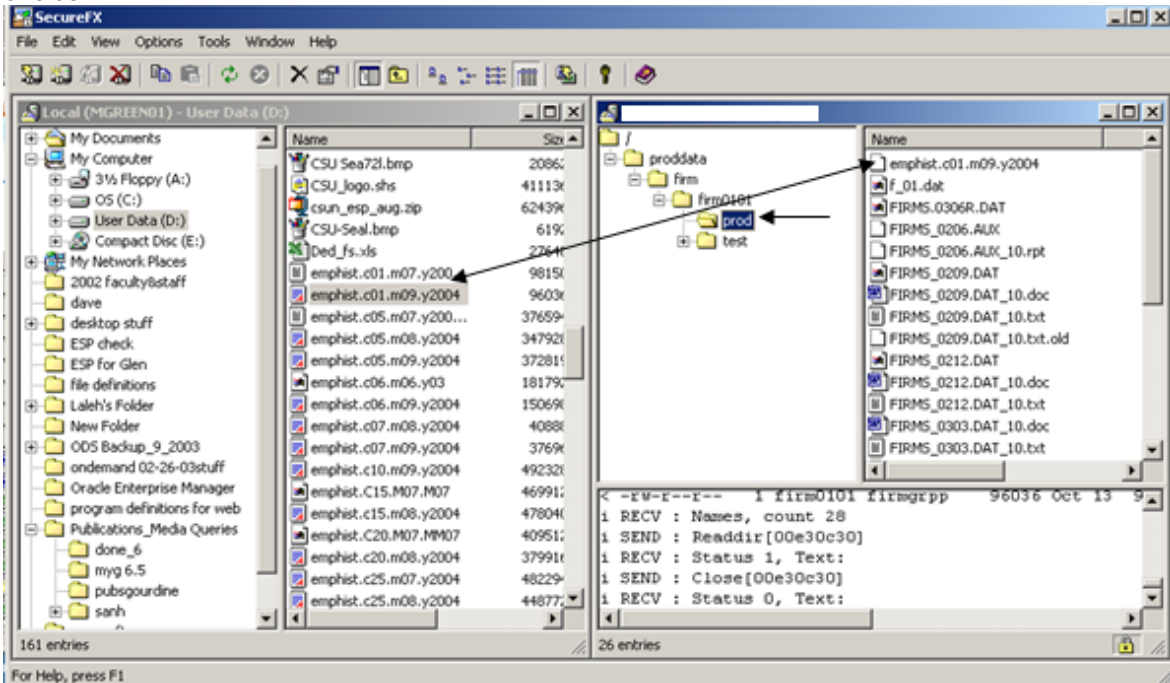
This is your local directory

This is your UNIX directory

This is your log window

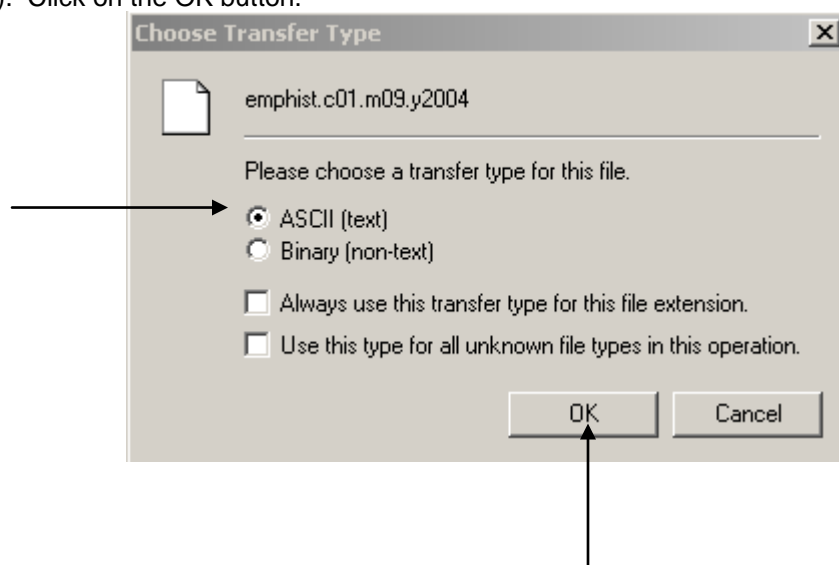
Step 3 To Upload or Download Your File

To upload a file from your local directory to your UNIX directory, click on the file you want transfer and drag the file to the prod folder. To download a file, click on the file and drag it to a folder on your local directory. You can also right click on the file to copy and paste in the directory of your choice.



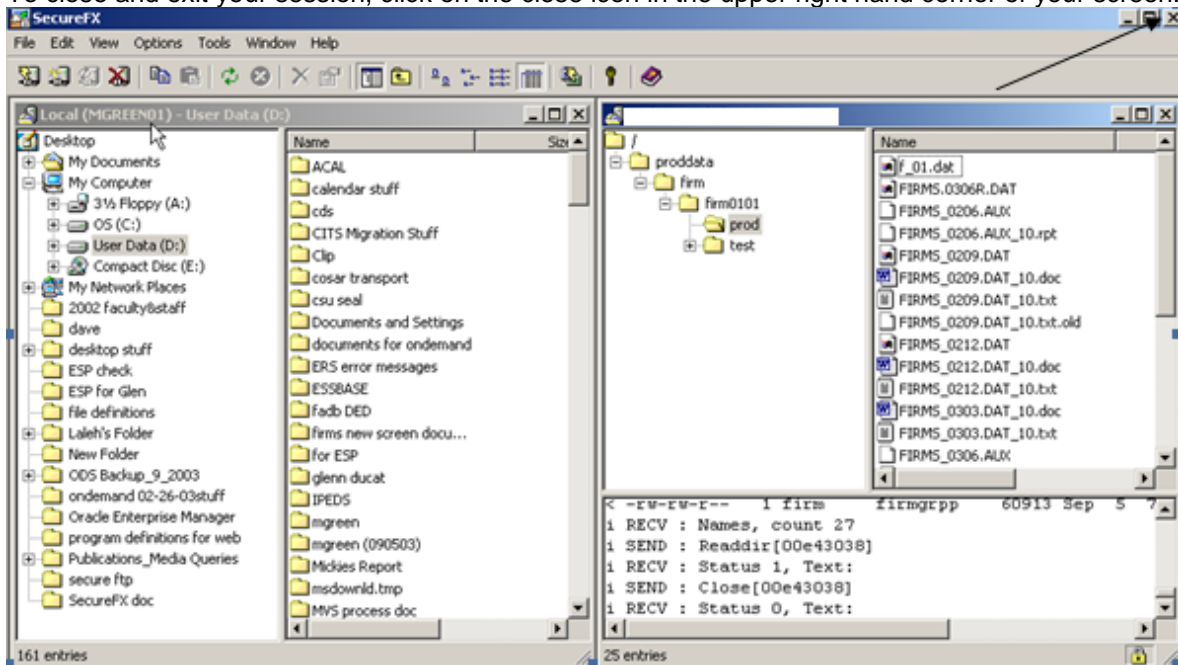
Step 4 Choose a Transfer Type

A dialog box will display for you to choose a transfer type for the file you are transferring. Click on ASCII (text). Click on the OK button.



Step 6 To Close and Exit Your SecureFX Session

To close and exit your session, click on the close icon in the upper right hand corner of your screen.



A confirmation box will display. Click on the Yes button.

