CONFIGURING CORE FTP TO ACCESS YOUR FILES REMOTELY

1. Open Core FTP (This is available on all Washburn computers. If you need to install it on your home computer, please see the documentation on Downloading and Installing Core FTP.)

2. If this is the first time you have run the program you will be asked if you want to make it your default FTP client. Select the answer that best fits your situation (usually Yes).

3. You will also be asked about using notepad to edit ascii files. Select the answer that best fits your situation (usually Yes).

4. Core FTP will open and automatically open the Site Manager
5. Enter a **Site Name**. This can be anything you would like, it will be used to identify the site in the Site Manager’s site list.

6. In the **Host/IP/URL** field type **sftp.washburn.edu**
7. Uncheck the **Anonymous** box and enter your **WUAD username** in the **Username** field.

8. Enter your **WUAD password** in the **Password** field.
9. Change the **Port** to **22**

10. Change the **Connection** to **SSH/SFTP**
11. Click the **Connect** button

12. You will be told the server key is not cached. Click the **Yes** button to store the key.
13. Once the connection has been made, you will see your **WUAD** files on the **bottom right** and your current computer’s files on the **bottom left**.

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**DOWNLOADING A FILE FROM WUAD TO YOUR COMPUTER**

1. **Highlight** the file (on WUAD) you want to download and click the **arrow pointing left**. (The file will be downloaded to the location on your computer that is shown in the bottom left side of the screen.)
1. **Highlight** the file (on your computer) you want to upload and click the **arrow pointing right**. (The file will be uploaded to the location on WUAD that is shown in the bottom right side of the screen.)