

FTP

# FTP

## Manual for Central FTP Service

For use by:	Students, Employees
Version:	V1
Date:	2810-2016
Owner:	@Hok /SSC ICT

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# Manual for Central FTP Service

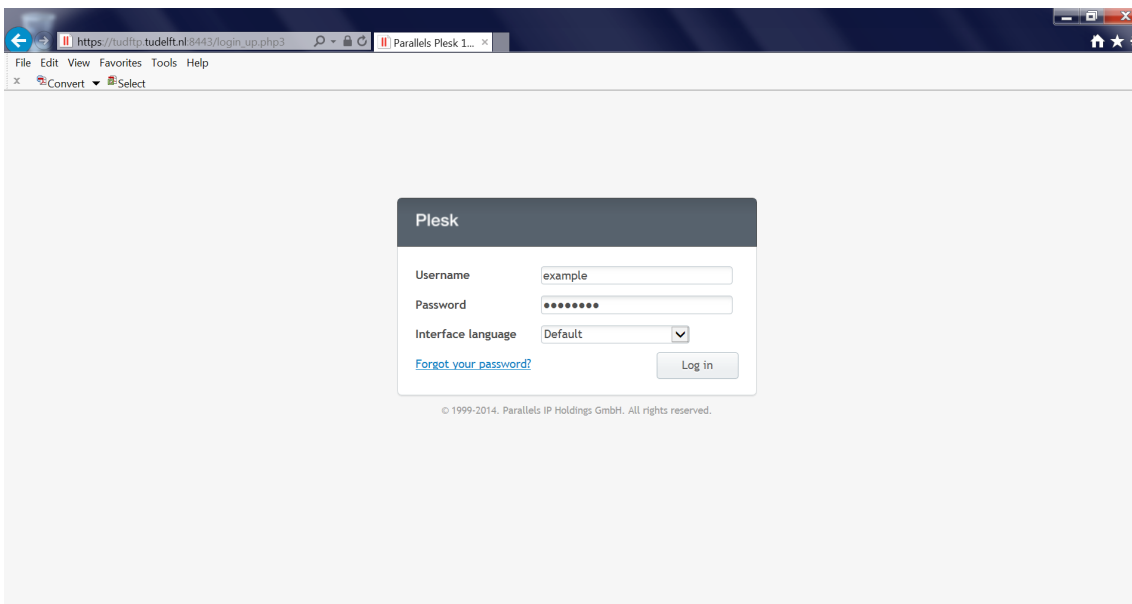
Logging in, creating extra FTP accounts & exchanging files explained.

## Before you begin

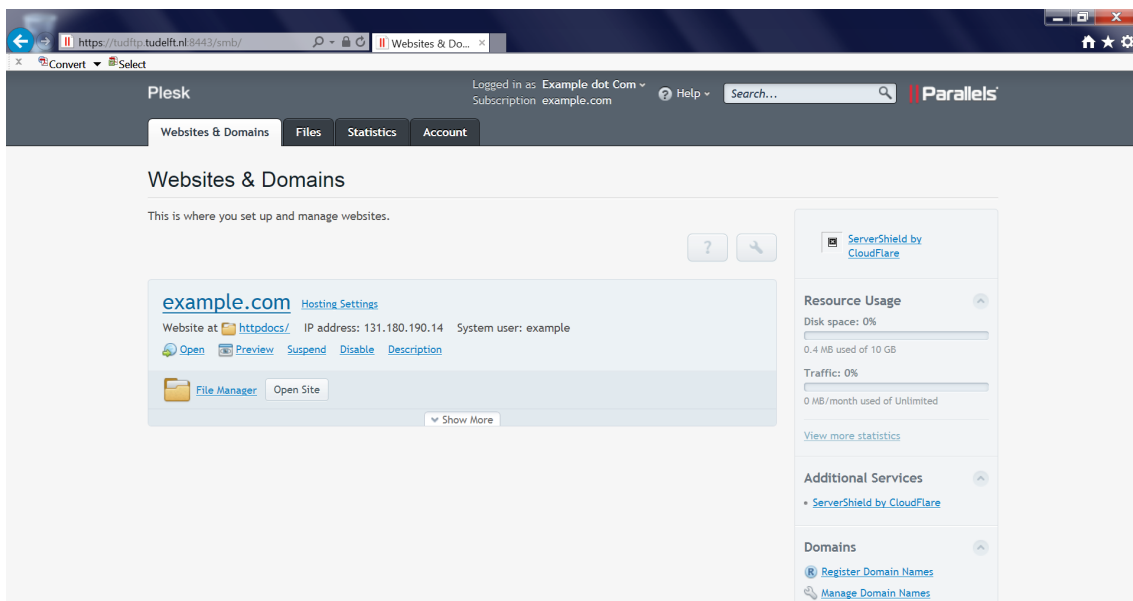
The following instructions are supported by TU Delft and have been tested to be working. We are offering this manual to you as an extra service. In the event you have a different configuration or version of Internet Explorer to the one described here and you have problems connecting, we advise you to contact your nearest Service Desk, Student IT Desk (SID) or Workstation services (WPS).

## Logging in to Administrative Interface & Creating Extra FTP Accounts

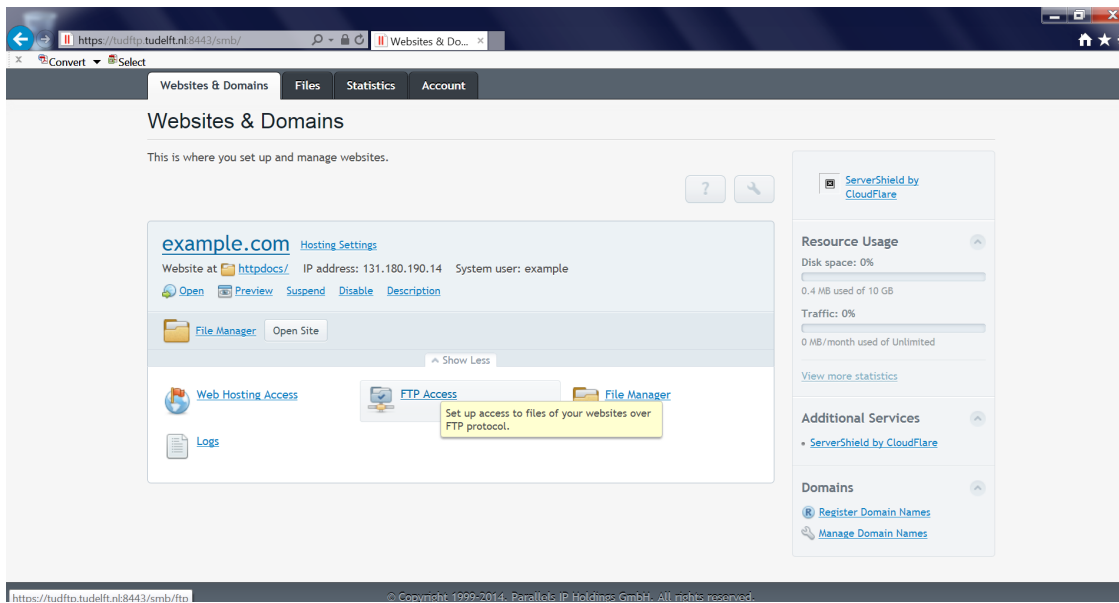
Step 1. You can create additional FTP accounts and change your password in the administrative interface of the FTP server. To do this, go to <https://tudftp.tudelft.nl:8443> and log in with the data provided to you by the administrator.



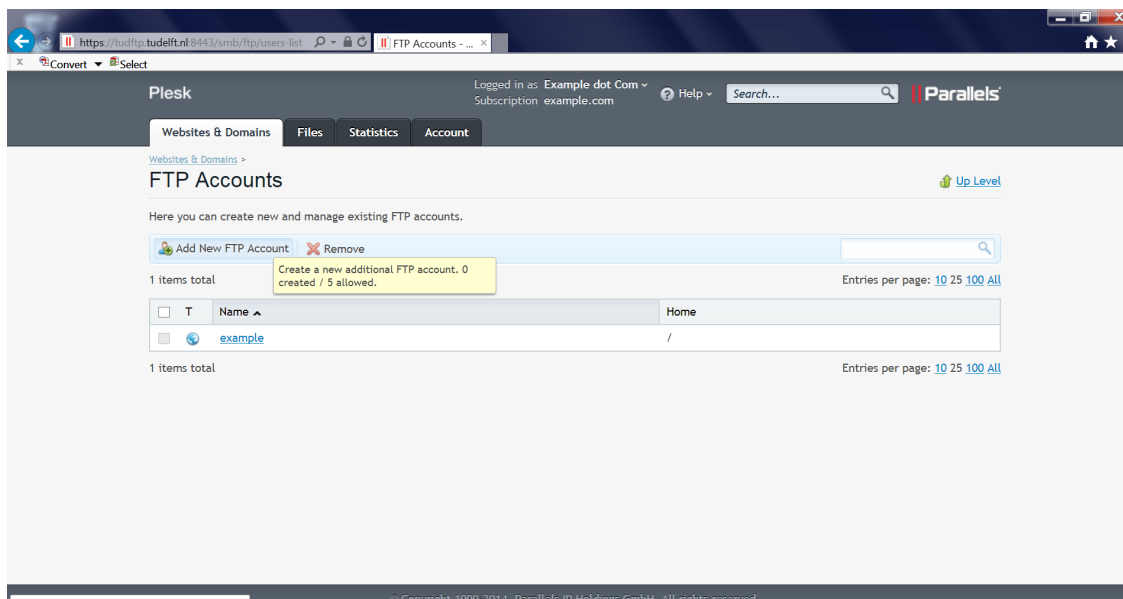
Step 2. This will take you to the next screen.



Step 3. Follow these instructions to create extra FTP accounts: Click on “show more” and then on “FTP Access”.



Step 4. This will take you to the screen below. To create an additional FTP account, click on “Add new FTP Account”. This will take you to the next screen.

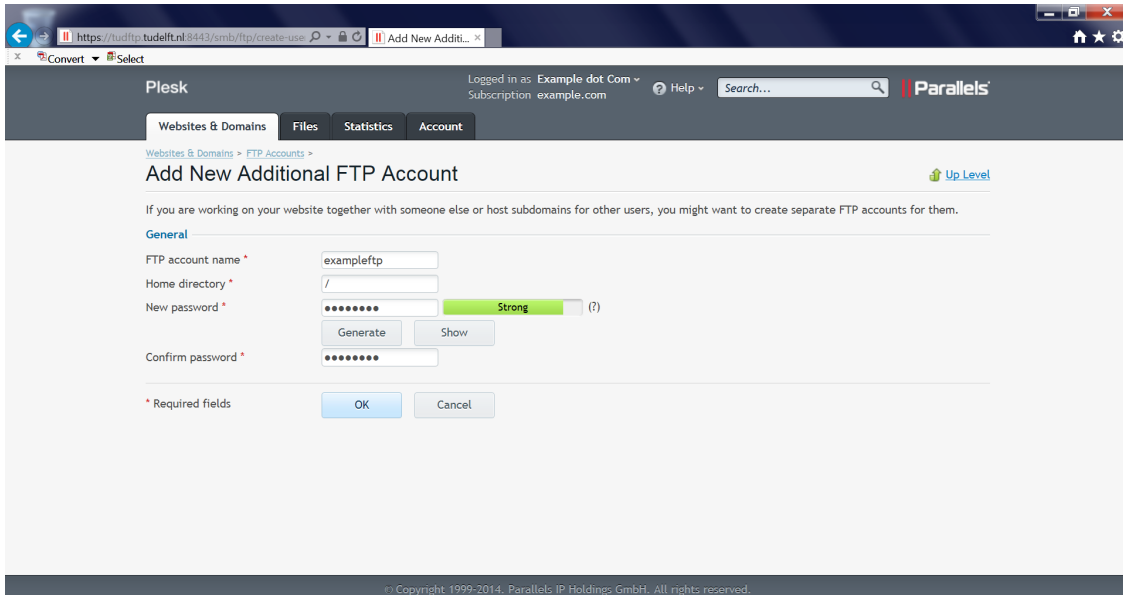


Step 5. Enter a username in the “FTP account name” field.

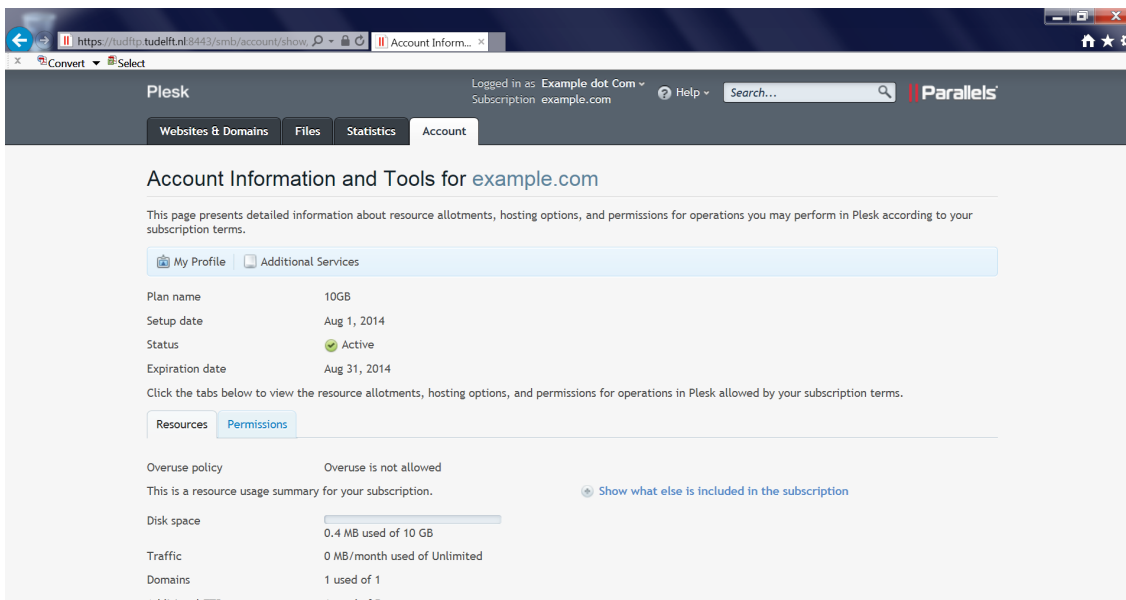
You can enter a directory in “Home directory” (optional). If you do not create a home directory then the new user can access all files and directories. If you do create a directory then the new user will not be able to access the underlying directories.

Next you need to enter a password for the new user twice. You can also let the server create a password by clicking on “Generate”.

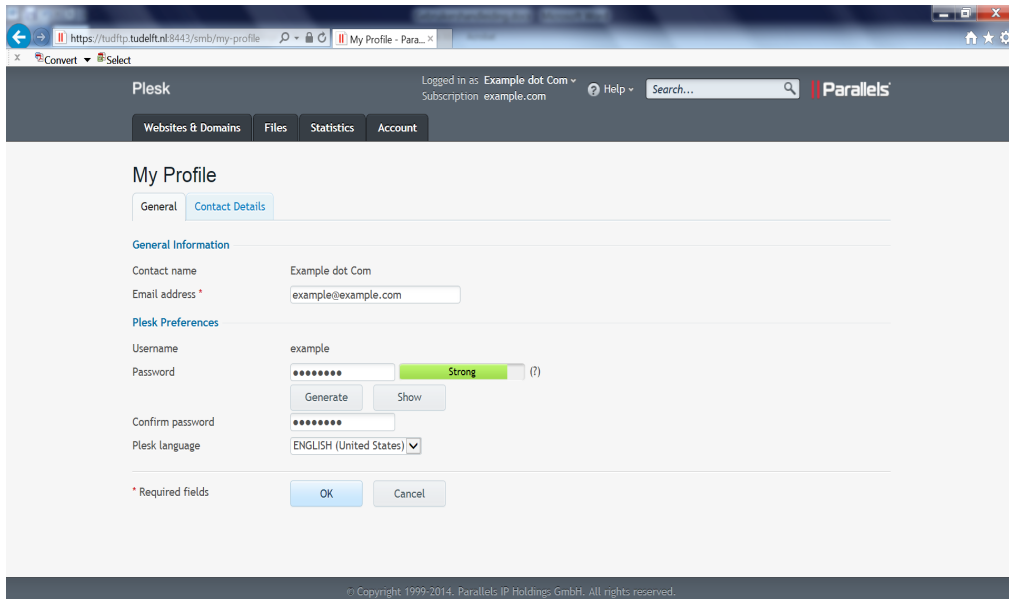
Click on “OK” to create the new account.



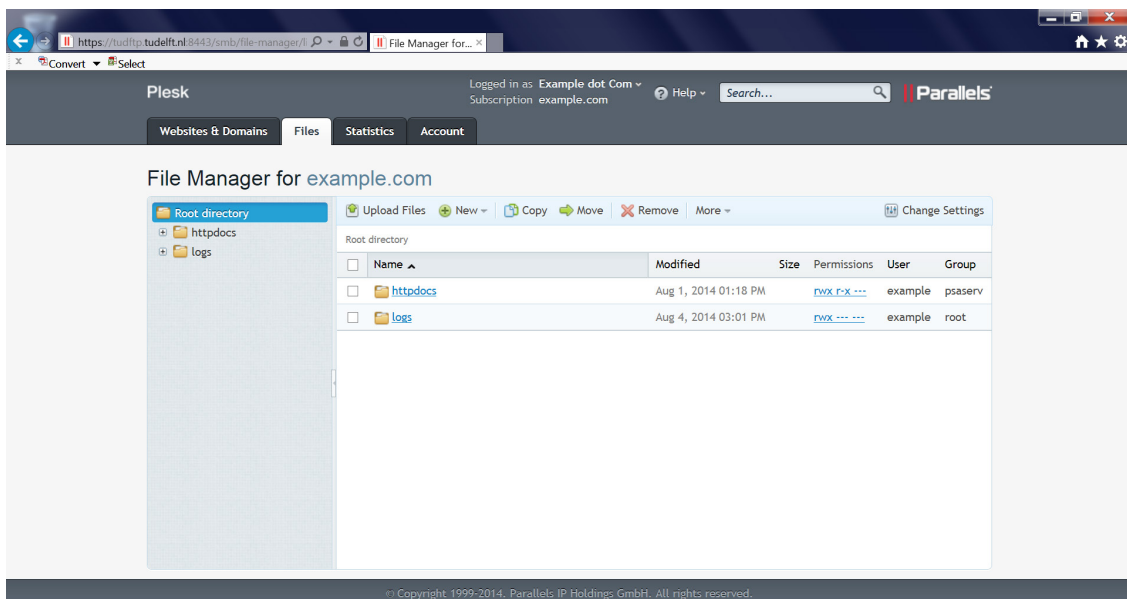
Step 6. You can access and modify the details of your own account under the “Account” tab. Click on “My Profile” to modify your account details.



Step 7. Here you can change your e-mail address and password. Then click on “OK” to save your changes.



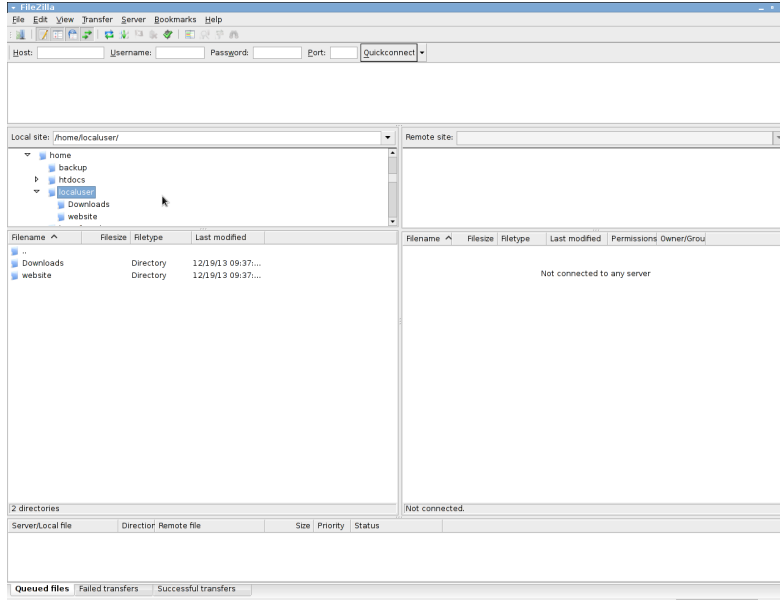
Step 8. You will return to the page below.



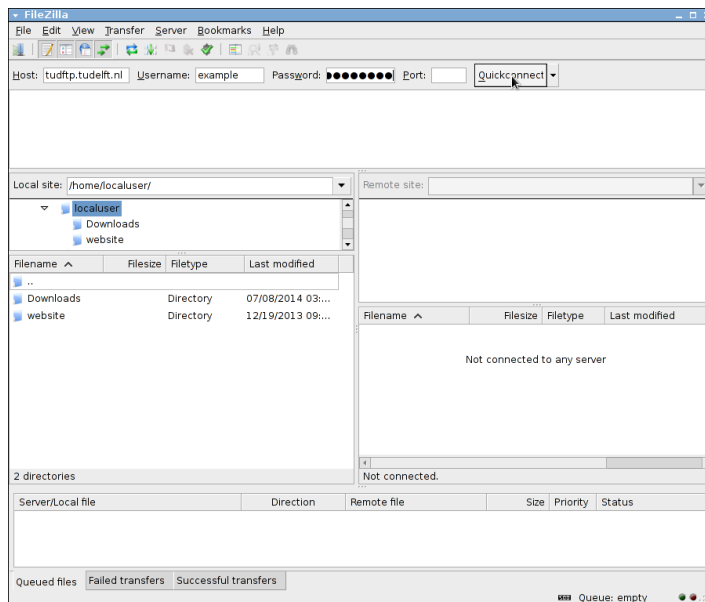
## Exchanging files using an FTP Client.

Step 1. You can use various site clients to exchange files via FTP. The most popular client is Filezilla. You can download a version of Filezilla for your OS (Windows/Linux/Mac) here: <https://filezilla-project.org/download.php>.

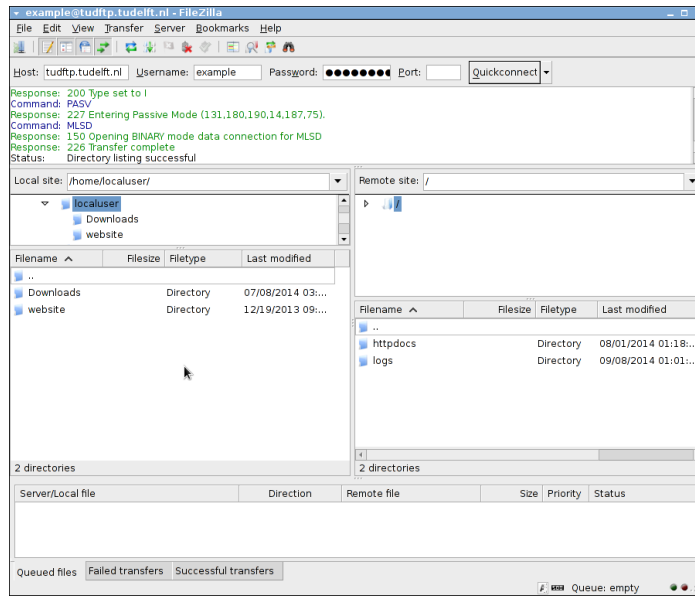
When you launch FileZilla you will see the following screen.



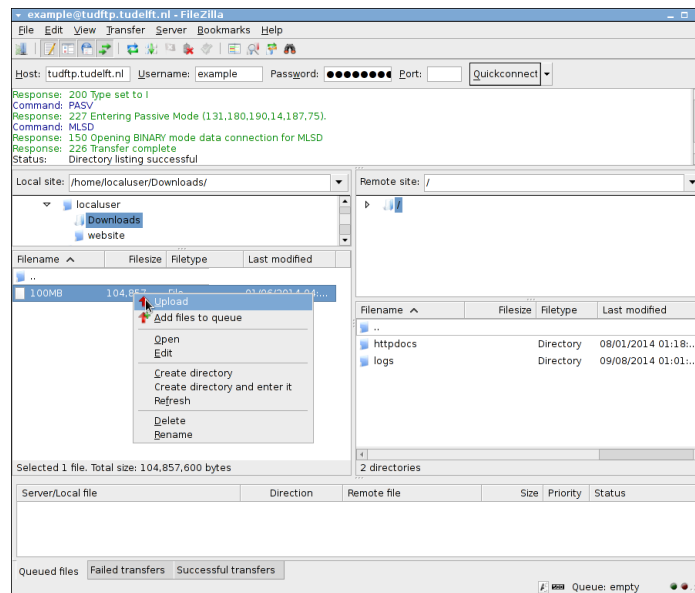
Step 2. Enter "tudftp.tudelft.nl" in the Host field. Enter the username and password you received from the administrator in the appropriate fields. Then click on Quickconnect.



Step 3. You are now logged in.  
The local files on your PC are in the left-hand column. The remote files on the server are in the right-hand column.

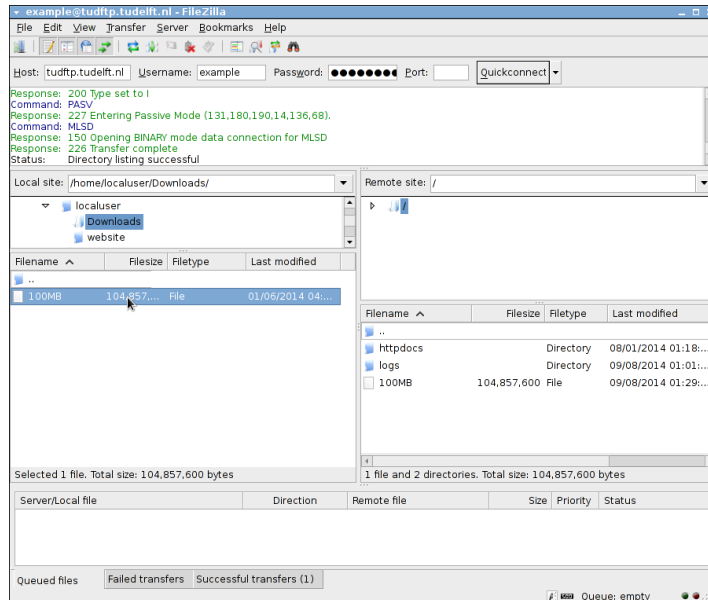


Step 4. Select a file in the left-hand column with the left mouse button and then click on the right mouse button. Click on Upload with the left mouse button.

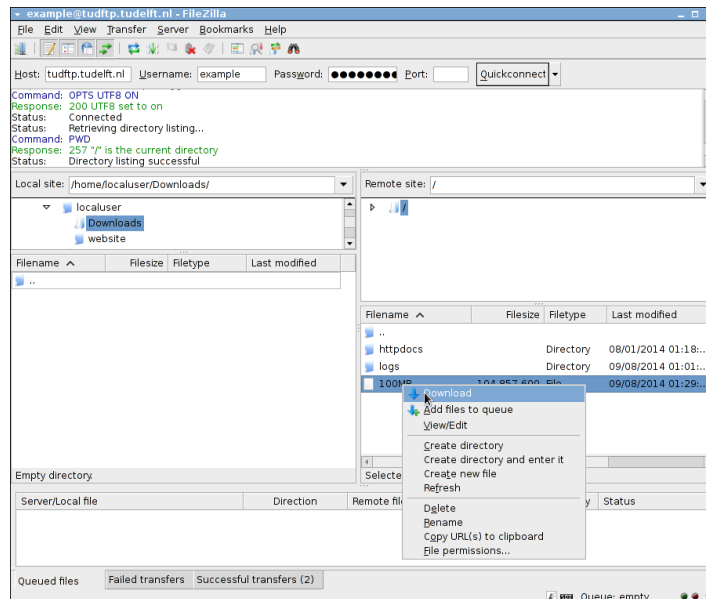




Step 5. The selected file or directory will be uploaded to the FTP server and is now also displayed in the right-hand column.



Step 6. To download a file from the server follow the reverse procedure. First select a location for the file on your PC in the left-hand column. Then select the file in the right-hand column and click on Download.



Step 7. The file will be downloaded to your PC. Once downloading is completed it will appear in the left-hand column.

