eAccess from Home using a Windows Computer

Overview

Accessing files from home using a Windows Computer requires Internet access and an FTP program. The FTP program that we recommend is WS_FTP LE because it is easy to use and free for educational use. Please understand that the IT department **CANNOT** support software installed on non-district owned computers due to limited staffing.

If you do not have WS_FTP installed on your computer, then you must download and install the application. You can tell if WS_FTP is installed by looking in the Start menu under Programs . If WS_FTP is present, then it is installed.
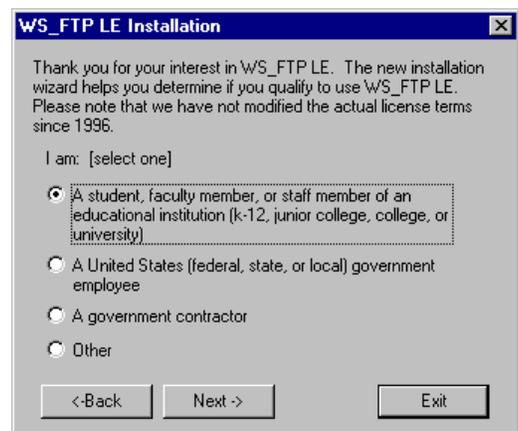
Downloading WS_FTP

WS_FTP can be downloaded from http://eaccess.beavton.k12.or.us.
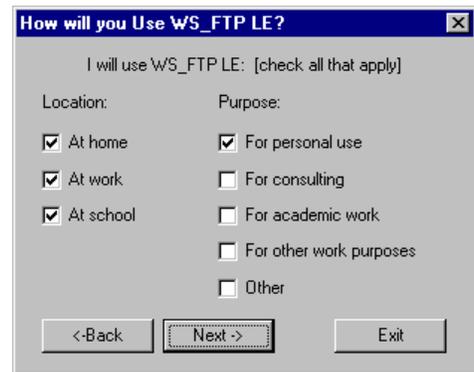
Installing WS_FTP

1. Double-click on the install file that you downloaded.
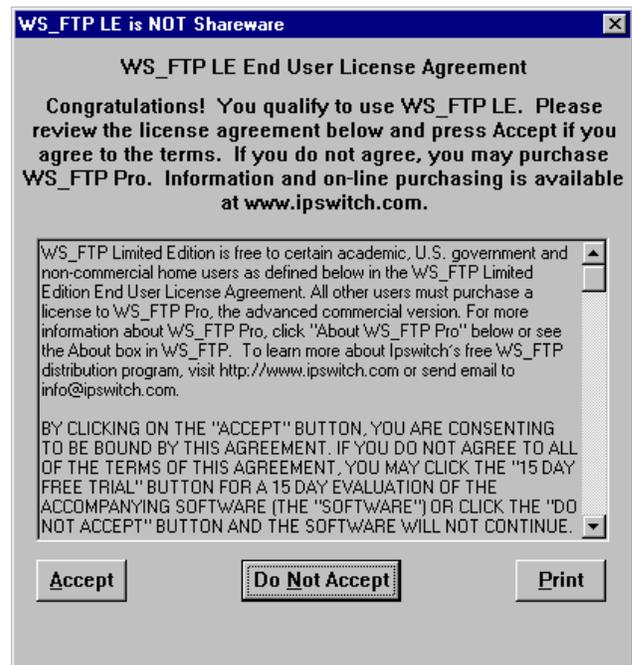
2. Choose the option to Install WS_FTP LE

3. It will then ask who you are to insure that you meet the requirements of the licensing agreement.

4. Also to insure that you meet the requirements of the licensing agreement, it will ask you how you will use the software.
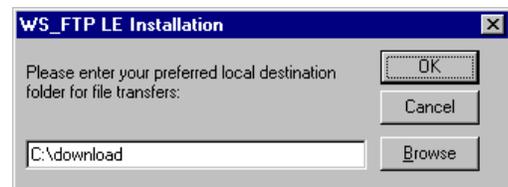
How will you Use WS_FTP LE?

I will use WS_FTP LE: [check all that apply]

Location:
- ☑ At home
- ☑ At work
- ☑ At school

Purpose:
- ☑ For personal use
- ☐ For consulting
- ☐ For academic work
- ☐ For other work purposes
- ☐ Other

[<-Back] [Next ->] [Exit]

5. Accept the License Agreement.

WS_FTP LE is NOT Shareware

WS_FTP LE End User License Agreement

Congratulations! You qualify to use WS_FTP LE. Please review the license agreement below and press Accept if you agree to the terms. If you do not agree, you may purchase WS_FTP Pro. Information and on-line purchasing is available at www.ipswitch.com.

WS_FTP Limited Edition is free to certain academic, U.S. government and non-commercial home users as defined below in the WS_FTP Limited Edition End User License Agreement. All other users must purchase a license to WS_FTP Pro, the advanced commercial version. For more information about WS_FTP Pro, click "About WS_FTP Pro" below or see the About box in WS_FTP. To learn more about Ipswitch's free WS_FTP distribution program, visit http://www.ipswitch.com or send email to info@ipswitch.com.

BY CLICKING ON THE "ACCEPT" BUTTON, YOU ARE CONSENTING TO BE BOUND BY THIS AGREEMENT. IF YOU DO NOT AGREE TO ALL OF THE TERMS OF THIS AGREEMENT, YOU MAY CLICK THE "15 DAY FREE TRIAL" BUTTON FOR A 15 DAY EVALUATION OF THE ACCOMPANYING SOFTWARE (THE "SOFTWARE") OR CLICK THE "DO NOT ACCEPT" BUTTON AND THE SOFTWARE WILL NOT CONTINUE.

[**Accept**] [**Do Not Accept**] [**Print**]

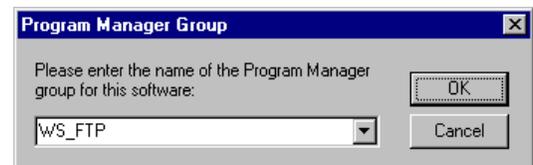6. Choose the location where you would like the program installed. In most cases it is just fine to leave it set to the default.

WS_FTP LE Installation

Please enter the destination folder:

[OK]
[Cancel]

C:\Program Files\WS_FTP   [Browse]

7. Enter the location where you would like your files to be downloaded by default. It is recommended that you choose C:\download , otherwise your files may go to a less desired location.

WS_FTP LE Installation

Please enter your preferred local destination folder for file transfers:

[OK]
[Cancel]

C:\download   [Browse]

8. Enter the name of the program group (in the Start menu) that WS_FTP should appear in. The default is acceptable in most cases.
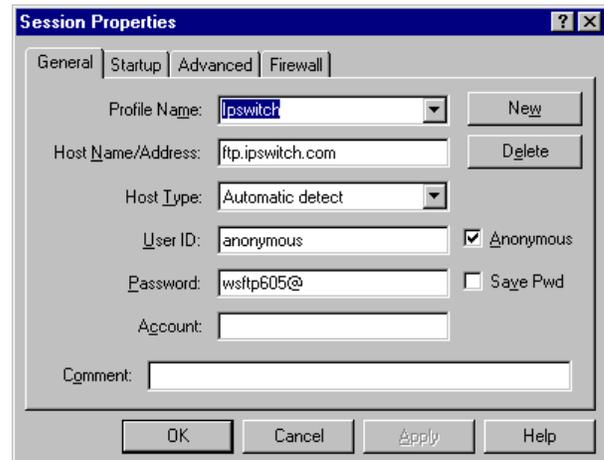
Program Manager Group

Please enter the name of the Program Manager group for this software:

[OK]

WS_FTP   [Cancel]

9. WS_FTP is installed.

Congratulations!

Installation successful!
Happy FTP'ing!
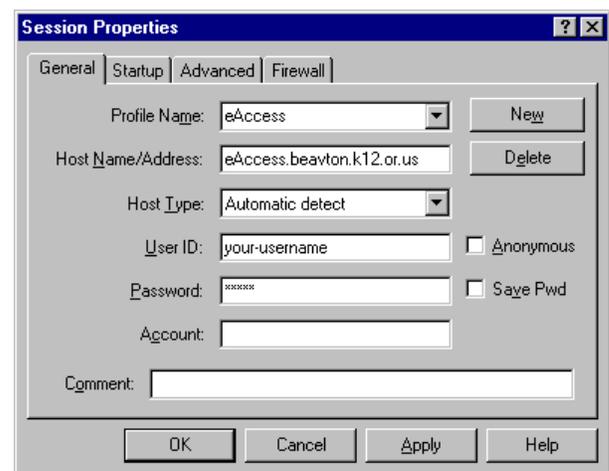
[OK]

Configuring WS_FTP

Before you can access the server from home, you need to create a profile for that server. The profile will save the settings required to access the server.

1. Start WS_FTP by clicking on the Start Button , then choosing Programs, WS_FTP , and then WS_FTP95 LE from the menu.

2. Click on the New Button to create a new profile.

Session Properties

General | Startup | Advanced | Firewall

Profile Name: Ipswitch   New
Host Name/Address: ftp.ipswitch.com   Delete
Host Type: Automatic detect
User ID: anonymous   ☑ Anonymous
Password: wsftp605@   ☐ Save Pwd
Account:

Comment:

OK   Cancel   Apply   Help

3. Enter the following settings for the new profile:

Profile Name: eAccess
Host Name: eAccess.beavton.k12.or.us
Host Type: Automatic detect
User ID: Your username
Password: Your password
Anonymous: Unchecked
Save Pwd: Unchecked

Session Properties

General | Startup | Advanced | Firewall

Profile Name: eAccess   New
Host Name/Address: eAccess.beavton.k12.or.us   Delete
Host Type: Automatic detect
User ID: your-username   ☐ Anonymous
Password: xxxxx   ☐ Save Pwd
Account:

Comment:

OK   Cancel   Apply   Help

4. Click OK to login and save your profile.

Using WS_FTP

First, connect to the Internet then start WS_FTP by clicking on the Start Button , then choosing Programs, WS_FTP , and then WS_FTP95 LE from the menu.

Normally when starting WS_FTP, it will remember the last profile that you used. If you use WS_FTP to access more than one site then you may need to change the profile back to the eAccess . Once the correct profile is selected, you may login by clicking on OK .
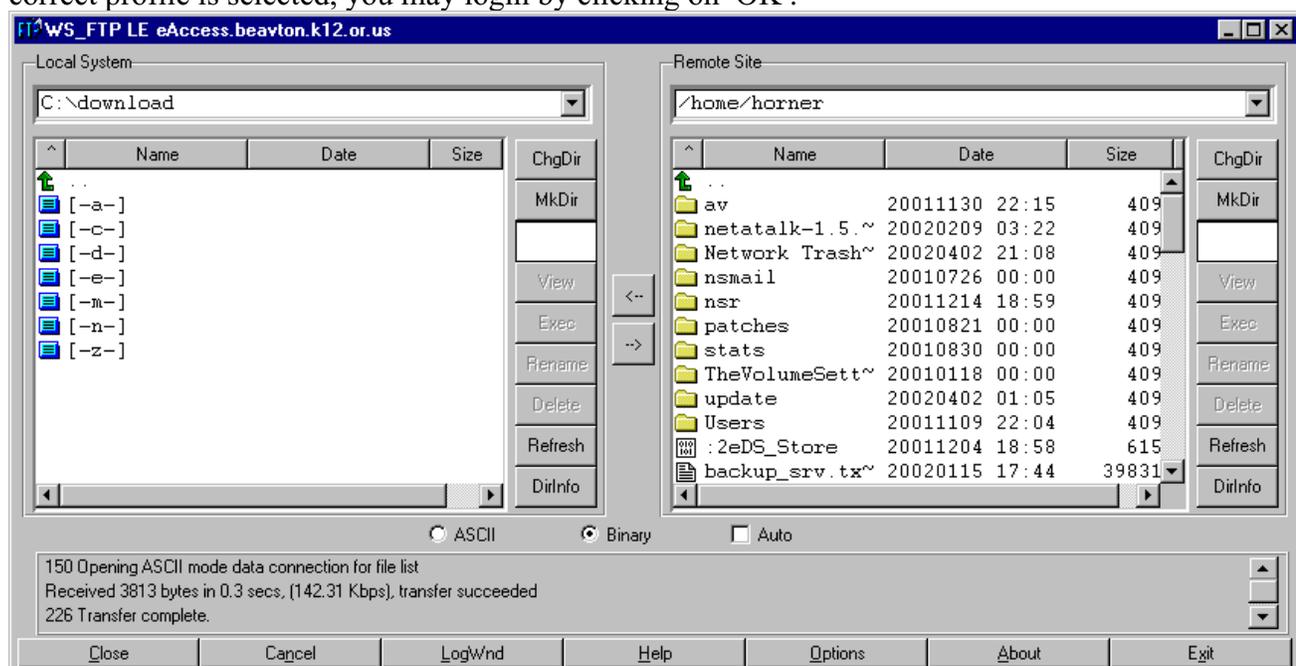
Once you are logged in, you will see a screen like the one shown.

The screen is divided into four major areas. The large window on the left (Local System) shows the contents of your computer. The large window on the right (Remote Site) shows the contents of the server. When using FTP, you will see files and folders that are normally hidden (Network Trash Folder , and TheVolumeSettingsFolder). To prevent problems accessing files from a Macintosh, do not change any of these hidden files. The screenshot above shows a folder with several sub-folders and files in it (in addition to normally hidden folders).

To go into a folder, double-click on it. To leave a folder, double-click on the 🡅 icon.

To modify a file, it must first be copied to your computer. After it is copied, you can then edit the file on your computer. To save the changes to the server, you must copy the file back to the server.

To copy a file to your computer from the server, select the file by clicking on it, and then click on the left facing arrow. You can also copy a file to your computer by double-clicking on it in the Remote Site area .

To copy a file to the server from your computer, select the file by clicking on it, and then click on the right facing arrow. You can also copy a file to the server by double-clicking on it in the Local System area.

To delete a file or folder, select the file by clicking on it, and press the Delete button in the same area (Local or Remote) as the file. You may also select the file and press the Delete key on the keyboard. It will ask you to confirm if you wish to delete the file. To delete a folder you must first remove all of its contents.

You may rename a file by selecting the file and clicking on the Rename button in the same area (Local or Remote) as the file. It will prompt you for the new name of the file.

To access shared spaces, click on the Chgdir button in the Remote Site area, enter /shared and press enter.
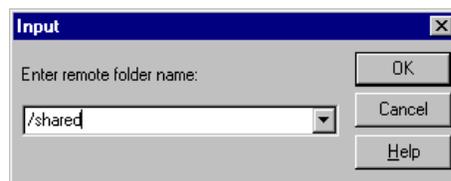
After accessing shared spaces, you may switch back to your personal folder by clicking on the Chgdir button in the Remote Site area, enter ~ , and press enter.
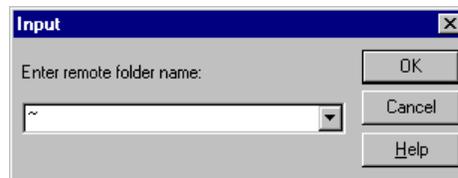
Troubleshooting

The most common problem with accessing your files from home is not being connected to the Internet. To test if you are connected to the Internet, open your web browser and go to a few web pages.

If you are still having problems, http://www.wsftp.com has additional support options.