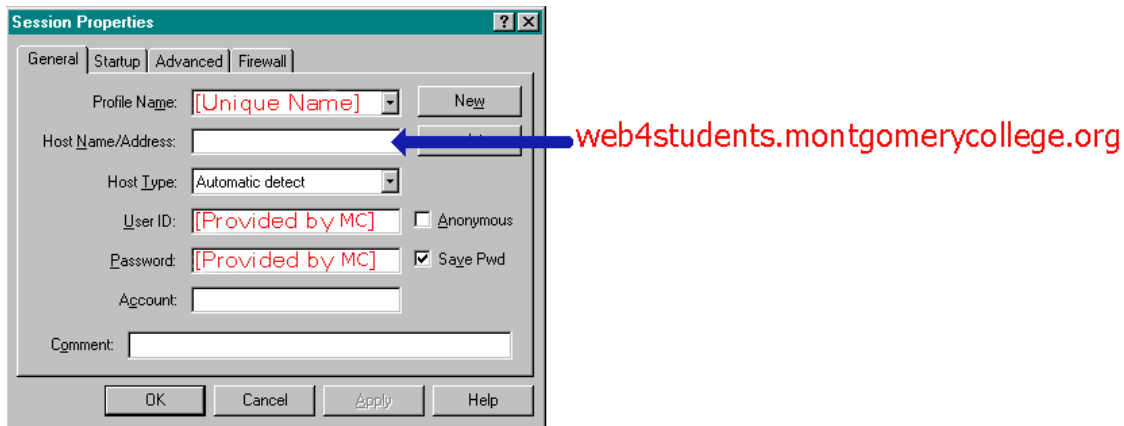# Montgomery College - Web Space for CA Students - Student Instructions

(These instructions assume you are using WS-FTP, which is available in the computer labs. If you are using another FTP client, you will need to modify these instructions accordingly)
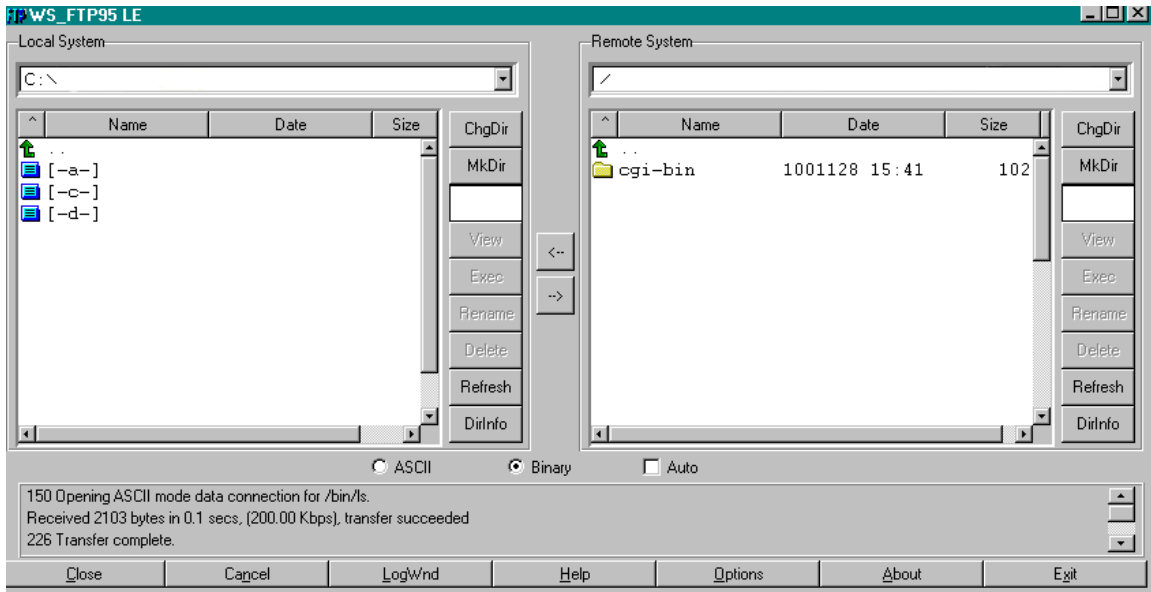
Configuring WS-FTP

Montgomery College has a program named WS-FTP LE available to students so you can copy your files to the server that will display them. For more instructions (and to download the program) go to **web4students.montgomerycollege.org/information**. This site has information about how to download the software and how to post files once the program is downloaded and installed.

Once downloaded and installed, connect to the Internet and start the program. Once started, you will see the following dialogue box: select "New" and fill in the blanks so they match the example below.

The [Unique Name] can be any name that you will find easy to remember. You will be provided a different UserID and Password for each CA web course you take (even if they are in the same semester). Notice in this example that the "Save Pwd" checkbox is checked. This should only be done on your computer at home. If you are using one of the computers in the lab, do not save the password, since this will allow someone else to log into your account. Once you have configured this screen, choose "OK" to establish the connection. Once connected, you should see a screen like the one shown below.

The "Local System" information will be different, since it represents the files on your own machine. The "Remote System" will have forward slash ("/") indicating your top-level directory – known as the "root' directory – and possibly a folder within that directory similar to the example. The additional folder (cgi-bin) will exist if the course you are taking may require you to create/use PERL programming scripts. You are allowed to save up to five megabytes of information on this server and are expected to make your own back-ups of your information. To copy a file to the server, choose the disk and folder on your local system where the desired file is located, click on the file, and then choose the button with the arrow pointing to the right [→] to move the file to the server. If you ever need to copy from the server to your local machine, click on the desired file and select the left pointing arrow [←].