Texas Higher Education Coordinating Board

# Viewing Reports through the Secure Site

## Load the Software

Open *Internet Explorer* and download the free FileZilla application.
Download FileZilla from http://filezilla-project.org/download.php?type=client

## Install FileZilla

Connect to sftp.thecb.state.tx.us

Host: sftp.thecb.state.tx.us
Username: your fas username (format example "fas00123400")
Password: your fas password (case sensitive)
Port: 22

The first time you connect you will get an "Unknown host key" alert. Click "Always trust this host, add this key to the cache" and click OK.

## Using FileZilla

The top window of FileZilla is a status window which shows the status of the connection and any commands initiated.

The middle window shows folders: the left shows the local site folders, the right shows remote site folders.

The lower window shows the files in each folder, local (left) and remote (right). You can move files from server to server by selecting the file (clicking on it), then while holding down the left mouse button, drag the file from window to window.

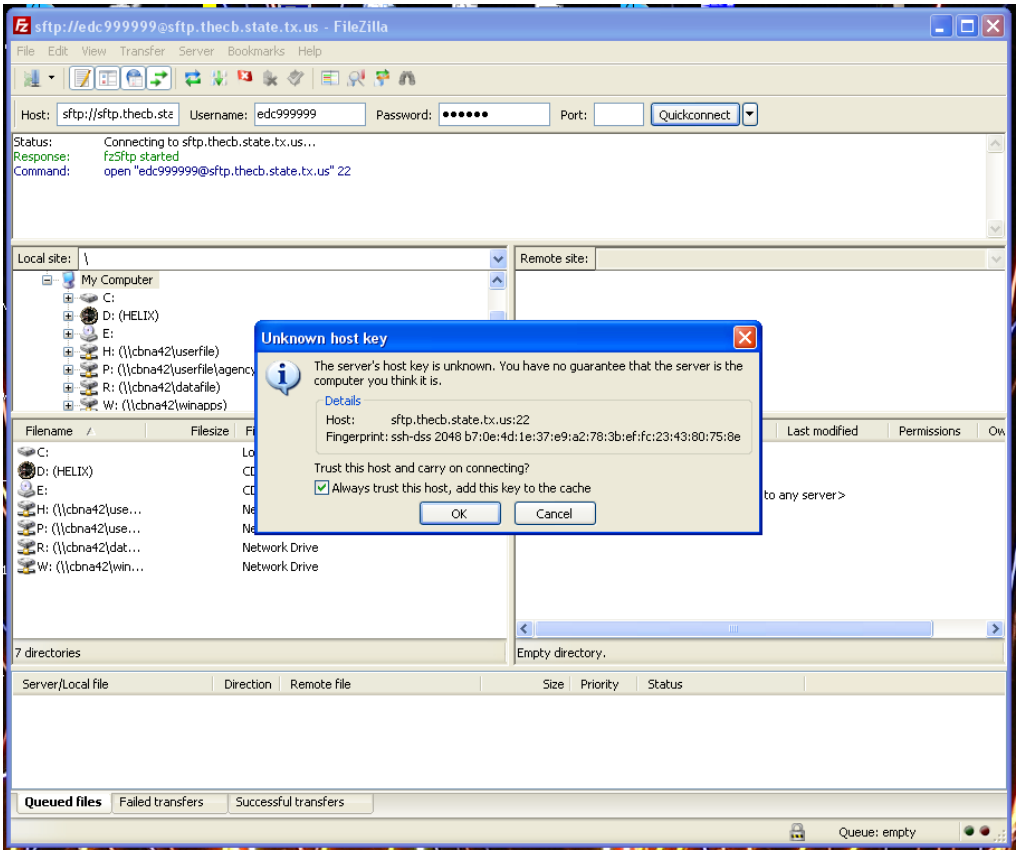
After the first connect, you can reconnect to the sftp server by using the drop-down-arrow next to "Quickconnect" to get to the sftp server quickly.

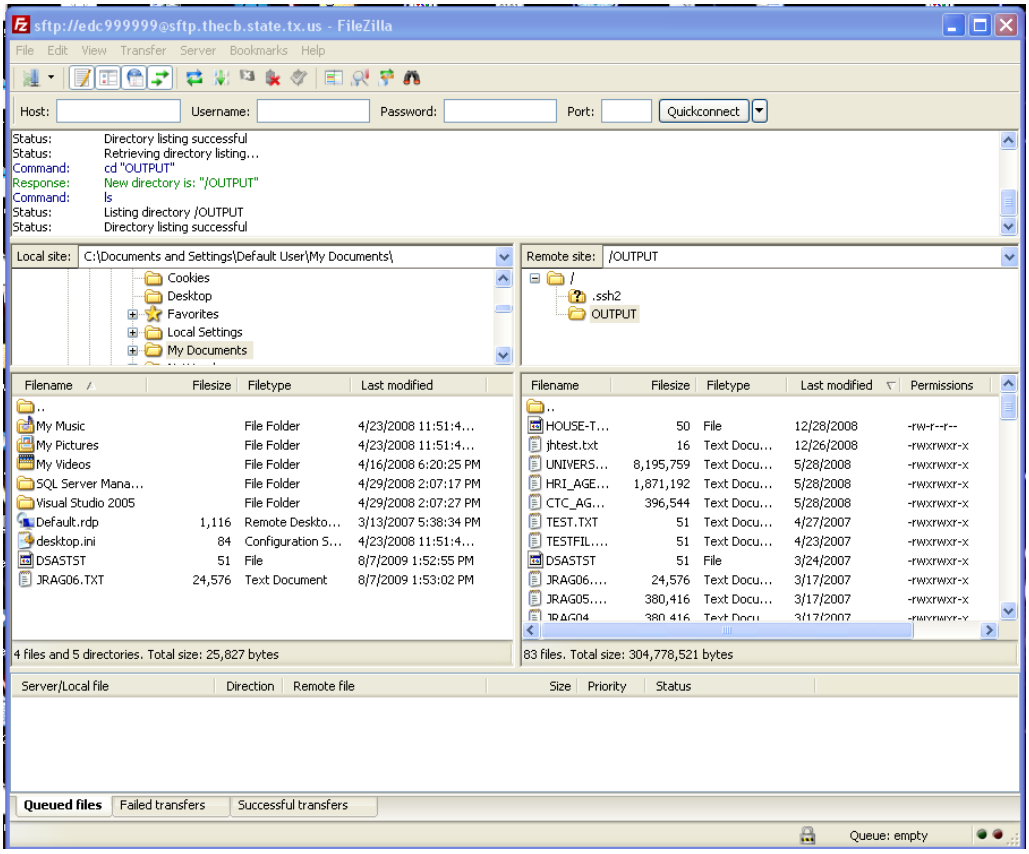
## Moving Files

Your local folder will be on the left, the remote folder (sftp.thecb.state.tx.us) on the right. Select the local folder that your files are in and drag them to the root "/" folder on the right. Use the mouse to drag the file over.

## Help

If you need further assistance, please contact Technical Help at **(512) 427-6596** for Austin area callers, **(866) 263-4403** for callers outside of the Austin calling area.


sftp://edc999999@sftp.thecb.state.tx.us - FileZilla
File Edit View Transfer Server Bookmarks Help
Host: sftp://sftp.thecb.sta
Username: edc999999
Password: ••••••
Port:
Quickconnect
Status: Connecting to sftp.thecb.state.tx.us...
Response: fzSftp started
Command: open "edc999999@sftp.thecb.state.tx.us" 22
Local site: \
Remote site:
My Computer
C:
D: (HELIX)
E:
H: (\\cbna42\userfile)
P: (\\cbna42\userfile\agency
R: (\\cbna42\datafile)
W: (\\cbna42\winapps)
Unknown host key
The server's host key is unknown. You have no guarantee that the server is the computer you think it is.
Details
Host: sftp.thecb.state.tx.us:22
Fingerprint: ssh-dss 2048 b7:0e:4d:1e:37:e9:a2:78:3b:ef:fc:23:43:80:75:8e
Trust this host and carry on connecting?
Always trust this host, add this key to the cache
OK
Cancel
Filename
Filesize
Last modified
Permissions
to any server>
Network Drive
7 directories
Empty directory.
Server/Local file
Direction
Remote file
Size
Priority
Status
Queued files
Failed transfers
Successful transfers
Queue: empty


sftp://edc999999@sftp.thecb.state.tx.us - FileZilla
File Edit View Transfer Server Bookmarks Help
Host:
Username:
Password:
Port:
Quickconnect
Status: Directory listing successful
Status: Retrieving directory listing...
Command: cd "OUTPUT"
Response: New directory is: "/OUTPUT"
Command: ls
Status: Listing directory /OUTPUT
Status: Directory listing successful
Local site: C:\Documents and Settings\Default User\My Documents\
Remote site: /OUTPUT
Cookies
Desktop
Favorites
Local Settings
My Documents
.ssh2
OUTPUT
Filename
Filesize
Filetype
Last modified
Permissions
My Music
My Pictures
My Videos
SQL Server Mana...
Visual Studio 2005
Default.rdp
desktop.ini
DSASTST
JRAG06.TXT
HOUSE-T...
jhtest.txt
UNIVERS...
HRI_AGE...
CTC_AG...
TEST.TXT
TESTFIL....
JRAG06....
JRAG05....
4 files and 5 directories. Total size: 25,827 bytes
83 files. Total size: 304,778,521 bytes
Server/Local file
Direction
Remote file
Size
Priority
Status
Queued files
Failed transfers
Successful transfers
Queue: empty