



Student Server Access Using FileZilla

Revision 8/20/2019

This process details how to access the student server using FileZilla.

Students must be enrolled in one of the following WEB courses:

- WEB 110 HTML and CSS
- WEB 114 Web Scripting: JavaScript I
- WEB 124 Web Scripting: JavaScript I

Non WEB students do not have access to this server.

However, credit students do have the ability to utilize JCCC cloud storage technologies. (Google Drive or OneDrive)

Google Drive:

www.google.com/drive/

Microsoft OneDrive:

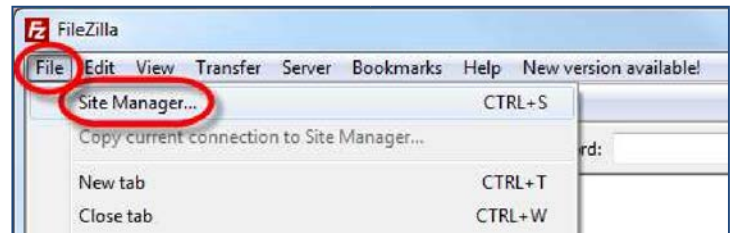
www.office.com/?auth=2&home=1

- 1) Verify that your account --> example jdoe16 : If you do not know your username, use the “What is my Username?” link on the MyJCCC login page: <https://my.jccc.edu>.
- 2) The FileZilla Application is installed on all Mac and Windows computers in labs and classrooms on campus.

If you are accessing the Student Server from off campus, download and install the FileZilla Client, available for free download here: <http://filezilla-project.org/download.php?type=client>

3) After FileZilla is configured, you can use the saved site to access your server space.

In the FileZilla Client, select File > Site Manager.



4) Select the New Site button.

Select the New Site, and update the name to:

JCCC Student Server

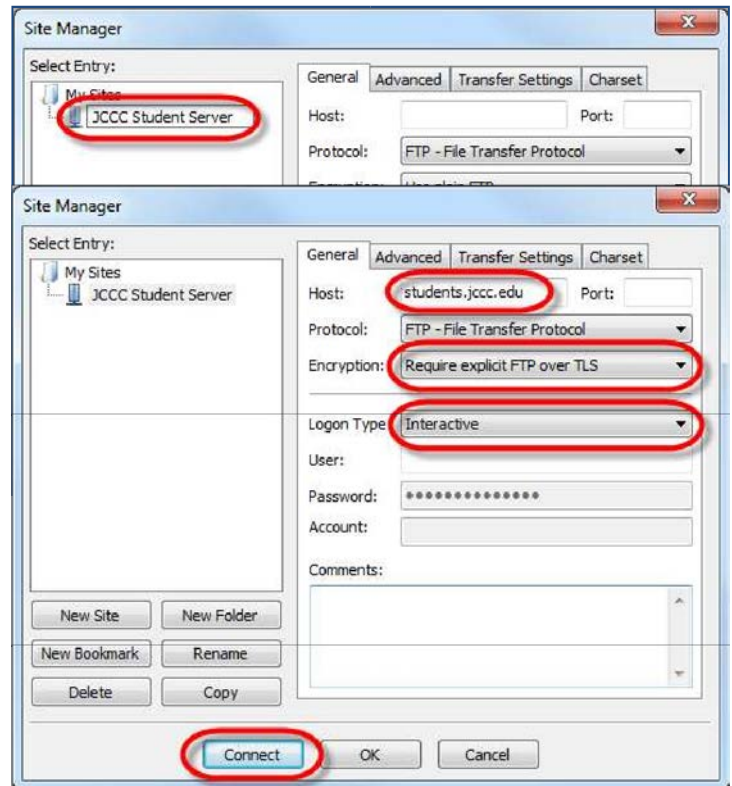
5) Enter the following information:

Host: **students.jccc.edu**

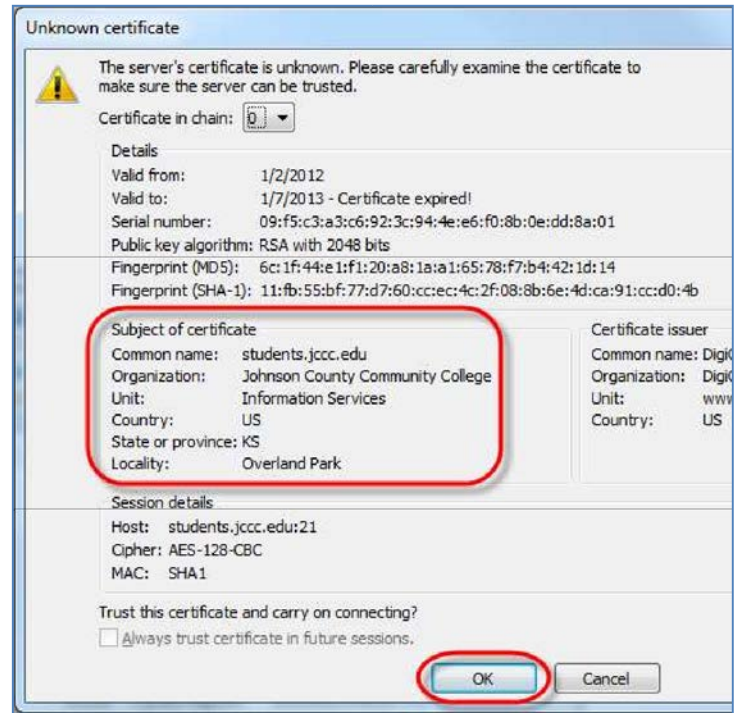
Encryption: **Require explicit FTP over TLS**

Logon Type: **Interactive**

Remove any text from the User: field Select the Connect button.



6) A valid certificate will list JCCC as shown.
Select the OK button.

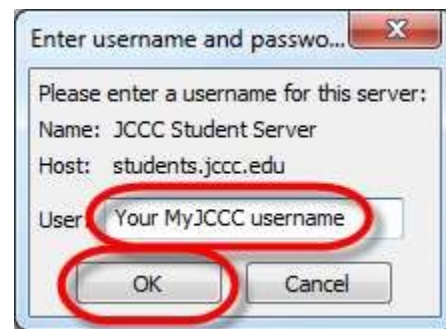


7) You will be prompted for a username.
Students enter:

Your MyJCCC username

Instructors or Staff enter:

jccc-employee\username

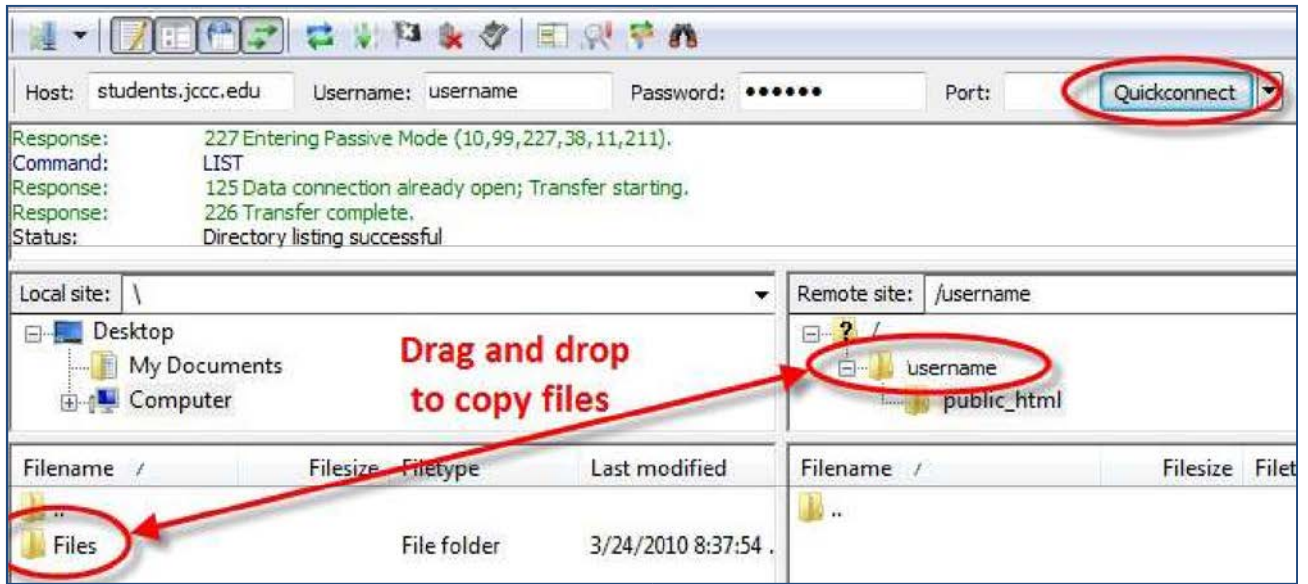


8) You will be prompted for a password.
Students and Instructors enter:

Your MyJCCC password

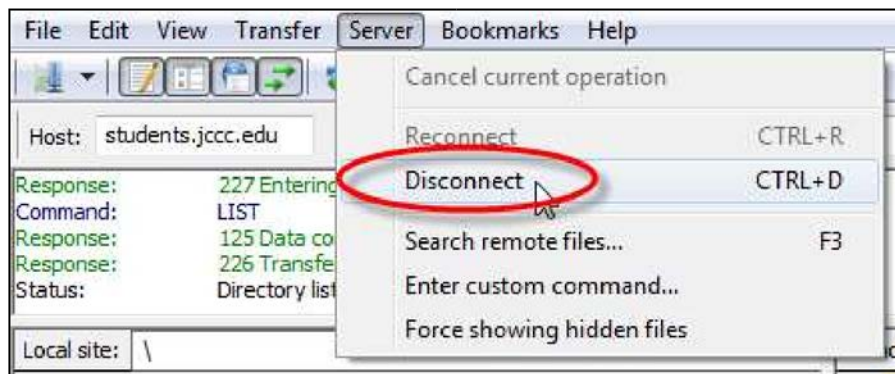


- 9) If successful, a connection will be established between your computer and your Student Server Space.
- Your computer is the Local Site (left pane,) your Student Drive Space is the Remote Site (right pane.)
 - Drag and drop to move files between your computer and the Student Drive Space.



- If you want to access the desktop of your local machine, in the left pane:
 - Windows 10: Click C:\> Users > <username> > Desktop
 - Or type C:\Users\<username>\Desktop in the “Local site:” box.
 - Macintosh: Click Users > <username> > Desktop
 - Or type /Users/<username>/Desktop in the “Local site:” box.

10) To **disconnect** from your Personal Drive Space:



From the Server drop-down menu, select Disconnect.