

# SFTP Instructions for KehilaLinks

SFTP stands for Secure File Transfer Protocol and is a simple way of moving files from your computer to the KehilaLinks server.

1. SFTP Access
  - a. Your KehilaLinks SFTP Username and Password will bring you directly into the folder assigned to your site. You will see an empty space when you enter the SFTP site; the folder is not visible.
  - b. If you manage more than one KehilaLink site, you will be provided a single UserName and Password. This Logon will bring you to a listing of KehilaLinks site folders.

Instructions for accessing multiple sites:

- i. When you logon, you will be on a site with multiple KehilaLink site folders.
  - ii. Double click on the folder that you will be working with. You can then browse, download and upload as needed. Follow instructions in 2 below for downloading and uploading.
  - iii. To go to another of the sites that you manage, return to the KehilaLinks site folders screen and select the next site that you will work on.
  - iv. If you go to a site that you are not authorized for, you can browse the folder, but will get an error message when you try to upload.
2. You can use FTP software which can be downloaded free from such sites as [www.download.com](http://www.download.com) or [www.cnet.com/](http://www.cnet.com/). I will not recommend one package over another. If you use FTP software, the URL to use to SFTP is

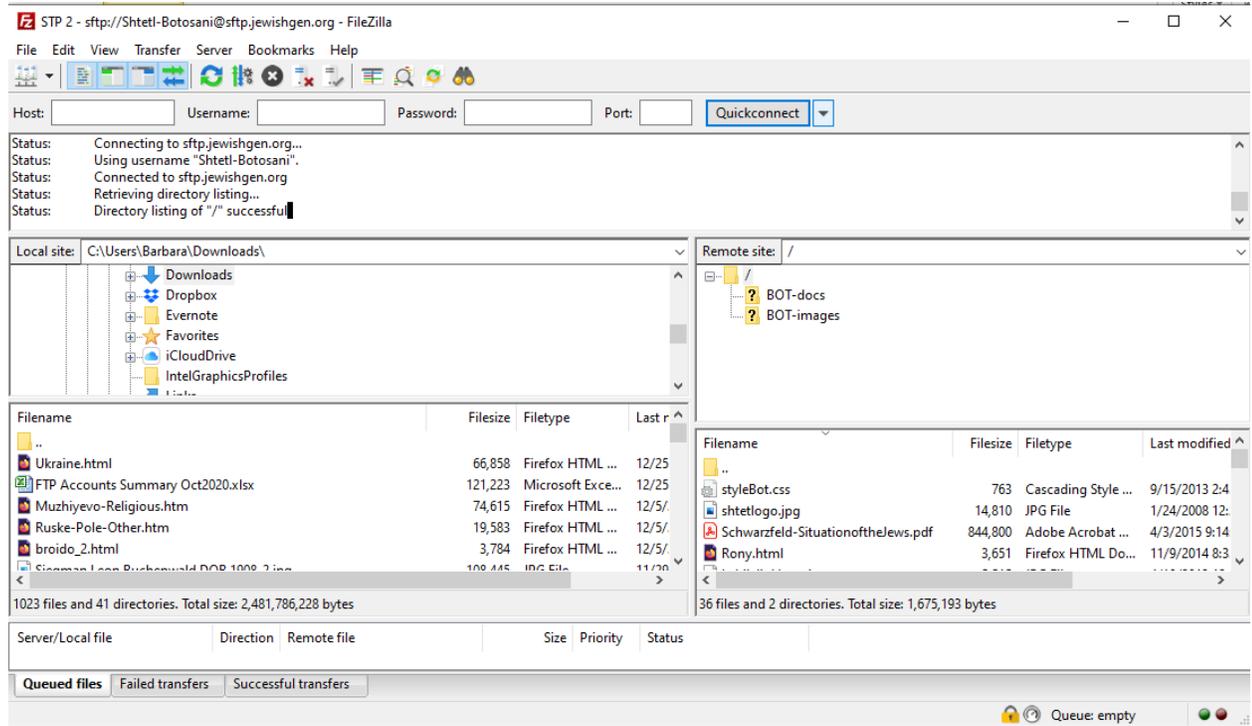
## **Sftp.jewishgen.org**

You will be provided with a Login/Username and a Password. If the software requests a port number, this value is 22.

To transfer the files, follow the software's instructions

Below is a screen of a typical SFTP session

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Below the tool bar is an area split vertically; the left side contains the contents of your hard disk, the right side contains the contents of your Web server. The bottom "window pane" contains message from the server.

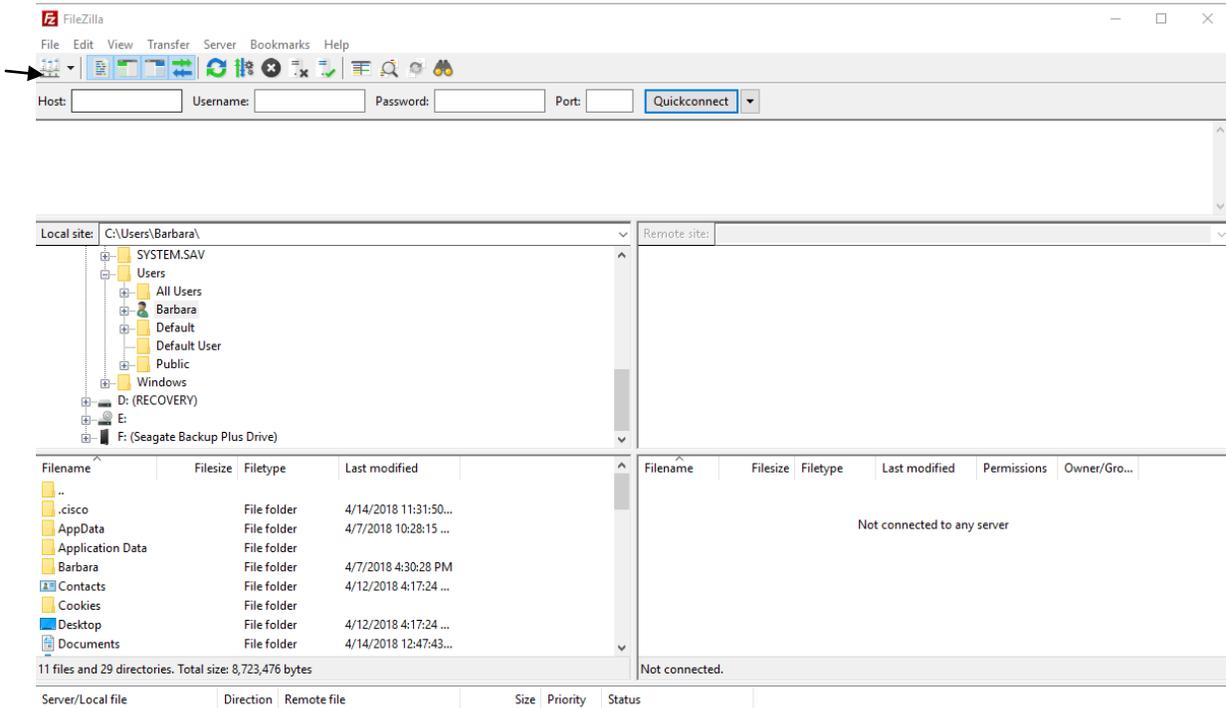
To move pages from your computer to the server, you want to select all files and sub-folders and copy those to your Web server by using the arrows in the middle of the screen.

Do not move the entire folder that you used to group the components of your site on your computer to the server. This will add another level to the URL unnecessarily. Just move the contents of the folder.

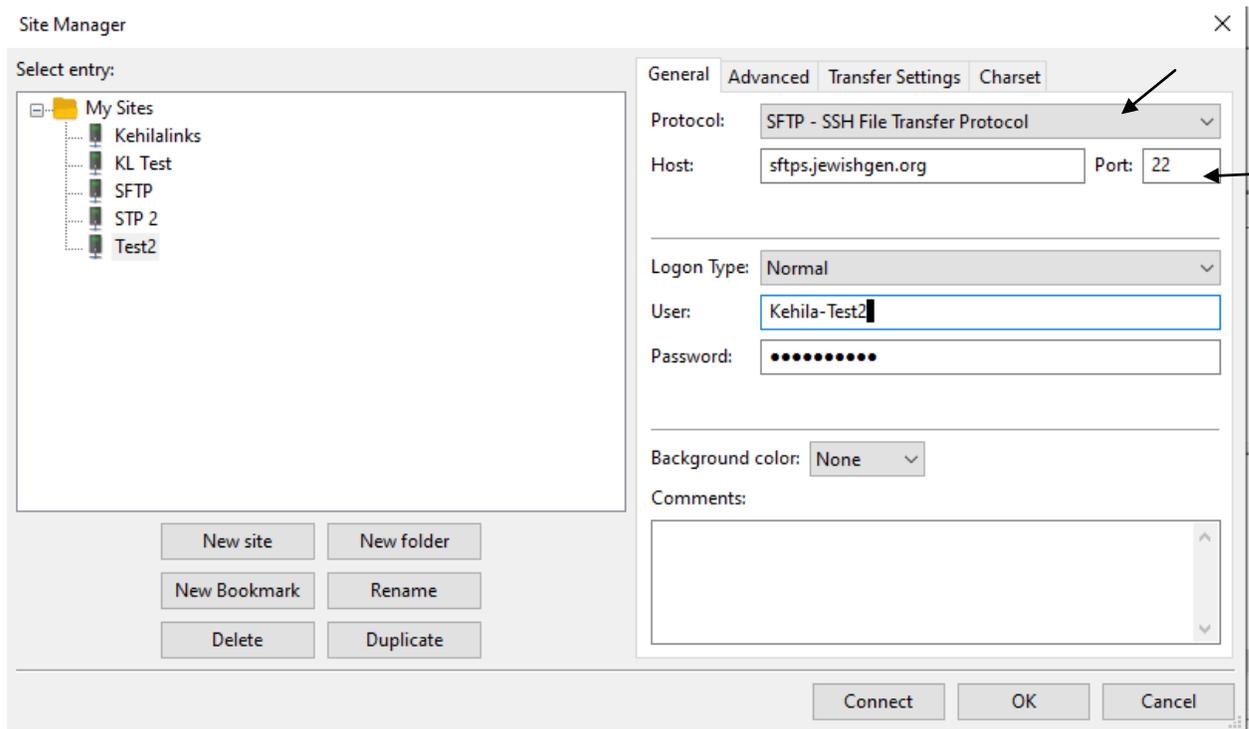
You will create an account in the FTP software with the URL of the KehilaLinks SFTP server, your Login (username) and Password. This will save this information in your FTP program.

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3. FileZilla is a popular and free FTP software package..



To set up an FTP account, click on the Site Manager icon just below the File menu.



## SFTP Instructions for KehilaLinks

Select Protocol: SFTP: SSH File Transfer Protocol

Enter the Host `sftp.jewishgen.org`

Enter Port `22`

Enter the User and Password

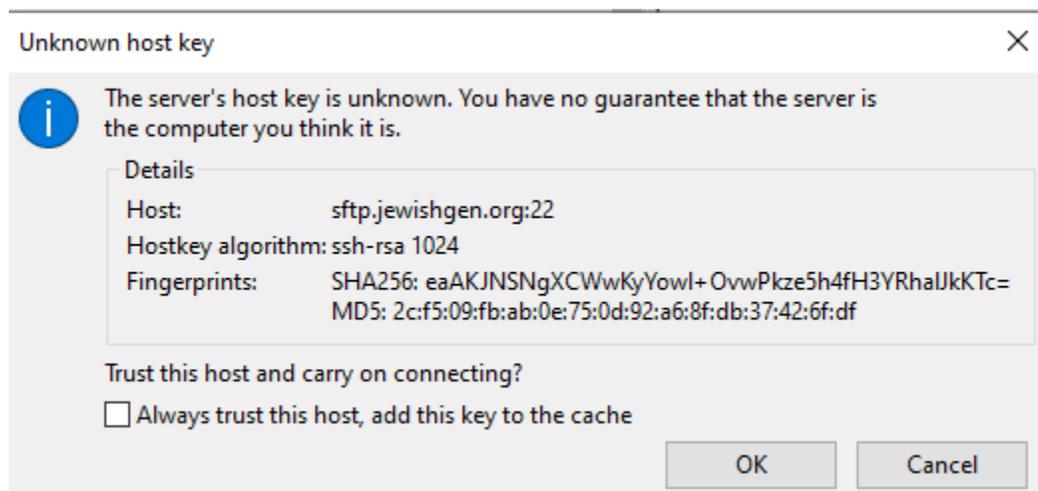
.

Click OK to save the account



Click Connect to connect to the KehilaLinks server.

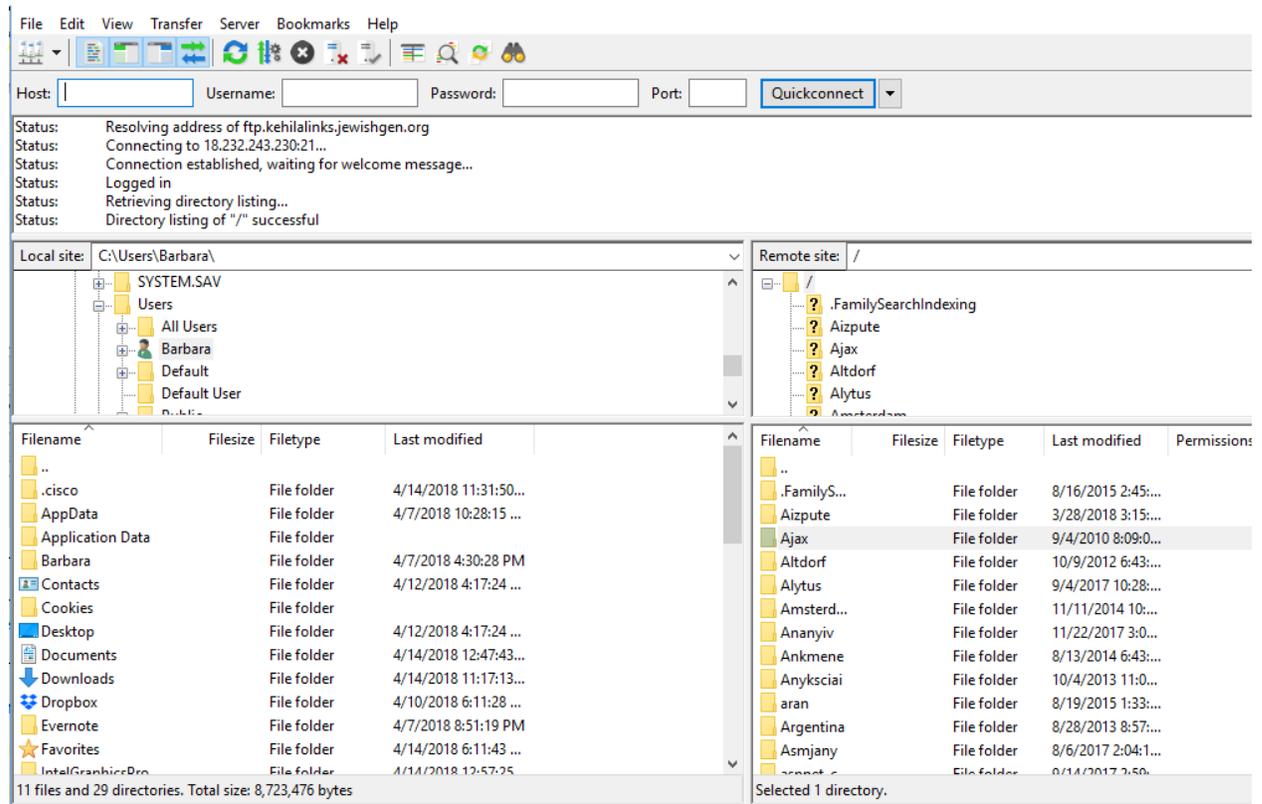
The first time you logon you will get the following message:



Check the “Always trust this host, add this key to the cache” box. Hit OK.

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Once connected to the server



Your computer files

Files on KehilaLinks server

Click on the item you want to transfer and drag the file to the side of the screen to which you want it to be transferred.

4. Make sure that your computer's firewall will allow your FTP software to connect to the internet as an outbound connection.
5. If you use Waterfox or SeaMonkey as your web browser, you can download an FTP add-on, FireFTP from the following site:  
<https://addons.mozilla.org/en-US/firefox/addon/fireftp/>  
Once downloaded, the FTP software can be accessed on the Tools-Web Developer menu of Firefox.

Use logon setting described above.

To transfer the files, follow the software's instructions at  
<http://fireftp.mozdev.org/help.html>

FireFTP does not work on Firefox Quantum.

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6. Some HTML-creation software packages also provide an ftp facility. KehilaLinks does not encourage you to use HTML-creation software and will not make recommendations of software packages. You can try various packages at [www.download.com](http://www.download.com). Some are freeware; others are free to try and then purchase.
7. If you are using an HTML-creation software package to upload your site, verify that the software is not going to create a sub-folder by checking the software's instructions.
8. Multiple failed attempts to logon may cause your IP address to be blocked. You will need to provide your public IP address so that it may be un-blocked. To find your IP address you can type "what is my IP address" into Google and it will tell you, or you can visit a site like <https://whatismyipaddress.com/>
9. If you have difficulty connecting to the FTP server, please provide the complete software's dialogue with the server. This will enable the diagnosis of the issue.

Example:

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```
Status:    Connecting to sftp.Jewishgen.org...
Status:    Using username "Kehila_Mohyliv".
Status:    Access denied
Error:     Authentication failed.
Error:     Critical error: Could not connect to server
```

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