

How to install and set up the WinSCP software for Secure File Transfer

WinSCP FTP client is free and easy to use. If you have another secure FTP client you may use it and simply configure it to match the settings below. HSD will only be able to help you configure WinSCP.

WinSCP is an open source SFTP client and FTP client for Windows. Its main function is the secure file transfer between a local and a remote computer. Beyond this, WinSCP offers basic file manager functionality. It uses Secure Shell (SSH) and supports, in addition to Secure FTP, also legacy SCP protocol.

- To download WinSCP go to:
<http://winscp.net/eng/download.php>
- To learn more about WinSCP go to:
<http://winscp.net/eng/docs/introduction>

From the WinSCP download page you will see various options. Choose the "Portable executable". This will be updated by the vendor periodically so just select the version that is the "beta" or test version:



Downloads

WinSCP 4.1.5 Released: 2008-07-12

[Installation package](#) (2,354,988 bytes)

[Portable executable](#) (1,314,304 bytes)

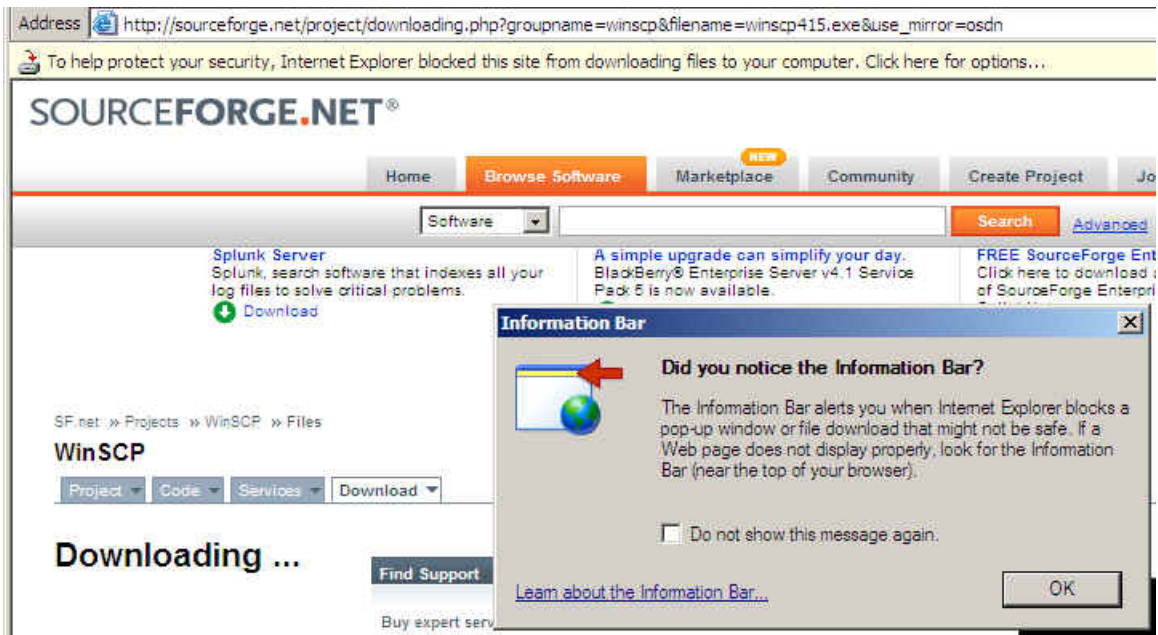
[Source code](#) (2,033,116 bytes)

[\[Release Notes, Checksums\]](#) [\[What's new\]](#)

This version doesn't require an installation; you simply run it when you want to use it.

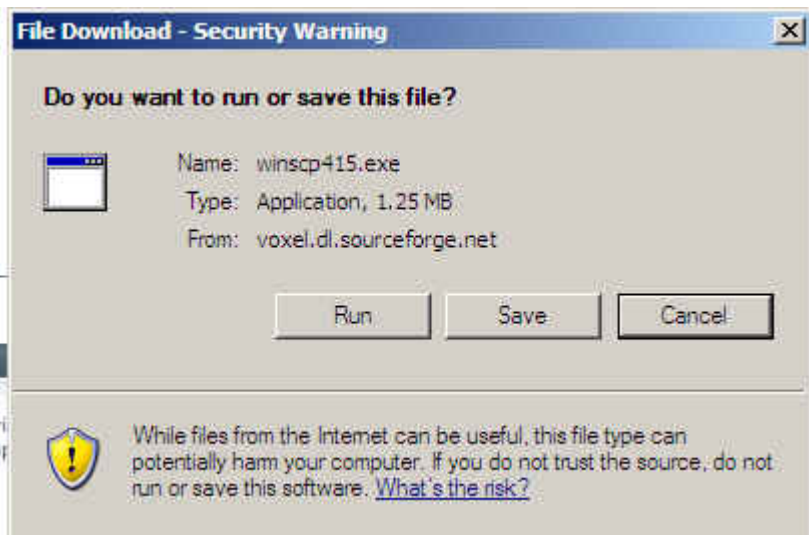
To begin the download, click on the link "Portable executable". If you have PopUps disabled, you'll get a warning from Internet Explorer to right click on the warning at the top of the window and choose "download file".

If you have popup blockers enabled, you may see this message:



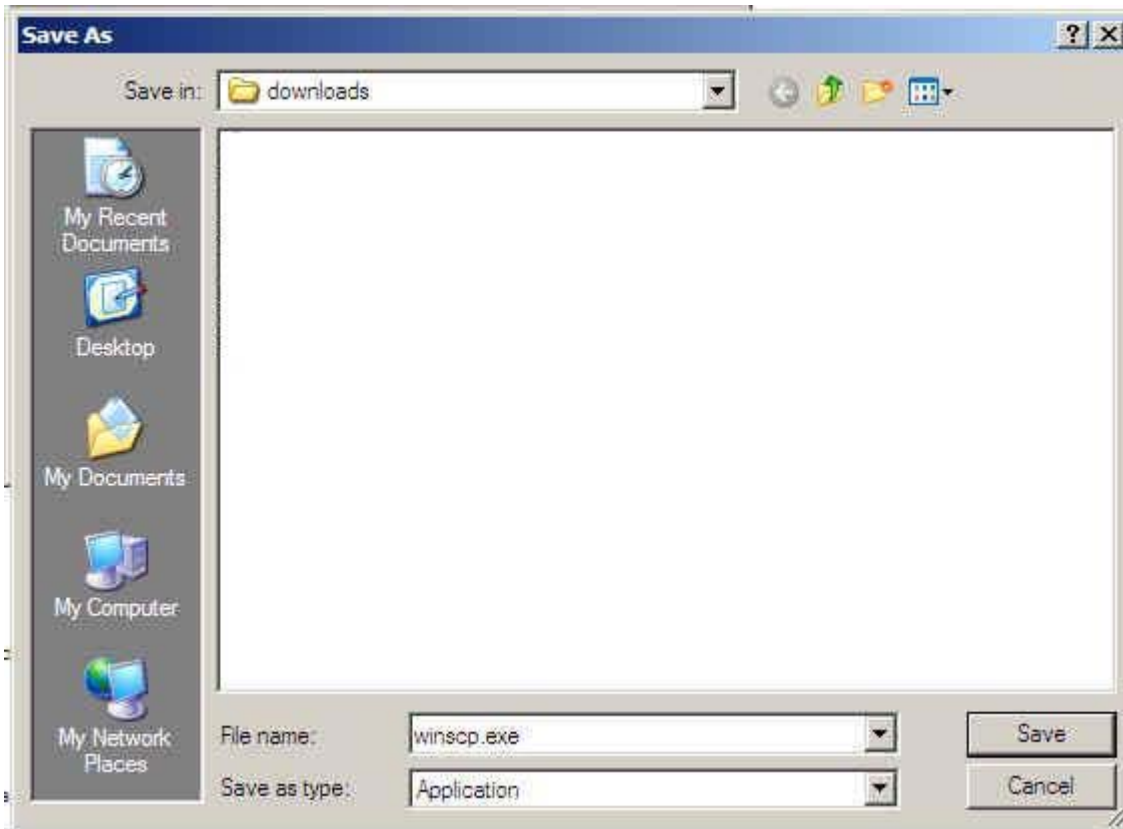
If you click OK to dismiss the information box and then click on the yellow info bar just below the URL address line it will offer you the option to download the file. Choose that.

Next you'll see this dialog:



Choose Save.

Then you'll see the Save As dialog box. You may want to save the file to your desktop for easy access.



You may also choose to copy the file "winscp.exe" from another location and just double-click it to run at the new location.

Note: Revisiting the web site at a later date. if you need to go back to the web site and download the program again because it was deleted or for some other reason, you may see that the name is different. For example the current file name is "winscp415.exe" but if it has been updated it might have a different version number and be named something like "winscp427.exe. If you have any question at all, please don't hesitate to contact your HSD representative.

Setting up the SFTP Client:

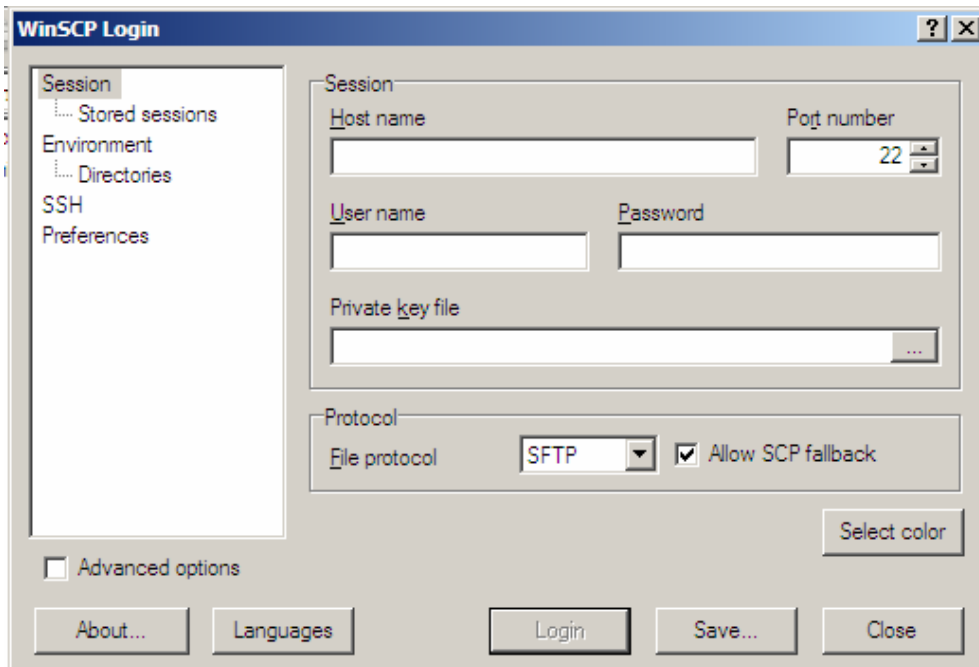
Navigate in Windows Explorer to the file location where you have copied the WinSCP FTP client. Open WinSCP by simply double-clicking the file name "winscp.exe". If you have Windows XP SP2 installed, you may see this warning message:



You can go ahead and click "Run" and/or uncheck the "Always ask before opening this file" to not see the message again.

After you have configured the client it will create a "winscp407.ini" file that saves the connection information.

When you start WinSCP you will see this screen:



You will only enter two things in this dialog box, type in the server name in the “Session, Host name” field and your userid in the “User name” field. In another window you will enter your password. Don’t change any other settings.

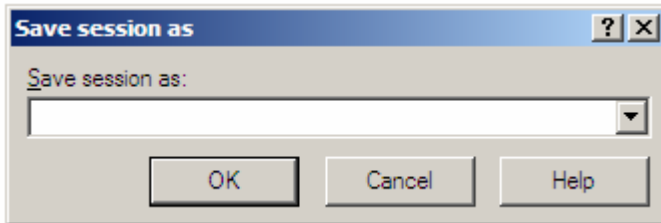
Host name: **ftpdev1.ci.seattle.wa.us**

(Note, when first testing you will use this host name. After you have confirmed with HSD that your tests were successful, you will begin using the production server name **ftpprod1.ci.seattle.wa.**)

UserID: Your userid will have been provided to you by your HSD representative. This is usually a shortened form of your agency name, using four digits followed by a “1” or “2”. For example “msm1” is a userid for My Service Mind.
Do not enter your password yet. This is a security precaution.

Click the SAVE button to save the settings.

You will now see a dialog box that looks similar to the example below but that has pre-filled a session name using your userid followed by "@" and the server name, like "cris1@ftpdev1.ci.seattle.wa.us".



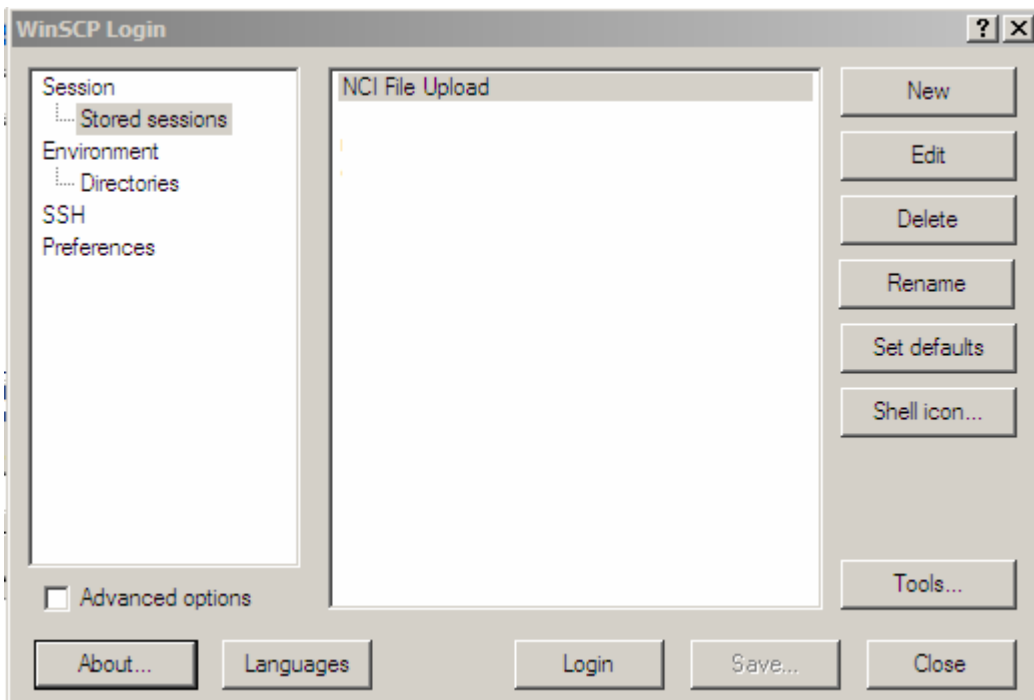
We recommend you change this.

1. If your agency works with the New Citizen's Initiative save your session as "NCI File Upload" by typing that name in and clicking "OK".
2. If your agency is working with the Aging and Disability Services group save your session as "ADS File Upload" by typing that name in and clicking "OK".

If your agency works with both groups at HSD, you will save two different sessions and will use a unique userid for each.

You will now see a screen with your saved session name. The next time you start WinSCP it will show this saved session name.

For NCI here's what you would see the next time you start WinSCP:



Now, with the session name you have saved highlighted, simply click on the "Login" button.

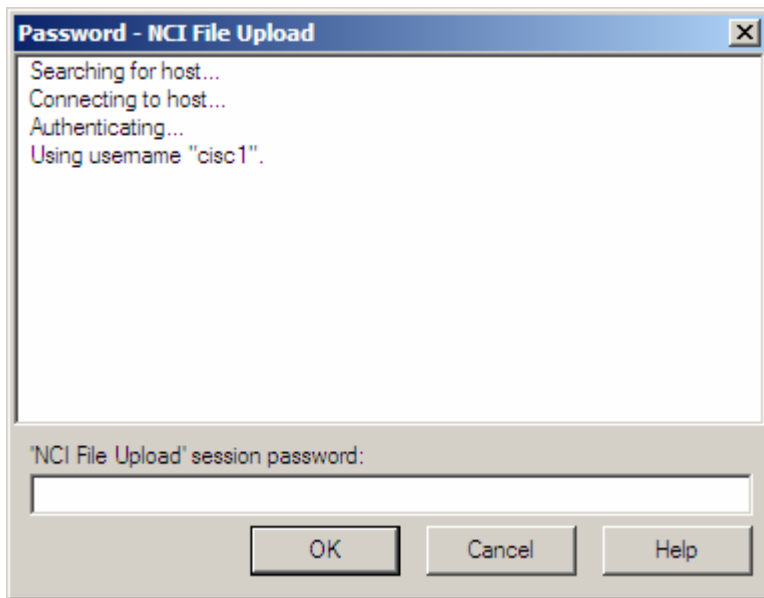
If you receive an error message like this:



1. Your network connection may not be active. Make sure you can connect over the internet and try again.
2. You may have a firewall set up either on your PC or your local network. Talk to your network administrator for assistance. It may be that the firewall is not allowing SSH traffic and they need to change the firewall settings to open port 22.
3. Another less likely possibility is that your default Windows XP SP2 and Vista settings have the built-in firewall enabled and this is blocking the SFTP connection. Again, talk to your helpdesk before making any changes.

Try connecting again. If you are still having trouble let your HSD representative know.

Next you will see this dialog box. Enter your password in the space provided:



Password: This will have been given to you by your HSD representative.

Note: If you have forgotten your userid or password, please contact your HSD representative for assistance.

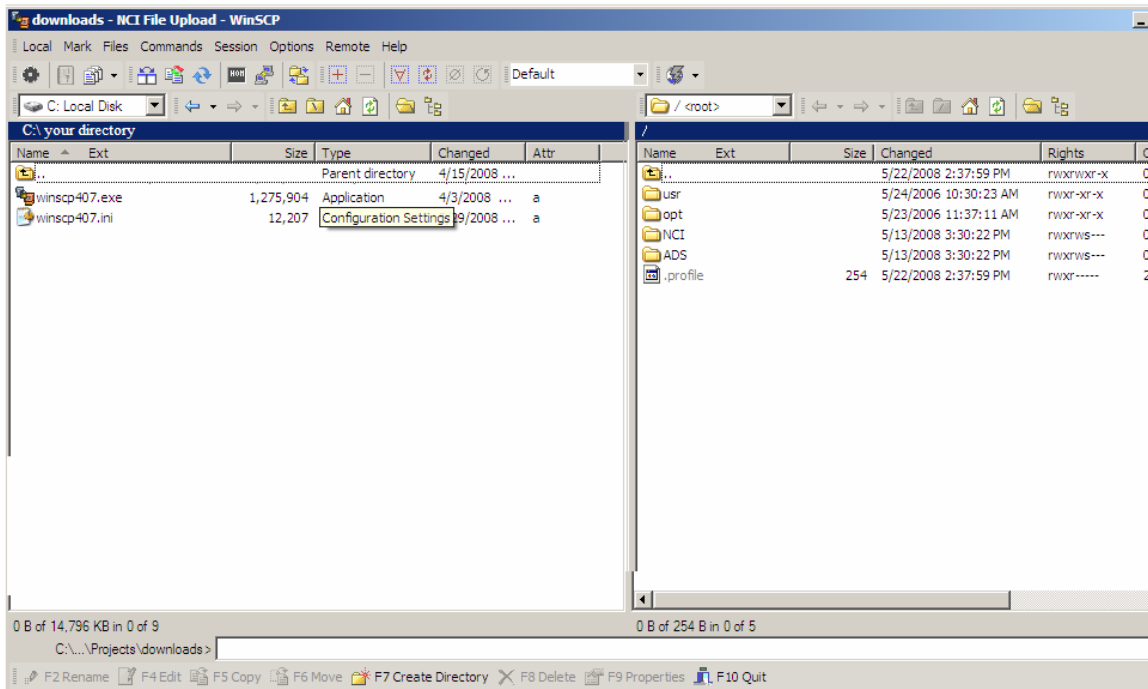
If you have typed in the wrong password you will receive a message “access denied”.

If this is the first time you have connected to this server you will see a warning dialog:



This is normal on the first connection, despite the warning message. WinSCP is just telling you that it has never seen this server before and isn't sure if it is the right one. Just click “Yes” to continue.

If you have typed in the correct userid and password you will now see an interface that looks similar to this:



On the left pane you will see your own PC directory structure and any network drives that your PC and you can access; on the right pane you will see the server directory that you have access to use. Your user access will take you to your agency folder though it doesn't display your agency name.

You will see several file folders like "usr" and "opt" but you can ignore these. They are system generated and aren't used for this procedure.

You are now ready to transfer files; see the instructions on how to transfer files of if you want to simply close WinSCP and return later:

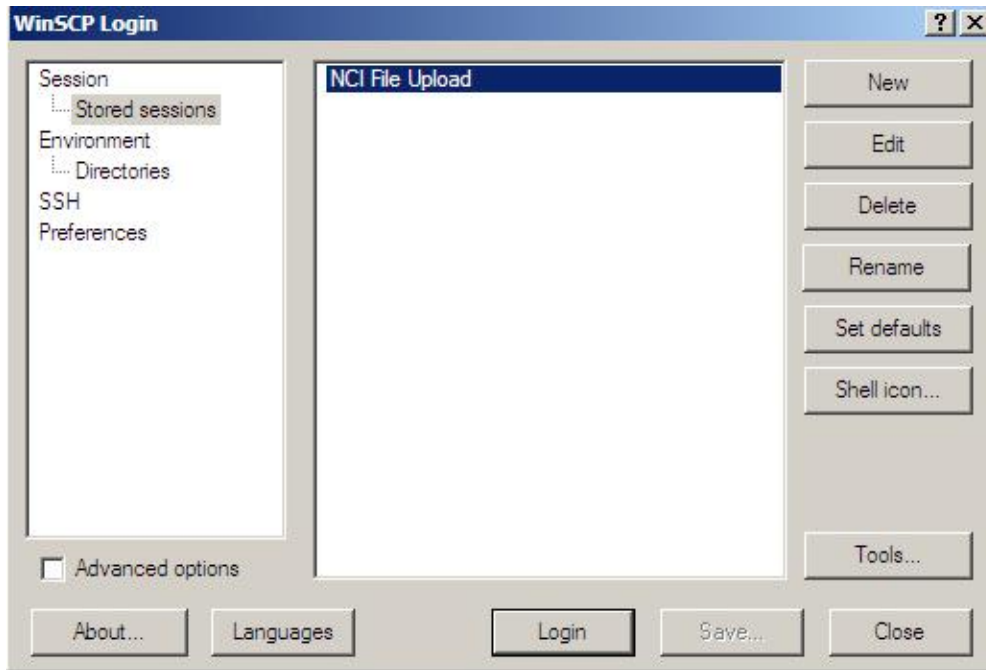
- To logout but leave WinSCP open, press and hold down these keys: Shift+Control+D.
- To logout and close down WinSCP completely, press the F10 key. You'll get a confirmation dialog; click the "OK" button and this will close the application.

Changing your test sftp session to work with the production server:

After you have successfully tested transferring files to the City's test secure FTP server, you will be given access to the production secure FTP server. After that you won't want to connect to the test server again.

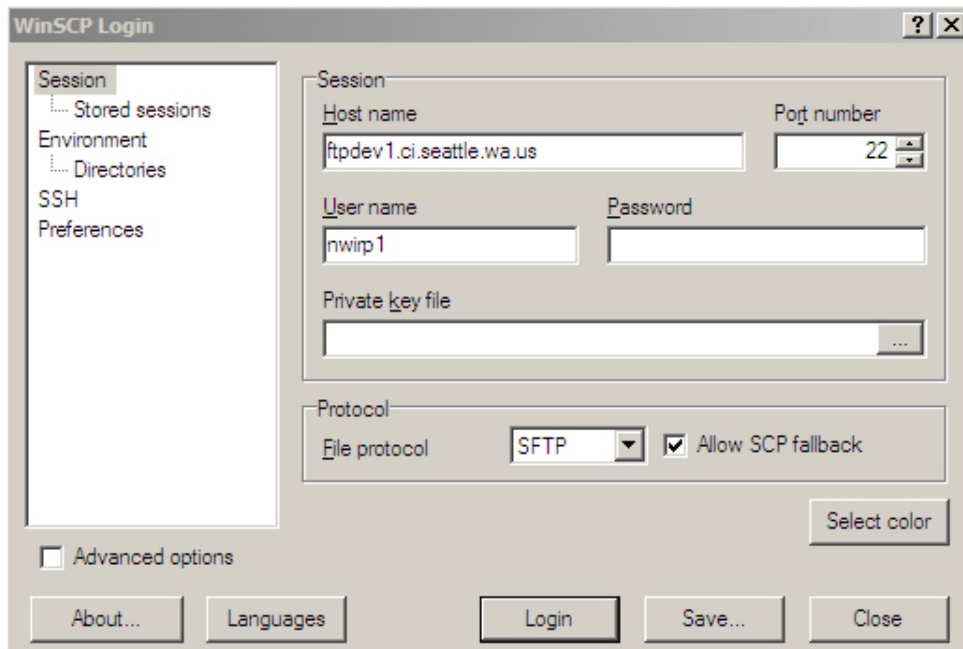
The best way to do this is to edit the original session you set up for testing.

Start WinSCP and you will see the session you saved:



Click on the Edit button. This will open another dialog where you can view the current settings for your session. You will be changing the Host name.

The example below has the username nwirp1. Your session will show your user name instead.



Now type over the Host name to change "dev" to "prod". The end result for the Host name should be:

ftpprod1.ci.seattle.wa.us

Click on the Save button and you'll see the "Save session as" dialog. It will show the session name which should say "NCI File Upload" or "ADS File Upload" as noted in the setup instructions.

Click OK to save the session with the same name and you're done!

