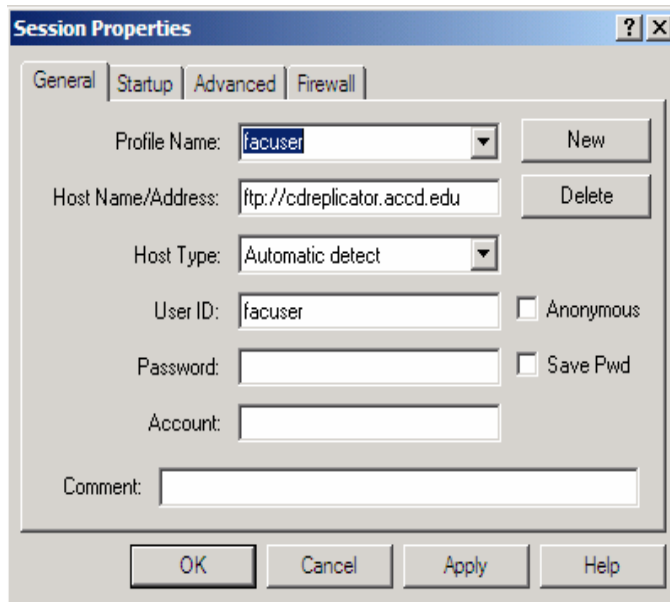


## FTP instructions for WS-FTP

To obtain a copy of ws\_ftp client software from our ACCD FTP site, visit  
<ftp://ftp.accd.edu/pub/tools/>

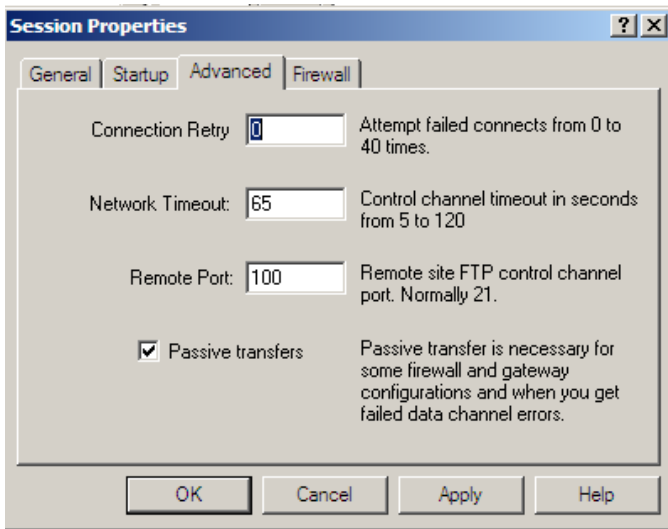
1. Start WS\_FTP  
(STEPS 2-7, See Figure 1)
2. 'Profile Name' will be your ACCD email userid.
3. 'Host Name': -If you are logging in from within the ACCD network, please use  
cdreplicator.accd.edu  
-If you are logging in from outside of ACCD, please use  
ftp://cdreplicator.accd.edu
4. 'Host Type' should be 'Automatic detect'.
5. 'User ID' will be your assigned User ID via email.
6. 'Password' will be the password that was assigned to you via email.
7. 'Account' and 'Comment' will be left blank.




(Figure 1)

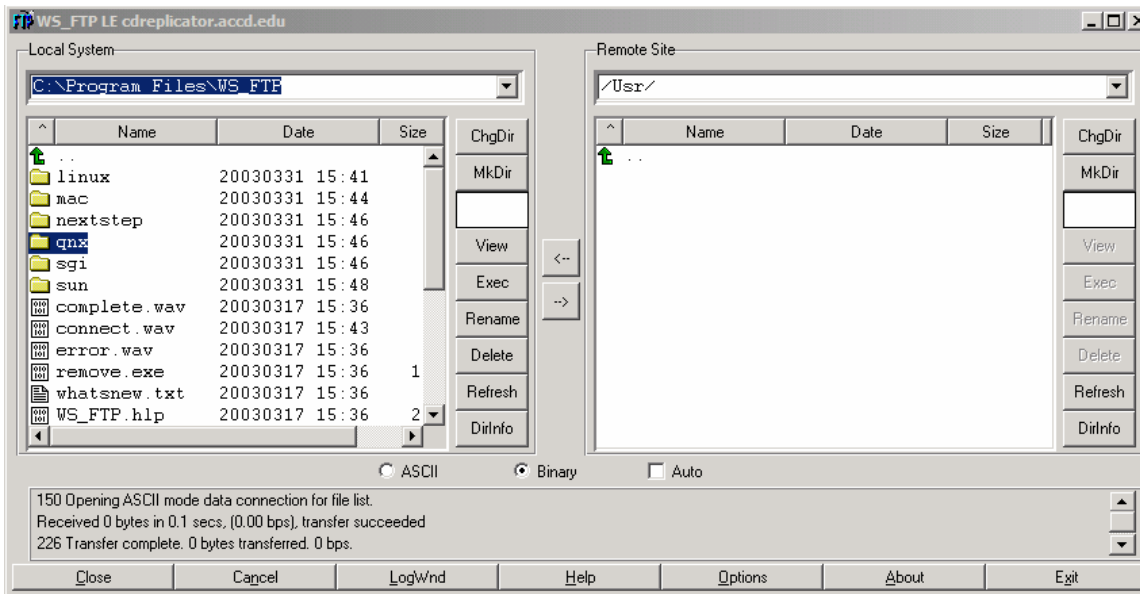
(STEPS 8-10, See Figure 2)

8. Click on the Advanced tab
9. Change the 'Remote port' from 21 to 100
10. Click 'Apply' and then click 'OK' to connect.



(Figure 2)

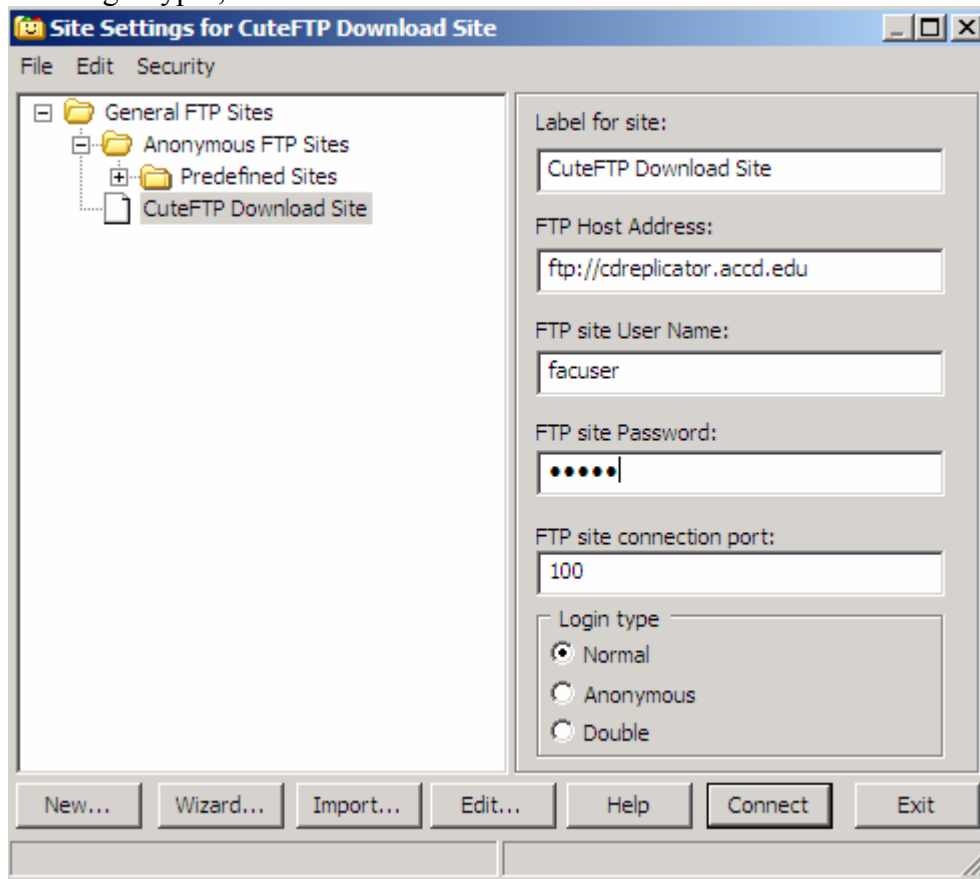
- Once the logon is complete, you are now ready to transfer your files. You will search for your folder on the 'Local System'. When you have located your folder, you will click on  to transfer your **folder** to the 'Remote Site'. (See Figure 3 below)  
(REMINDER: You should have all your file(s) in ONE folder.)



(Figure 3)

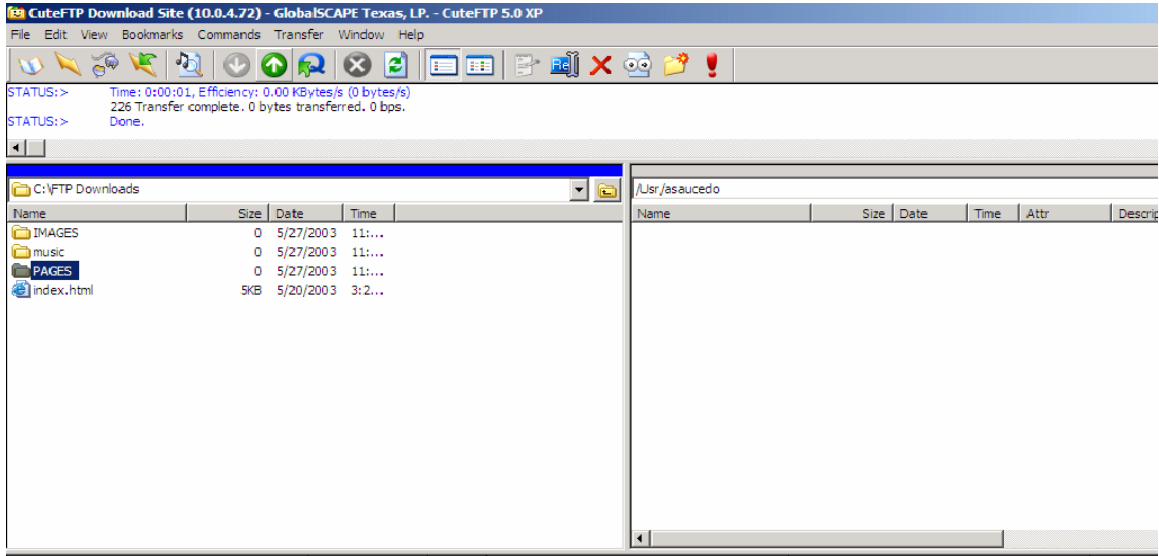
## FTP instructions for Cute FTP v. 5

1. Start Cute FTP.  
(STEPS 2 – 7, see Figure 1)
2. 'Label for Site' should remain 'CuteFTP Download Site'.
3. 'Host Name': -If you are logging in from within the ACCD network, please use  
cdreplicator.accd.edu  
-If you are logging in from outside of ACCD, please use  
ftp://cdreplicator.accd.edu
4. 'FTP site User Name' is the username that has been assigned to you.
5. 'FTP site Password' is the password that has been assigned to you.
6. 'FTP site connection port' is '100'
7. 'Login type', select 'Normal'



(Figure 1)

8. Once the logon is complete, you are now ready to transfer your files. You will search for your folder and you will click '⬆' to upload your files.  
(See Figure 2 below)



(Figure 2)