Fetch for Macintosh: Using SFTP to upload files to a server

Quickstart guide

Getting started with Fetch

What is SFTP?
… SFTP (SSH File Transfer Protocol) is a way of securely exchanging files computers over the internet.

In order to use Cornell's *course web server* (formerly known as Instruct1) or *streaming server*, you must use SFTP (SSH File Transfer Protocol) to copy files from your personal computer onto the web server so they can be visible on the internet. Despite the similarity in name and function, SFTP is a completely different protocol from FTP. To use SFTP for secure connections, the server you are connecting to must also support SFTP.   The course web server and streaming servers both support SFTP. Fetch is a MacOSX application for transferring files with FTP and SFTP.

In order to use SFTP to transfer files to the streaming video server, you must first have an account on the server.

- If you do not have an account, fill out the IT Resource Request Form at http://atcsupport.cit.cornell.edu/itrequest/

Gather Necessary Information

Before proceeding, please collect the following information from your hosting provider:

1. Address of the host
2. User id or login assigned by provider
3. Password assigned by your hosting provider
4. Name of your directory on the server

Installing Fetch from Bear Access Services

Fetch is provided by Cornell's Bear Access Services http://www.cit.cornell.edu/bearaccess/. If you do not currently have Fetch installed do the following:

1. Go to http://uportal.cornell.edu and click on the Bear Access tab.
2. Under Bear Access/Installers, select Network tools and select Fetch.
3. Follow the installation instructions. You should now see Fetch in your applications folder

Connecting to an SFTP Server with Fetch

Tip
You must have login information and the appropriate permissions to upload files to a server.

1. Launch Fetch.

2. From the **Shortcuts** menu, select **New Shortcut…**

Figure 1 Fetch - New Shortcut window

3. Fill out the **site details and login information.**
   The example below is specific for the course webserver or streaming server using SFTP.

> **Name:** any meaningful name for your shortcut
>
> **Kind:** Folder
>
> **Hostname: courses.cit.cornell.edu** (for course web server)
>   *or* **streaming1.video.cornell.edu** (for streaming server)
>
> **Username:** your netID or login
>
> **Connect using: SFTP**
>
> **Password:** enter your password (passwords for the streaming server and the course web server are not necessarily the same and are different from your Kerberos/email password).
>
> **Path: coursewww/yourdirectory** (for course web server)*or* **/content/courses/yourdirectory/** (for streaming server) "yourdirectory" refers to the directory name for your account. Check the documentation that came when your account was created.

4. **Click OK**

If you are successful you should see confirmation within a few moments. Note: If you have problems at this point, verify your NetID, password and directory name.

Overview of the Fetch window.

When you have established a connection between your local computer and an SFTP site, the Fetch main window displays the files and folders of the remote site. The server and directory are in the title bar of the window.
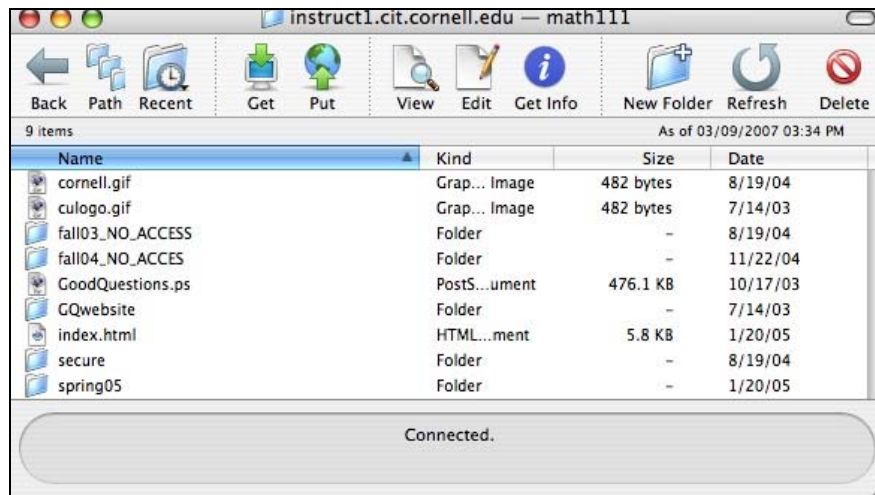
Figure 2 Main Fetch window

- The **Get** icon means to get or download files from the server.
- The **Put** icon means to put or upload files to the server. These terms will be explained more fully below.

Navigating the server (remote site)

The files on the remote server are divided among "directories," which are equivalent to folders on the Macintosh.

You can change to a different folder in several ways which include:

⇒ Double-click the name of the folder in the item list..

⇒ The **Path** button on the top of the main window displays a pop-up menu that lets you go to any folder that contains the current folder.

⇒ The **Go** menu and the **Recent** button in the main window each list folders you have recently visited.

Download files (Get)

There are several ways to get files from the server.

About file names
- Filenames are case-sensitive.
- Don't use spaces or "/" in filenames. Numbers, and hyphens, underscores, and periods are fine.

⇒ Select the file or folder and click the **Get** button in the toolbar. If you have the **Fetch Download Preferences** set to "Ask every time," you will be prompted to navigate to where you want the file to go. Otherwise, the file(s) will end up in the location specified.

⇒ Select multiple files or folders, click them while holding the Command or Shift key, and then click the **Get** button.

⇒ Double-click files or folders.

⇒ Select a file or folder and drag it from the Fetch file list to a location in the Macintosh Finder.

Note: The files will go to the folder that you have set in the Fetch Preferences (Download tab). You can set it to "Ask every time" to prompt you to designate a location on your computer.
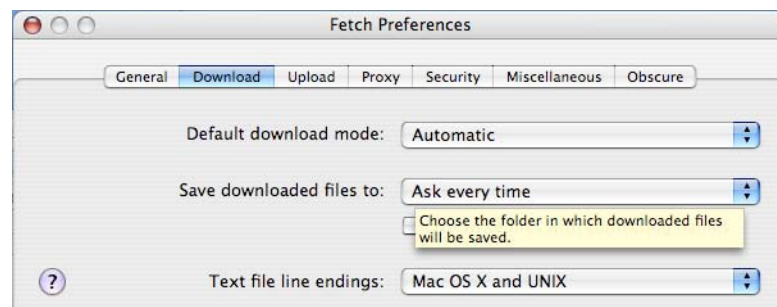

Figure 3 Fetch Download Preferences

Upload files (Put)

There are several ways to "put" or upload files or folders from your computer to the server using Fetch.

⇒ Click the **Put** button in the transfer window toolbar or choose **Remote > Put** from the menus. You will be prompted to select a file from your computer.

⇒ To put multiple files or folders, click the **Put** toolbar button, and then use the Shift and Command keys to select multiple files and folders.

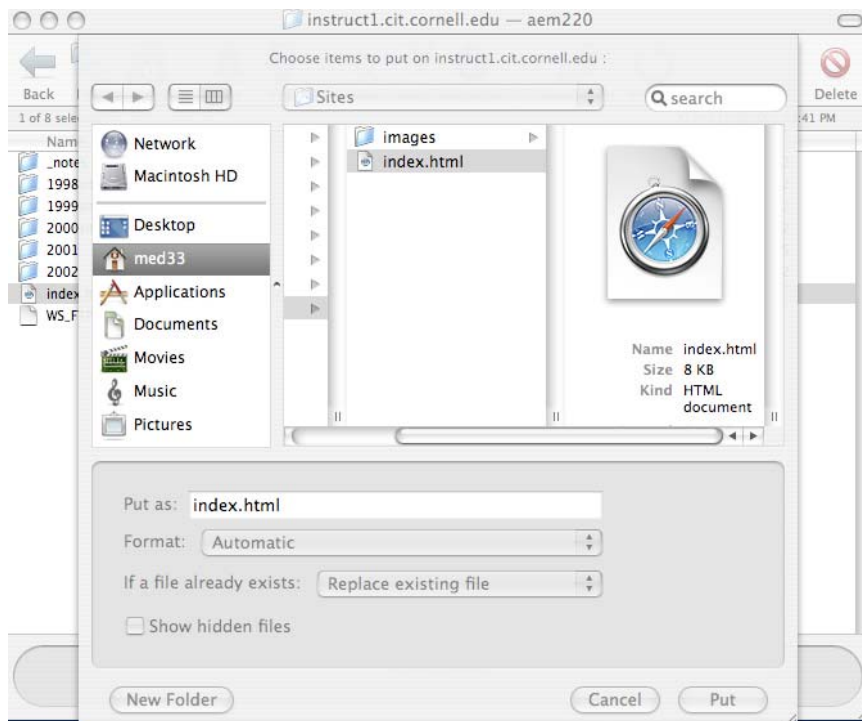⇒ Select a file, files, or folder in the Macintosh Finder and drag them to the Fetch file list.

Figure 4 Fetch Put Window

Disconnect and exit

For security, when you are finished transferring files, make sure you end your session.

1. From the **File** menu, select **Close**
2. **Quit** Fetch

Frequently asked questions

⇒ What if I can't connect to the server?

- o Check to see that you have the host name entered exactly.
- o Make sure you are connected to the internet.
- o Check to see that you have the host name entered exactly.
- o Verify you have the correct user name and password

Assistance

If you have questions, please send an e-mail to: atc_support@cornell.edu

For more information see Fetch Help within the Fetch application.