This document will provide the step by step instructions for utilizing the Jefferson public FTP server, as well as give instructions on how to acquire an account.

Step 1: Open your Internet Explorer window and enter the address ftp://publicftp.jefferson.edu in the address bar.
Step 2: Enter your campus key and password, or enter the public FTP account and password that was e-mailed to you. **DO NOT check the "log on anonymously" or "save password" boxes.** Click the "Log On" button.

Step 3: After logging in, you may see a few, or a large number of folders. You will ONLY have access to the folders that you have created, using the Self-Service page. Click on your folder to open it, the same way you would click on a folder on your own computer. From this point forward, you can drag and drop any files, up to a total size of 2GB, into your folder.

For anyone that you wish to share these files with, provide them with the login name (FTPxxxx) and password that were e-mailed to you, as well as these instructions. They will login and utilize the FTP server the same way as you have done, however they will use the public login name and password, and will only have access to the folder matching their login name. NEVER give out your campus key credentials to anyone!
Step 1: To have an account created, navigate to http://pulse.jefferson.edu and select "service request" from the menu on the left. Input your campus key, phone number, and select "account request" from the services screen, as shown above. Click "next."
Step 3: You will be prompted to enter your campus key password again, for security reasons. Displayed on the screen will be the FTP usage policy and instructions (shown below). Please note, the public FTP account information is shown at the bottom of the screen. This information will be e-mail to you for reference. You are now ready to use the system.

A note on passwords

At this time, the campus key password that is used to create the account is the password that will remain on the account; it will not change. Additionally, the public account and password is fixed, and will not change. It is highly recommended that all clients requesting accounts make a note of the campus key password that was in place when the account is created, as well as the public login name and password.

Below is pasted the e-mail that any clients that have requested an FTP account will receive. The e-mail includes the usage policy statement, as well as the account information.

FTP Usage Policy Statement:

FTP access has been provided by Jeff-IT for the transmission of large files to persons outside the University. Please read this document thoroughly prior to using the FTP system, as it contains information that will affect your data storage/retention.
This server is intended for temporary storage of data.

The files transmitted to the FTP server are NOT backed up. Jeff-IT is not responsible for restoring any content that has been stored on this server.

FILES ON THIS SERVER WILL BE AUTOMATICALLY DELETED FIVE (5) CALENDAR DAYS AFTER THE FILE IS PLACED ON THE SERVER.

File size is limited to 2 GB.

Jeff-IT is not responsible for diagnosing or troubleshooting connectivity issues experienced by remote or non-University clients. Jeff-IT will validate that the FTP server is available.

Successfully tested FTP clients are: Windows Explorer and WS_FTP.

This server is intended for University related content ONLY. Any other use is prohibited, and inappropriate use may result in file deletions, and/or account suspension/revocation.

**Usage:**

There are two types of users on this system:

- **Private:** When FTP access is requested, a private account will be created. The account username will be the requestor's campus key. The account password will be the requestor's campus key password. Do not share this account information with anyone!

- **Public:** When FTP access is requested, a public account will be created. The account name will be generic (FTP###). A random password will also be created at this time. These accounts are created for the account requestor to share access with a colleague. Multiple public accounts can be requested by repeating the FTP request process. Accounts will be automatically disabled after 30 calendar days of inactivity or after 180 calendar days. File access on this system is restricted by user. For each FTP request made, a public FTP account will be created. For each public FTP account created, a password will be created for that account. The Private user will have the ability to access the folder for each public account requested. A public user will only be able to access their own account folder.

*For example:*
Campus key ABC999 has requested an FTP public account and has been assigned public account name FTP123:

A public user with the password for account FTP123 can edit the directory /FTP123.

Campus key ABC999 can edit the directory /FTP123.

Campus key ABC999 requests another FTP public account and is assigned public account name FTP124:

A public user with the password for account FTP123 can only edit the directory /FTP123.

A public user with the password for account FTP124 can only edit the directory /FTP124.

Campus key ABC999 can edit both the directory /FTP123 and /FTP124.

There is no limit on the number of public accounts that can be requested.

Sharing of passwords is strictly prohibited!

Public user access security is the responsibility of the requesting University campus key holder. Public accounts should only be given out when absolutely required. It is the responsibility of the requestor to clearly communicate all of these policies to their public users.

Proceeding with this request and use of this FTP system implies acknowledgement to all of the above policy. Failure (by the public or private users) to adhere with any aspect of the aforementioned policy may result in the deletion of data and the suspension/revocation of all FTP access.

**Server Summary:**

ftp://publicftp.jefferson.edu

**Account Summary:**

<table>
<thead>
<tr>
<th>Private Account:</th>
<th>xxx123</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Password:</td>
<td>{Normal Campus Key Password}</td>
</tr>
<tr>
<td>Public Account:</td>
<td>FTP456</td>
</tr>
<tr>
<td>Public Password:</td>
<td>67890</td>
</tr>
</tbody>
</table>