



**ITM&G Procedural Document:**

**Using WinSCP to Connect to BwD SFTP Server**

**V1.1**

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# 1 Document Control

## 1.1 Document Author and Contributing Authors

Author	Role	Team
Stuart Howard	Document Author	IT – Design and Operations

## 1.2 Document Amendment History

Document Version	Date Amended	Amended By	Role	Brief Summary of Changes
1.0	08/10/2015	Stuart Howard	Systems Specialist	First draft
1.1	30/11/2016	Sarah Slater	IG Manager	Schools revision

## 1.3 Document Review History

Document Version	Date Reviewed	Reviewed By	Role	Review Status
1.1	30/11/2016	Sarah Slater	IG Manager	Reviewed

## 2 Introduction

This document outlines the procedure to connect to Blackburn with Darwen Borough Council's SFTP server using freely available software called WIN SCP. The intended audience is the specific schools that have been given access to the data uploads via the BwD SFTP. The software installation is a simple process, but it is necessary for the user to have local administrator rights on their PC in order to install software.

If in doubt, please consult your local IT technicians for advice. Alternatively, you may choose to simply follow the instructions in this document and in the event of any problems, engage the services of on-site IT technicians at that stage. Please refer them to this document.

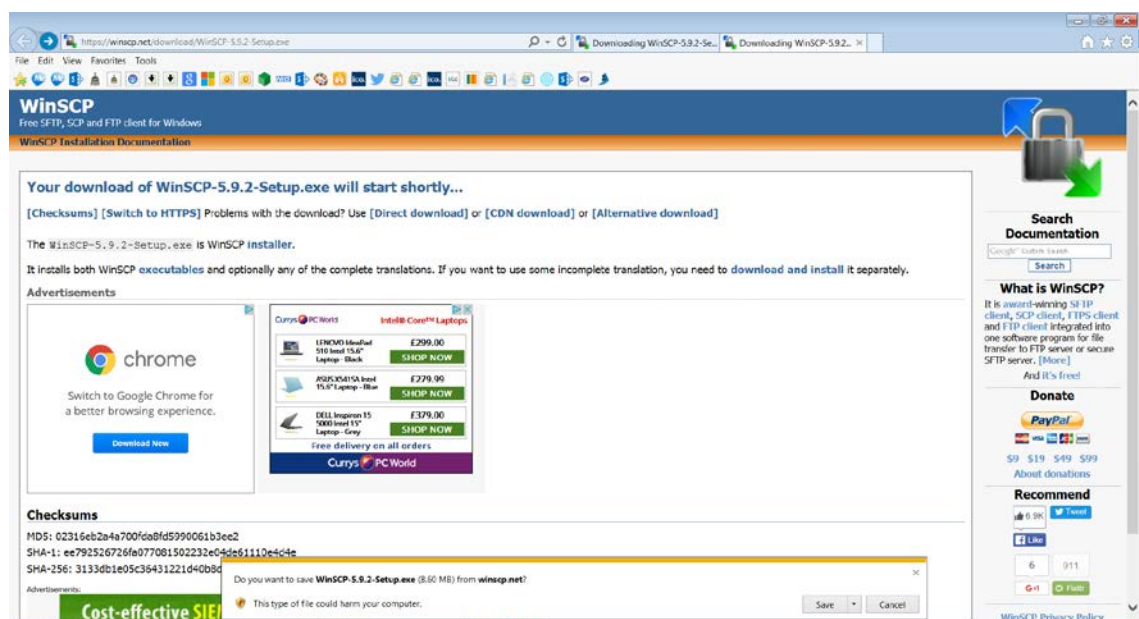
## 3 Procedure

### 3.1 WinSCP Download

WinSCP can be freely downloaded from the following location.

<https://winscp.net/download/WinSCP-5.9.2-Setup.exe>

By clicking this link you will start the executable file and the install will begin automatically.



Click **SAVE** on the pop up asking 'Do you want to save Win SCP-5.9.2-Setup.exe (8.60MB) from winscp.net?'

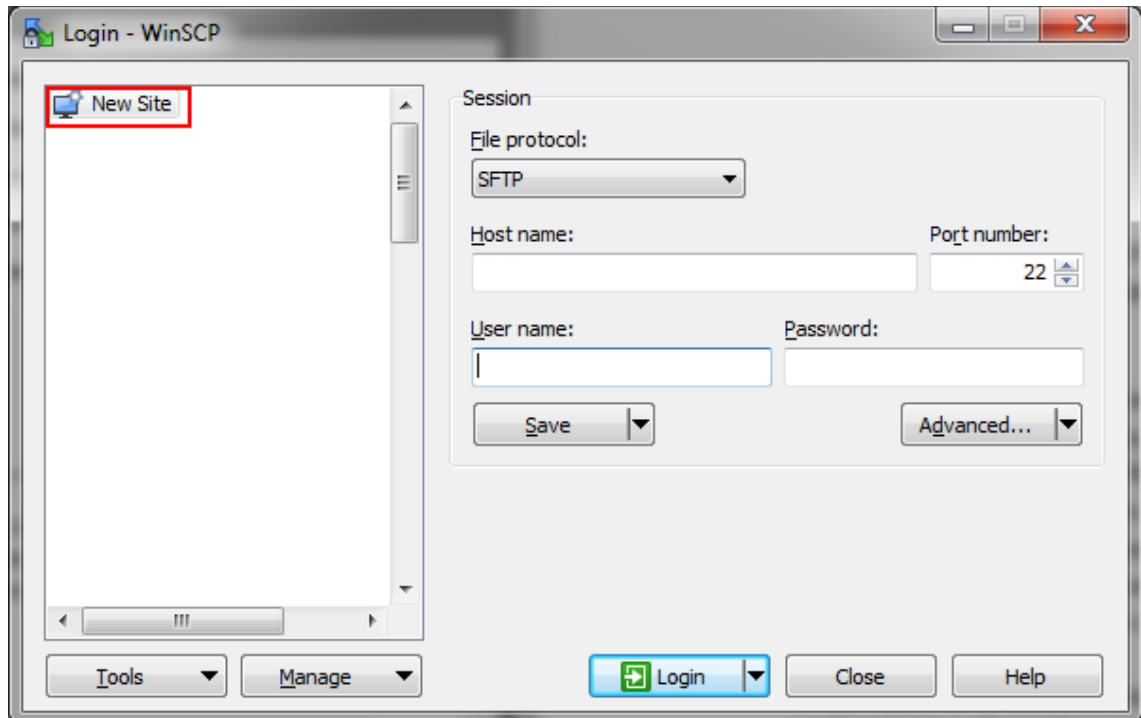
This will then run a security scan.

Once the download has completed select **RUN**.

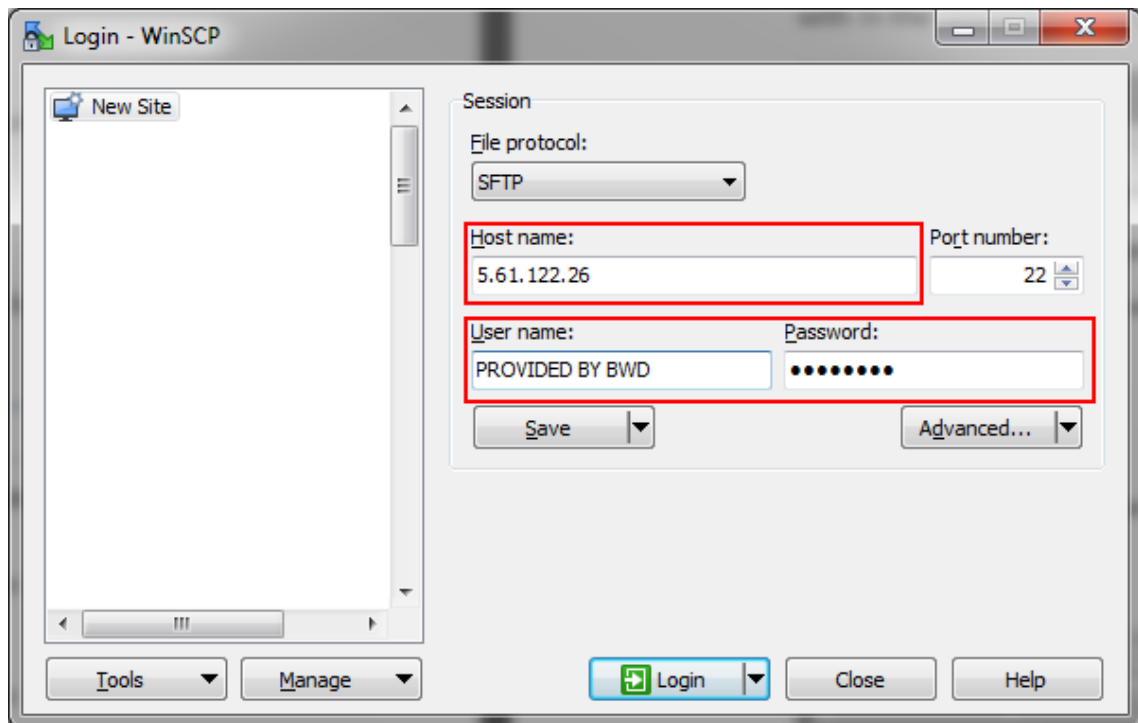
This will download the Win SCP Package for you.

Once installed, configure your SFTP connection to BwD as follows.

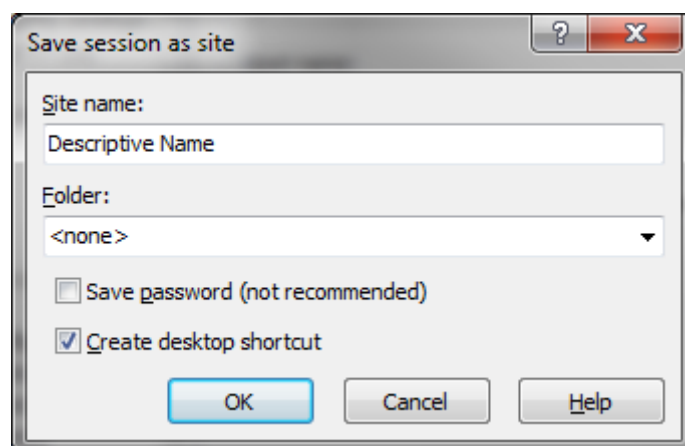
Select 'New Site' from the top of the list in the leftmost pane:



In the 'Host name' box enter the IP address you have been provided with by your BwD contact in the body of the email. Enter the user name and password that you have been provided with in the relevant boxes. Leave all other fields and settings at their defaults:

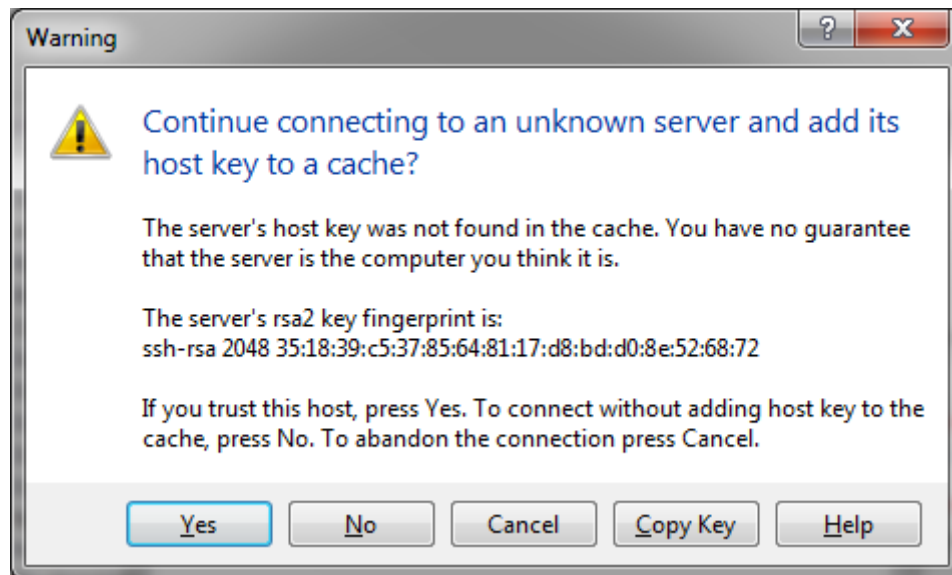


Click the 'Save' button and give the site a descriptive name in the next box which appears:

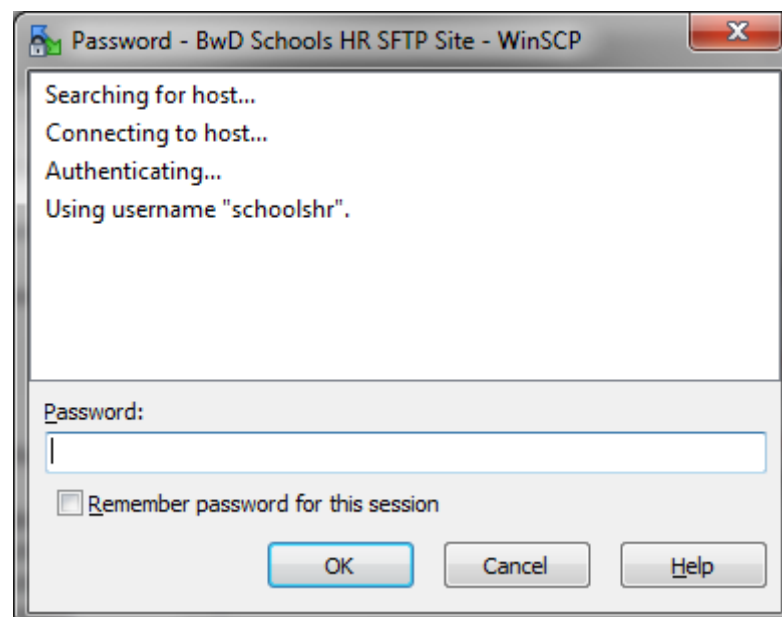


You may also wish to tick the box to place a shortcut on your desktop for convenience.

Click the 'Login' button. The first time you connect, a message similar to the following will display. This is a security feature and you should click the 'Yes' button. You will not be prompted with this message next time you log on:

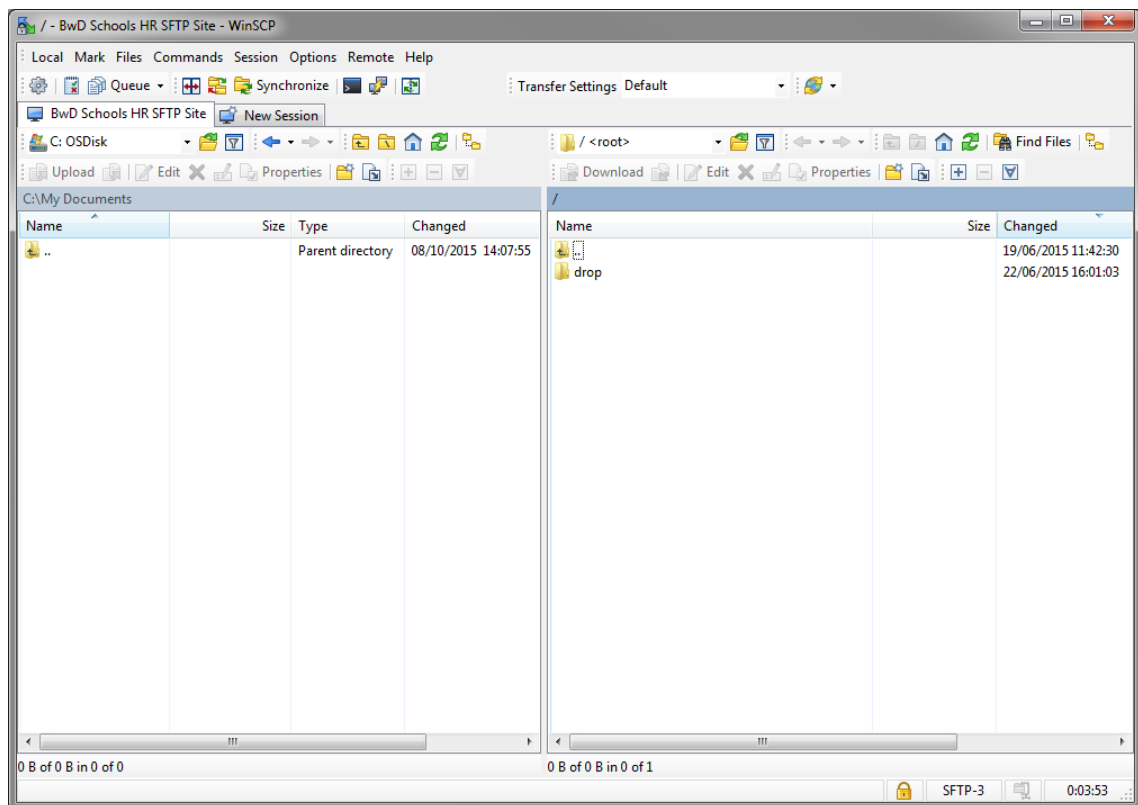


You may be prompted for your password again and you should enter it in the 'Password' box:





Once connected, the following window will display:



The pane on the left is your own computer. You can navigate through the directory structure using the buttons above it and create/delete files and folders using these buttons.

The pane on the right hand side is the BwD SFTP server and initially a single folder called 'drop' will be visible. This is where files made available by BwD will be 'dropped' and you should therefore double-click this folder to go into it. All files and folders made available by BwD will then be visible. These can be downloaded by selecting them with the mouse and dragging them to the leftmost pane. After downloading has completed the files will be stored on your own local computer in the location you placed them. You can upload files to BwD from your own computer using the same procedure by dragging them into the right hand pane.

When you have finished uploading/downloading files, close the connection by clicking the 'Session > Disconnect' option from the menu at the top of the screen, or alternatively just close the WinSCP program.

## 4 Troubleshooting

Most problems are usually due to one of the following reasons:

- The installation fails because the user does not have sufficient administrative rights on their computer to allow them to install software.

**Solution:** Consult on-site IT technicians to request that they either grant administrative rights to the user on that computer, or else install the software on behalf of the user.

- Having entered the correct connection details into the software, it is unable to make a connection to the BwD SFTP server. The user may receive time-out or connection failure error messages. This is most likely due to a firewall at the user end preventing TCP connections outbound on port 22.

**Solution:** Consult on-site IT technicians or network team responsible for the perimeter firewall and ask them to allow the connections outbound from the affected PC(s).

If problems are still experienced after following the above guidance, please get in touch with your BwD contact and ask them to log a support ticket with the IT Service Desk, referring specifically to the “BwD SFTP server”.