

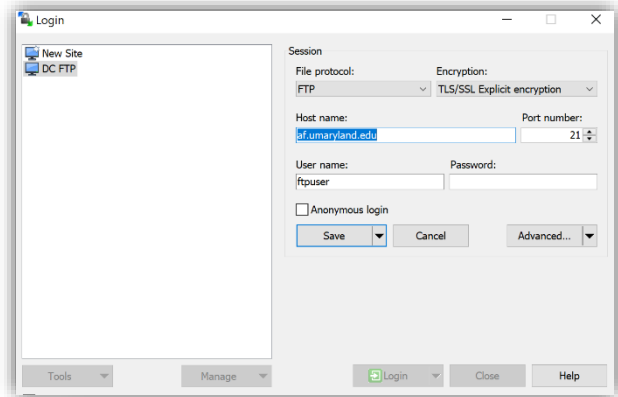
Access the UMB FTP site

1. Download the free WinSCP client. www.winscp.net. All browsers require this software.

2. **Login**

Click on “New Site” from the box on the left. The **Session** menu will pop up on the right. Select the drop down, or fill in the boxes as follows:

- File Protocol: **FTP**
- Encryption: **TLS/SSL Explicit encryption**
- Host name: **af.umaryland.edu**
- Port number: **21**
- User name: **ftpuser**
- Password: (leave blank)

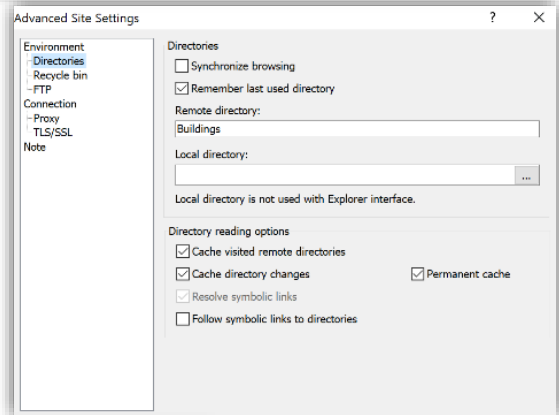


Click “Advanced” a new screen will pop up.

3. **Advanced Site Settings** screen

Click on “Directories” from the list on the left. The **Directories** menu will pop up on the right. Fill in the boxes as follows:

- Remote Directory: **Buildings**
- Remember last used directory (optional) **ON**
- Cache visited remote directories **ON**
- Cache directory changes **ON**
- Permanent cache **ON**



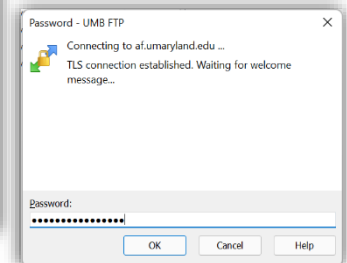
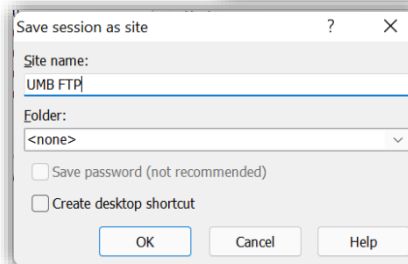
Click “OK” and you will return to the Login page.

Click “Save” a new screen will pop up.

4. **Save session as site** screen

- Site name: **UMB FTP** (or any name you choose)

Click “OK” a new screen will pop up.



5. **Password** screen

- Password: **!CustomerAccess1**

Click “Login” a new screen will appear.

6. **Documents** screen You are in.

Navigate the Directories in the right box, (the info. in the left box will be as you copy files or directories over to it). You can either download from the right box or slide over to the left box for use on your local device.

