



**Purpose:** Outline the process for updating a student organization's webspace.

**Prerequisites:** 1) Webspace for the relevant organization exist. An organization's webspace appears as <http://www.umbc.edu/studentlife/orgs/<org name abbreviation>>/ If your organization does not yet have a webspace, please use the online request form (<http://www.umbc.edu/studentlife/getinvolved/webrequests.php>) to request space, and ensure that you specify the UMBC username(s) of the individual(s) who will need access to modify content.

2) The person adding/modifying content must be granted access to the relevant organization's webspace by the Office of Student Life to perform the actions explained below. If you would like to request access to the student org's webspace which you intend to manage, please use the webspace help request form located here: <http://www.umbc.edu/studentlife/getinvolved/webrequests.php>.

3) This document also assumes that you already have html/php files created on your local computer, which you intend to publish. It does not outline how to design webpages.

#### **Terminology:**

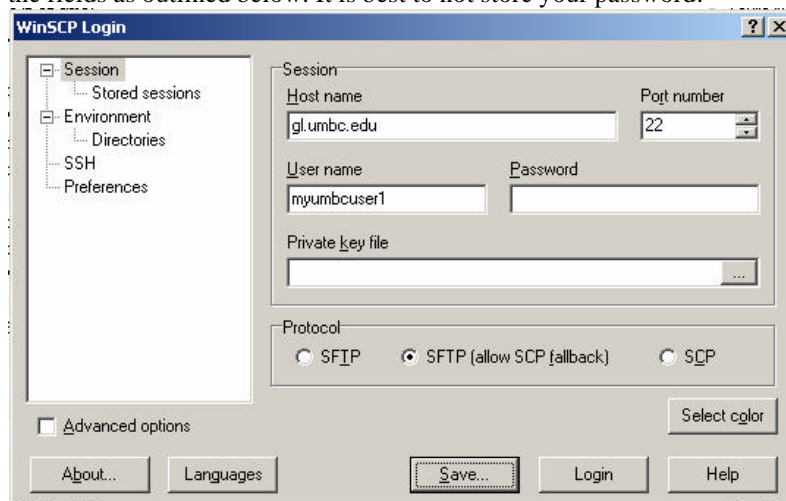
- **FTP** – File Transfer Protocol. An unencrypted protocol used for transferring files between a FTP client and an FTP server. Authentication to the server is required.
- **SCP** – Secure Copy. An encrypted protocol used for transferring files between an SCP client a SCP server. Authentication to the server is required.
- **AFS** – Andrews File System. A network-accessible, distributed file system used by UMBC. Regardless of what client is accessing the UMBC AFS instance, the directory structure will be the same. All web content is stored on this filesystem so it can be accessed from multiple servers.
- **HTML** – Hypertext Markup Language. This is the standard markup language used for web pages. All of the processing and displaying is done by the end web-browser.
- **PHP** – Hypertext Pre-Processor. This is a dynamic scripting language which is processed on the web-server, and can be used to generate dynamic web content in html. This scripting language is supported on the UMBC webservers.

**Other Notes:** Please note that while the Office of Student Life does not implement size limit quotas on student organization webspaces, we request that you use no more than 50MB at any given time. We periodically generate a disk usage report and will contact your organization if you are exceeding your quota without a reasonable explanation.

#### **Procedures:**

- 1) The general procedure for managing content is: *Create HTML (or PHP) Files on Your Local PC → Upload Files to Webspace → Webpages are Viewable via the UMBC Webserver.*
- 2) There are two possible methods for transferring content on the UMBC webspace.
  - a. **Via SCP** – This is the preferred protocol to use to transfer files, as all data and credentials are encrypted.
  - b. **Via FTP** – This method is supported; however due the fact that all data is unencrypted, we prefer that the SCP protocol is used instead. If you wish to transfer your web content over FTP, you will need to connect to the server <ftp.umbc.edu> from your FTP client, and navigate to the same AFS directory location as outlined below for the SCP process.

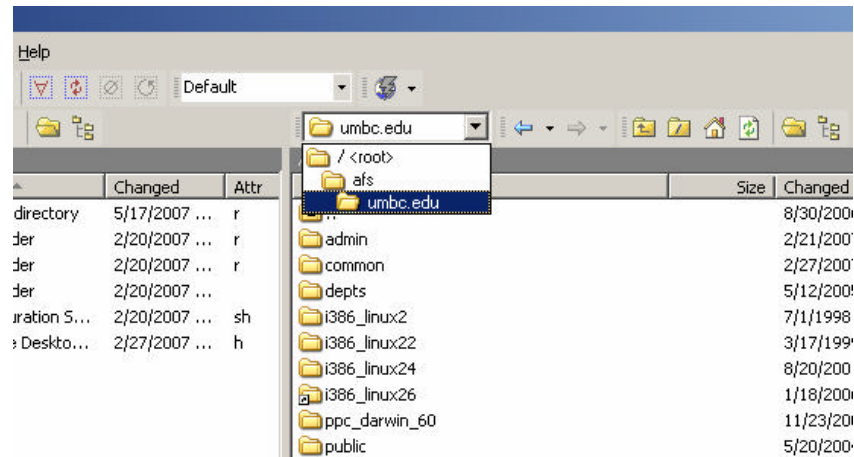
- 3) Assuming you have your intended web content on your local computer, you will need to use an SCP client to transfer files between your computer and the server.
  - a. **Windows Users** – Please use *WinSCP*, a free and trustworthy SCP client. Simply go to <http://www.winscp.net/eng/download.php>, choose the “**Standalone application**” link, and save the application to your computer.
  - b. **Mac Users** – Feel free to use the free *Fugu* client found at <http://rsug.itd.umich.edu/software/fugu/download.html>
- 4) (Please note that though this document covers using *WinSCP*, the general concepts outlined apply to the *Fugu* client as well.)
  - a. Once you have the WinSCP client downloaded, run it
  - b. You will see a dialogue box appear, click “New” to create a new connection profile, and fill in the fields as outlined below. It is best to not store your password:



- c. Click “Save” to save the profile, and give it a name of your choosing.
- d. Now that you are back at the main screen, select the profile you just created and click “Login.” Click “Continue” at the dialogue, and type in your UMBC password when prompted. You will then be taken to your home directory on the AFS filesystem.
- e. On the left-side of the interface, is a file-browser for your local PC, on the right side is a file-browser for the remote server. You will need to navigate on the left side to where your html/php files are located.
- f. On the right hand side, you will need to navigate to the AFS filesystem location of your organizations’ webspace.

**All student org webspaces are located under →**  
**[/afs/umbc.edu/public/www/sta/org/<your student org abbreviation>](afs/umbc.edu/public/www/sta/org/<your student org abbreviation>)**

- g. Using the drop down menu on the top, navigate to your student org webspace, starting with /afs/umbc.edu as seen below:



- h. Once you've navigated to the correct local and remote directories, merely drag the files you wish to put on the webserver from the local location, to the remote location. A warning message may appear if you are trying to overwrite or delete existing files.
- i. Once you have uploaded your content, it is immediately viewable via a web browser. For example, a file located at: **/afs/umbc.edu/public/www/sta/orgs/myorg/myfile.doc** would be viewable via a web browser at **http://orgs.umbc.edu/myorg/myfile.doc**.
- 5) And it's essentially that simple. Most SCP clients with user interfaces will have the same general structure, and in turn the same general process can be followed. Each time one wishes to update content one should modify the files on their local computer, and upload them using the above process to the organization's webspace.

*If you have any questions, concerns, please place a help request at:*  
<http://www.umbc.edu/studentlife/getinvolved/webrequests.php>

*Thanks,  
IT Coordinator, Office of Student Life*