

How to Access the Portfolio Server

1. Open Filezilla
2. Click on File, then select Site Manager...(see screenshot)
3. Click "New Site"
4. Enter a site name in the left pane (e.g. "program_server")
5. Enter the following information under the "General" tab
 - **Host Name:** files.htpwebdesign.ca
 - **Protocol:** FTP - File Transfer Protocol
 - **Encryption:** Use plain FTP
 - **Logon Type:** Normal
 - **User:** the first part of your portfolio web address @files.htpwebdesign.ca (e.g. - if your portfolio web address is bkozma.htpwebdesign.ca then your FTP user name would be files@bkozma.htpwebdesign.ca)
 - **Password:** your received it at the beginning of the program

