

# OSPI SFTP User Guide

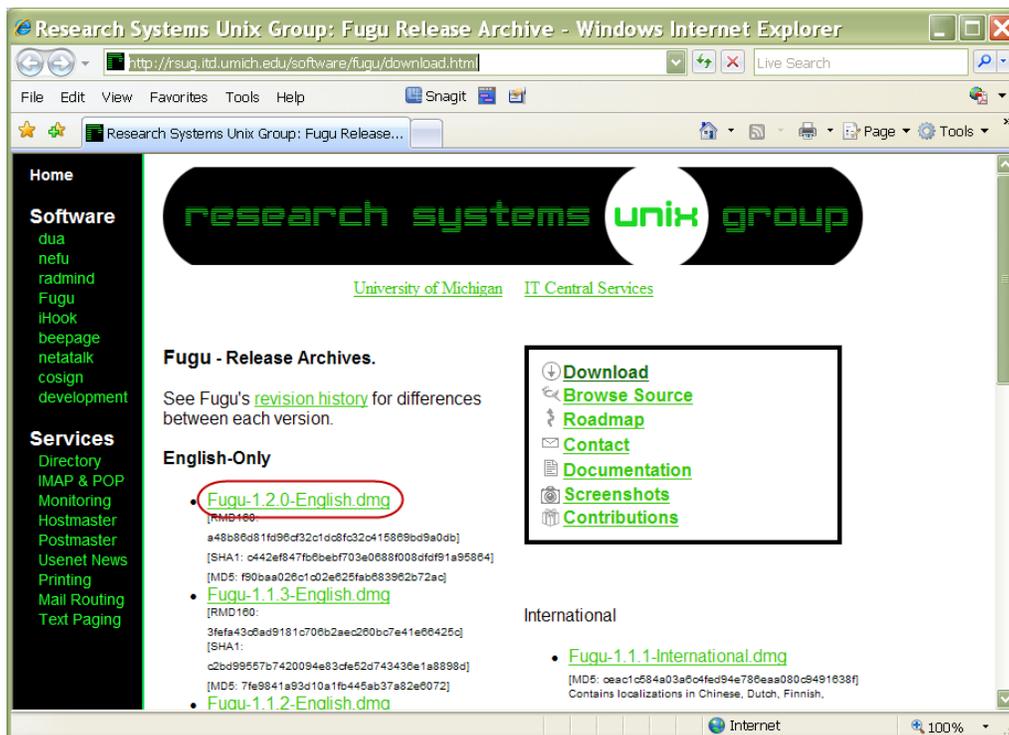
(For Mac Users)

**NOTE: Please contact OSPI to request an account BEFORE setting up this software. In order to configure the software you will need account information from OSPI.**

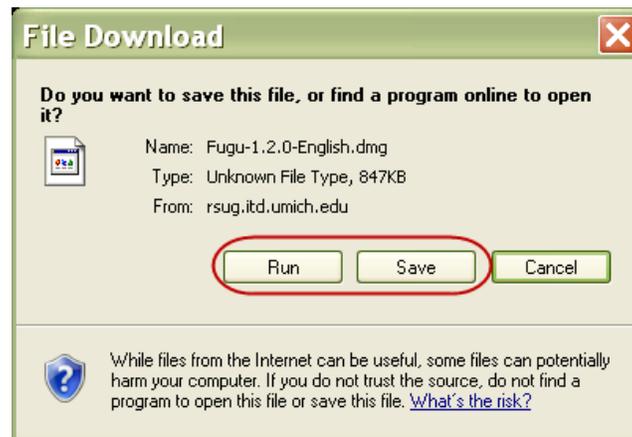
The following is a guide to help you access OSPI Secure FTP server once you have requested and received a FTP account. Please install an FTP client application on your computer to connect to our SFTP server if you do not already have one. There are a few free secure FTP programs available. The free FTP client program we recommend for Mac users is Fugu which can be downloaded at the following link <http://rsug.itd.umich.edu/software/fugu/download.html> . (The version you download may be a newer version than the one referenced in this handout. Most configuration settings should be the same.)

## Download and install Fugu

Click the above URL link. Select the top file listed under English-Only (the top file may be a newer version than the one displayed in the screen shot below).



When you select the top file you will be get the following File Download Prompt



Click the **Run** button to install or **Save** button if you want to install it for a later time. If you do not have local administration rights on your computer to install software, please contact your Help Desk/IT Department to assist you in installing Fugu.

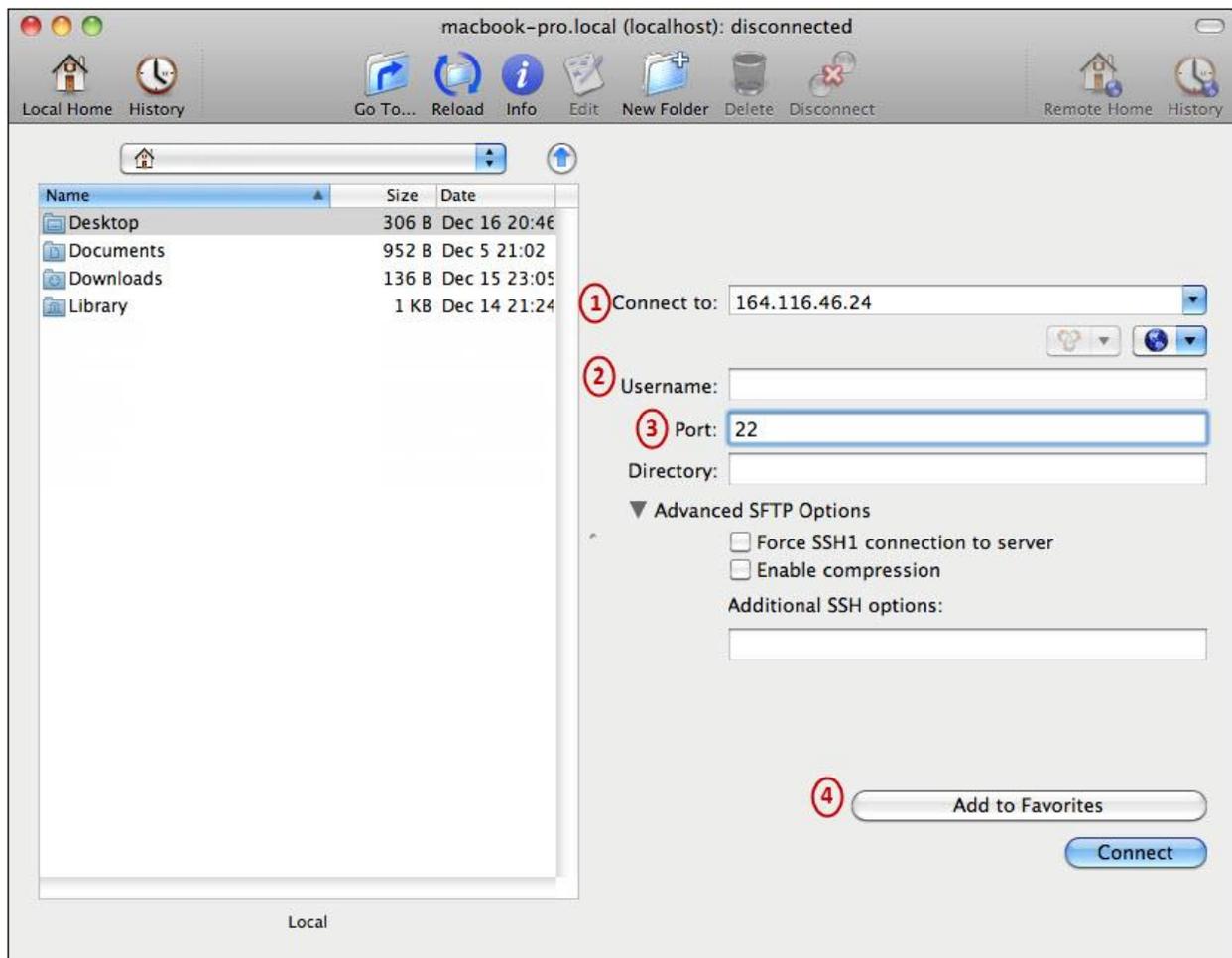
## Start and Configure Fugu

Go into your Applications folder and launch Fugu. A connection screen will open. **At this point you will use your OSPI SFTP settings from the e-mail you received with your account information. If you do not have an OSPI FTP account you will need to contact OSPI to have one set up.**

A.) Enter the following information:

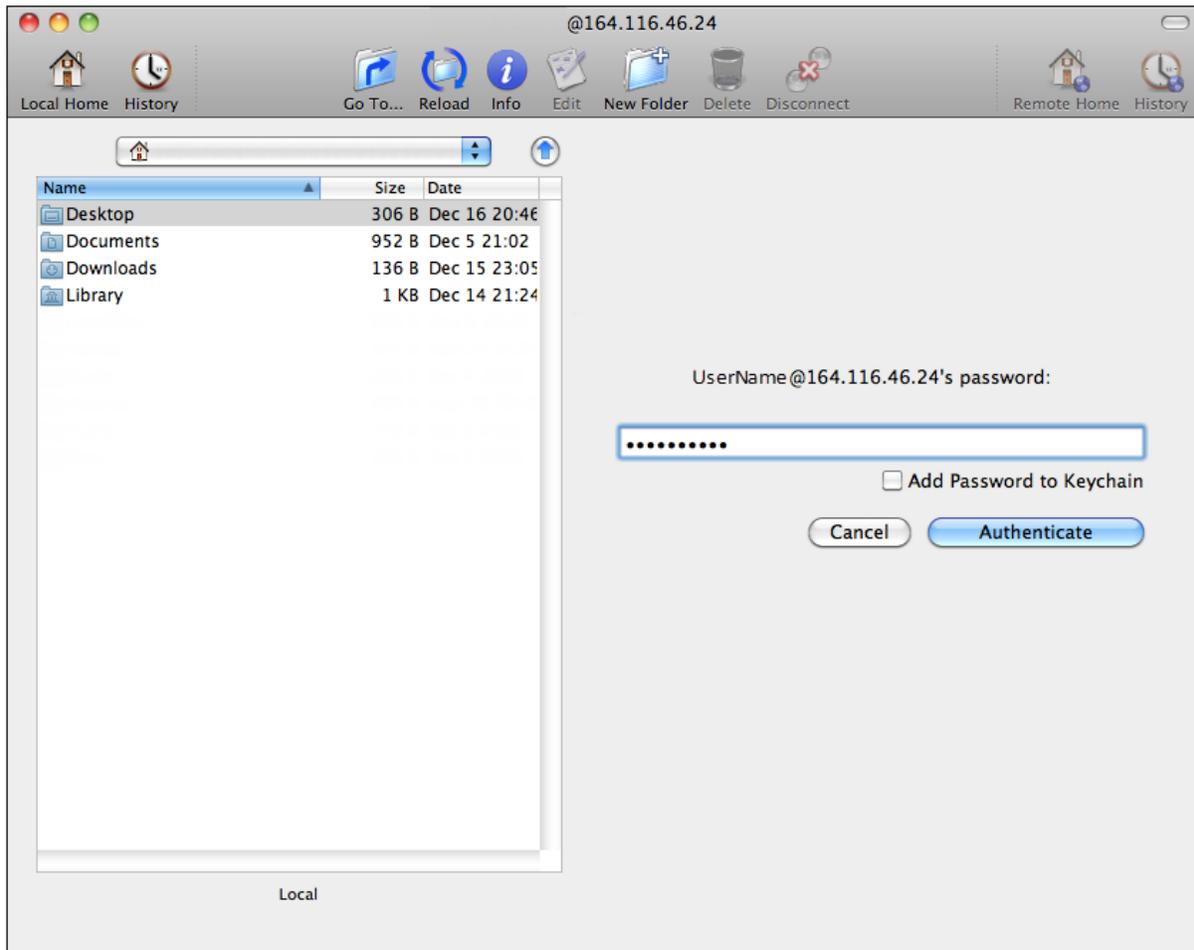
1. Connect to : 164.116.46.24
2. Username: the user name sent in your account set-up e-mail from OSPI
3. Port: 22
4. Click "Add to Favorites"
5. You do not need to fill in any of the other information on this page

B.) Click "Connect"



C.) Enter the password sent to you by OSPI. You may optionally add your password to your password keychain by clicking the “Add Password to Keychain” checkbox.

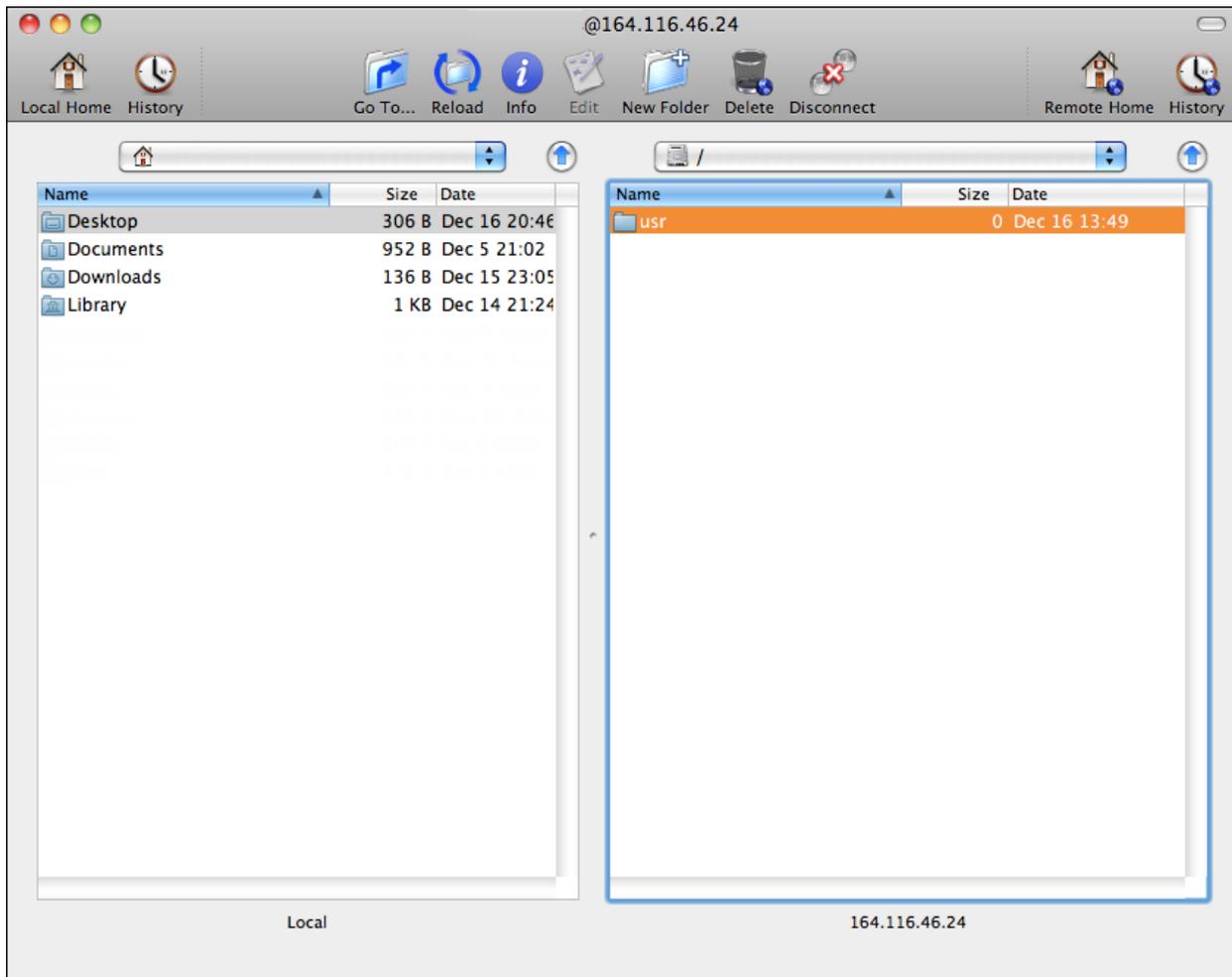
D.) Click “Authenticate”



E.) The next time you want to get to your OSPI SFTP folder, open Fugu, select your OSPI account from the "Connect To:" drop-down menu, and click "Connect."

## Upload and Download Files

Once you are connected you will see two panes. The left (local) pane is your computer and the right (remote) pane is your FTP folder.



To upload, find the file you wish to upload in the left pane and drag it to the right pane. To download, drag the file from the left pane to the right pane or to your desktop.