

## How to Upload to Webpage.Pace.Edu Using Core FTP

### Introduction

Pace students can get their own Web space account for personal and school use, which is accessible at <http://webpage.pace.edu>. Core FTP is a Windows FTP client and is only compatible with Windows. This document contains instructions on downloading, installing, and using Core FTP to upload files to the Web server.

**Note:** Before using their individual Web space account, students must first activate it at <http://webpage.pace.edu>.

### Downloading Core FTP

- launch an Internet browser
- navigate to <https://webpage.pace.edu>

The Pace University Webpace page displays:

**PACE UNIVERSITY** Pace University Webpace

**Activate Your Account**

Before using your webpace, you must first [activate your account here](#).

If you are requesting webpace for a club or organization, please contact Student Development and Campus Activities at (914) 773-3863.

**Accessing Your Webspace**

Once activated, you can access your webpace at: <http://webpage.pace.edu/username>

To manage your webpace, you must connect using **FTPS** (FTP over SSL). The following FTP clients are free to download, and support FTPS:

- **CoreFTP - for Microsoft Windows**
- **FileZilla FTP Client** - for Windows, Linux, or Mac OS X

You will need to enter the following information to connect:

- **Server:** webpage.pace.edu
- **Port:** 21
- **Protocol:** FTPS (FTP with Explicit TLS, commonly shown as "AUTH TLS")
- **Username and Password:** Connect using your MyPace username and password
- **PASV:** In rare cases, you may have to specify Passive mode (PASV), if it's not enabled by default

- click **Core FTP – for Microsoft Windows**

**core FTP**

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**Free FTP client software for Windows**

Now you can download Core FTP LE - free Windows software that includes the client FTP features you need. Features like SFTP (SSH), SSL, TLS, FTPS, IDN, browser integration, site to site transfers, FTP transfer resume, drag and drop support, file viewing & editing, firewall support, custom commands, FTP URL parsing, command line transfers, filters, and much, much more!

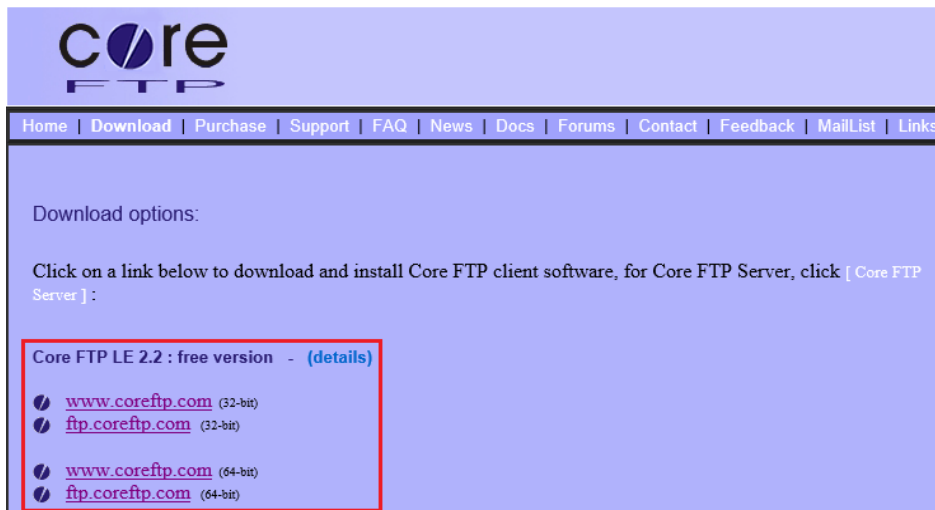
This free, secure FTP client gives you a fast, easy, reliable way to update and maintain your website via FTP. It also provides a secure method (via SSL, TLS, FTPS, HTTPS, or SFTP) to upload / download files to and from FTP servers. Check out the list of features and you'll find almost every feature you need, all in a free ftp program. There are no popup ads, advertising or spyware and you're never asked or reminded to register.

Version 2.2 - Updated January 17th, 2013 [ details ]

**DOWNLOAD Core FTP now!**

[ view sample screens ]

- click **DOWNLOAD Core FTP now!**

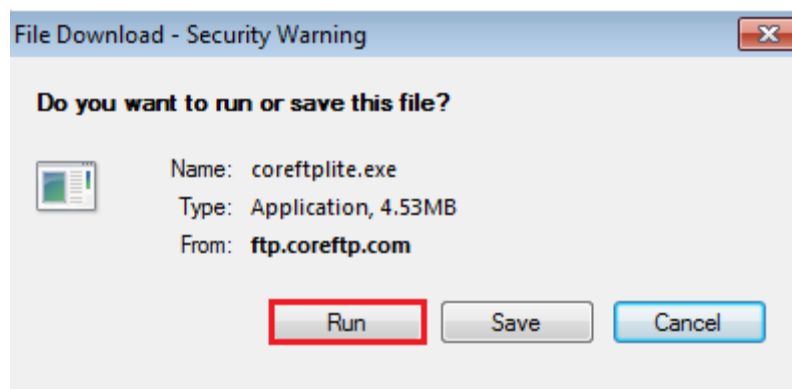


Under **Core FTP LE 2.2 : free version**

- click **www.coreftp.com** or **ftp.coreftp.com**

**Note:** You will need to select the appropriate version (i.e., 32 bit or 64 bit) for your operating system

The File Download – Security Warning dialog box displays:

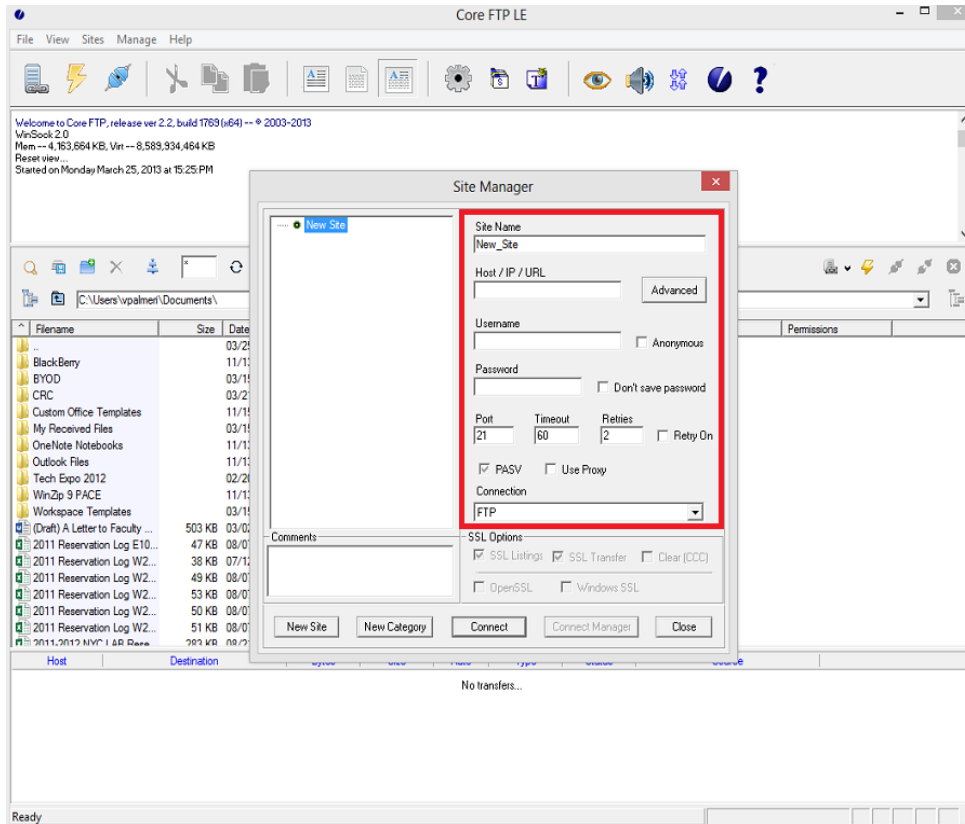


- click **Run**
- click **I Agree**
- click **Next**
- click **Install**
- click **Close**

**Note:** Core FTP will now install on your computer.

## Configuring Core FTP

- click **Start Menu** and select **All Programs**
- click **Core FTP** and select **Core FTP LE**

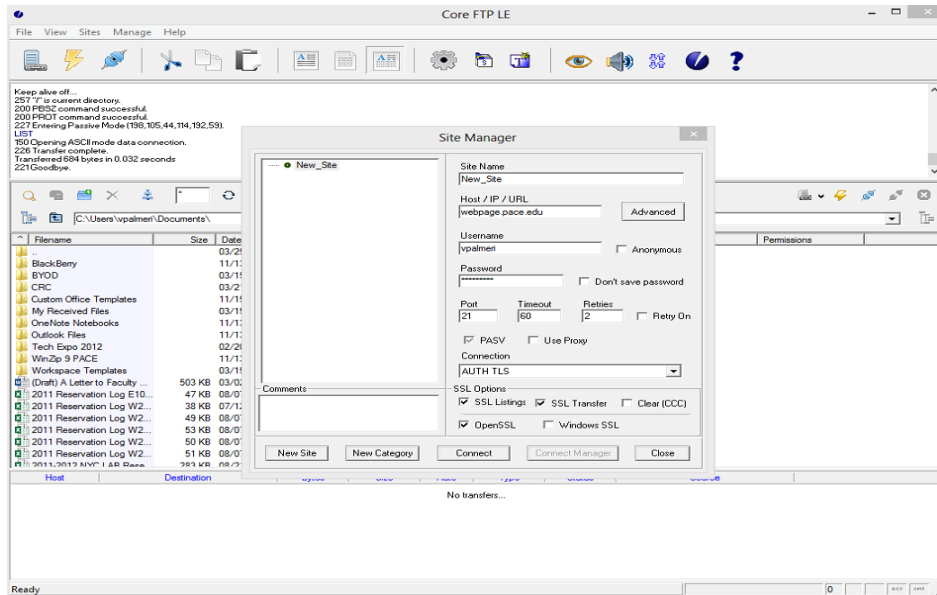


Fill in the following information in the boxes:

- type *webpage.pace.edu* in the **Host** field
- type your *MyPacePortal Username* in the **Username** field
- type your *MyPacePortal Password* in the **Password** field
- select *AUTH TLS* in the **Connection** field
- type *21* in the **Port** field
- click **Connect**
- click **Always Accept**

## Connecting to Core FTP

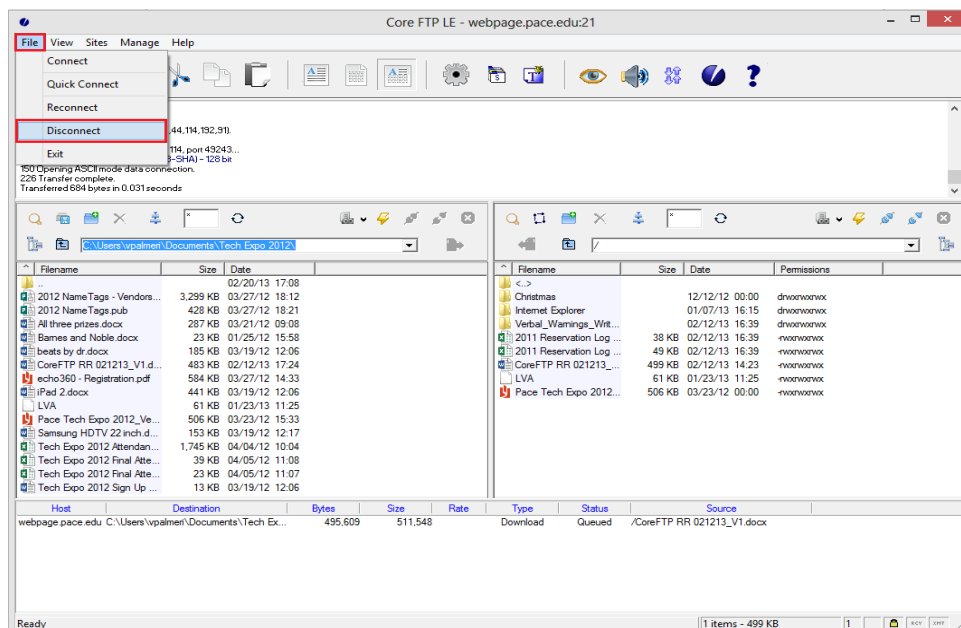
- click **Start Menu** and select **All Programs**
- click **Core FTP** and select **Core FTP LE**



- confirm your connection settings are correct
- click **Connect**

## Disconnecting from CoreFTP

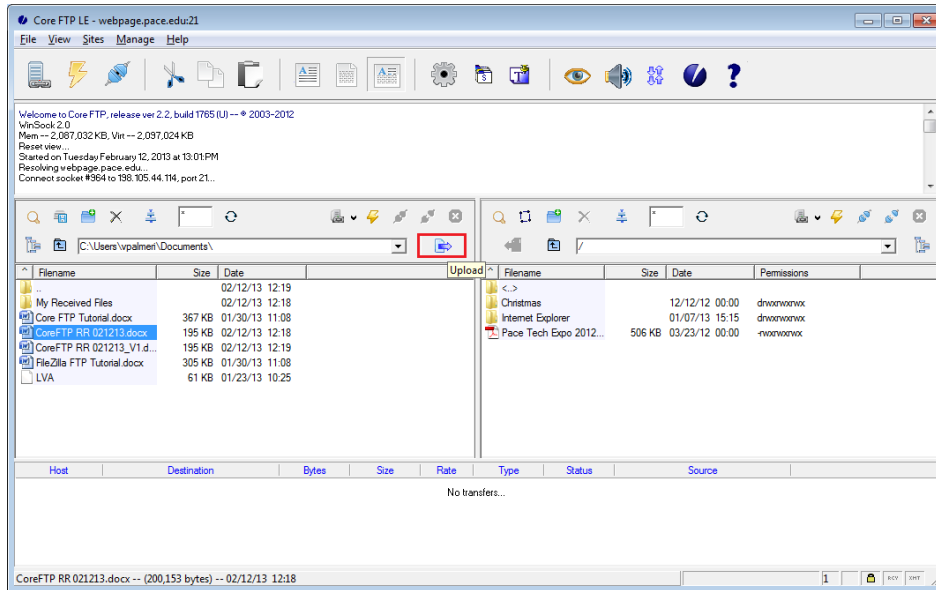
- click **File**
- click **Disconnect**



## Using Core FTP to Upload/Download Files

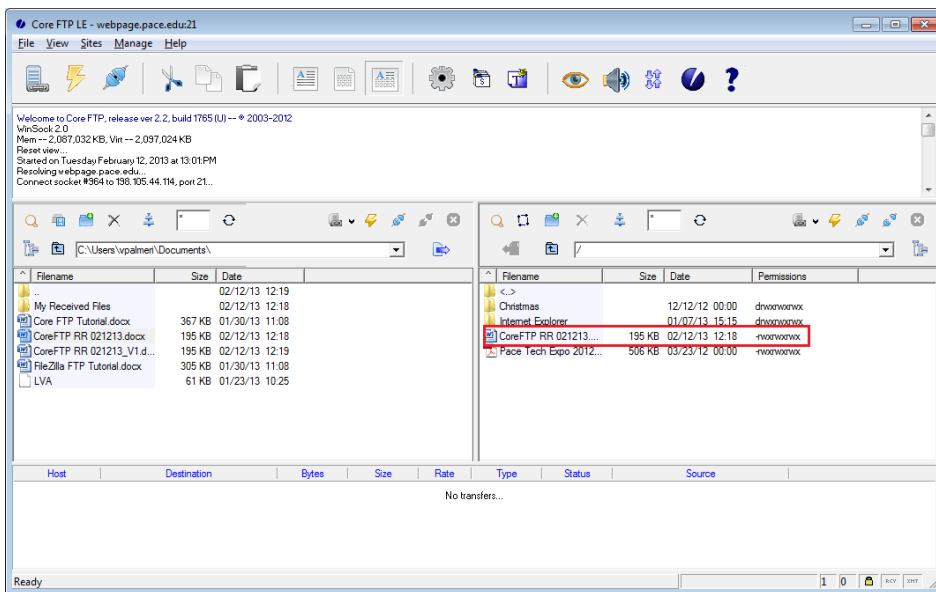
In the Core FTP Window, the files/folders on your computer will display on the left side, and the right side shows the files (if any) on the Web server.

## Uploading Files/Folders to the Web Server

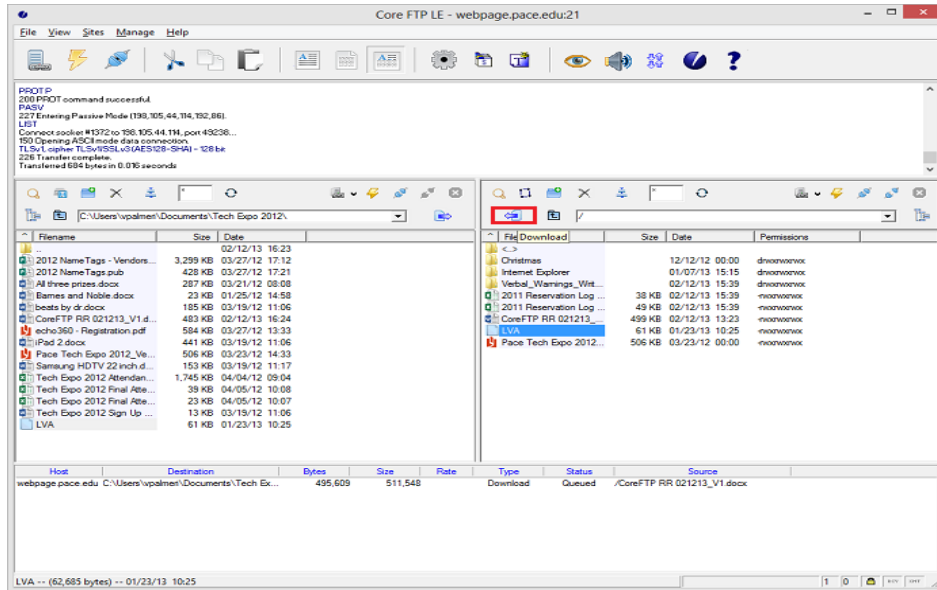


- highlight your desired files/folders to upload to the Web server
- click **right-arrow upload** button above the left side window

**Note:** Clicking the right-arrow upload button will copy your selected file to the web server.



## Downloading Files/Folders from the Web Server



- highlight your desired files/folders to download from the Web server
- click *left-arrow download* button above the right side window

**Note:** Clicking the left-arrow download button will copy your selected file from the web server.

