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Core FTP Download and Initial Setup

- 1) Visit <http://www.coreftp.com/>
- 2) click Download from the top tabs to go to <http://www.coreftp.com/download.html>

Core FTP download options:

 Core FTP LE 1.3c [via Download.com](#)

- 3) Click Download Now

Core FTP Lite 1.3



Download Now

- 4) Click Save at the File download Screen
- 5) Click Save at the Save As Screen
- 6) Wait while the file saves.
- 7) Click Open
- 8) Continue clicking Next until you get to the Finish button. Click Finish.
- 9) Click the Core FTP Lite Icon on your desk top



- 10) Click Yes at Default FTP client unless you have a product you prefer to use.
- 11) Click Yes at the Default editor screen

Personal N: drive Configuration

- 12) Fill in the Site Manager Information

Site Name:	GVSU _FTP
Host Name/Address:	ftp.novell.gvsu.edu
Username	.smithj.art.office (type your user id here; instructions follow)
Password:	(your password here)

Note: You need to know your "GVSU login" to type in your user id. You MUST type your user id exactly as shown with all periods or it will not work. Your user id will be of the form: .<login>.<department_network_abbreviation>.office

Example: John Smith in the Art & Design Department would be: .smithj.art.office

- 13) Click Connect

File transfer with Core FTP

Once you have given the Site name, you can quickly find the profile by starting to type "GVSU" in the Profile Name field and the information will be automatically entered for you. You will need to enter your password each time (if you don't check the "Save Password" button.)


You will be placed into your private directory. You can now upload files (move them from your computer to your network directory) and download files (move them from your network directory to your local computer.)

The files on the left are files on your local computer, and the files on the right are files on your network directory. You can move to a different directory and work with those files by:

To move files/folders from your local computer to the Network or the other way.

- Click to view the destination path and the source path



- Highlight the file or folder you want transferred
- Click the transfer button to move the file or folder 

In general, to do something to a file, select its name from the list of files and click one of the buttons above the list. To move a file from one computer to the other, click on the appropriate arrow button. To copy or delete multiple files at once, first select them by clicking on their names while pressing the CONTROL key.

Setup for alternate GVSU locations

All GVSU faculty and staff may have a personal web page. Web pages are created upon request. To request a web page email helpdesk@gvsu.edu from your GVSU email account and indicate if you are faculty or staff. When the account has been created you will receive an email with your account password.

Faculty web account (Personal use)

Site Name:	Faculty_web_page
Host Name/Address:	faculty.gvsu.edu
Username	username (no department) example smithb
Password:	(your password here)

Staff web account (Personal use)

Site Name: Staff_web_page
Host Name/Address: staff.gvsu.edu
Username: username (no department) example smithb
Password: (your password here)

Webtest (Departmental special use)

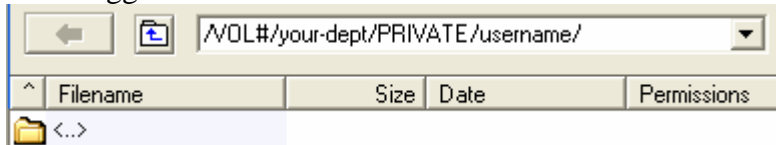
Site Name: Webtest
Host Name/Address: webtest.gvsu.edu
Username: username
Password: (your password here)


FTP L: drive access

Login using the GVSU_ftp setup

Site Name: GVSU_FTP
Host Name/Address: ftp.novell.gvsu.edu
Username: .smithj.art.office (type your user id here; instructions follow)
Password: (your password here)

Once logged in



Click the folder  <..> twice, you will see the DATA folder.

Click Data to go to your department L: drive files

