

FileZilla Introduction

09/21/2021

The State uses the agencygateway folder on the secure FileZilla FTP (SFTP) site to store sensitive documents and reports that may contain private participant data.

- Other File Transfer Protocol (FTP) client products are available, but may not have been tested by WIC, to ensure that the transfer of files to a location on your computer is both secure and encrypted.
- FileZilla must be used to connect to the SFTP site.

Connect to the secure FTP site with FileZilla

- Staff will need Internet access to reach files on the remote FileZilla SFTP site.
- On county-owned computers, the local IT staff may have to contact the MN WIC Help Desk for assistance with accessing the site and to obtain the correct passwords.
- Local WIC staff have access to FileZilla on state-owned computers. The WIC Coordinator can call the MN WIC Help Desk for the password.

STEP 1: Open FileZilla by double clicking on the icon.



STEP 2: To set up this site the first time, click the **Open the Site Manager** icon.



STEP 3: In the Site Manager under "My Sites," click on agencygateway to highlight.



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| Select entry: | | General Ad | General Advanced Transfer Settings Charset | | | | |
|---|--------------------|--|---|---|--|--|--|
| ⊡ <mark></mark> My Sites I ∰ agencygateway | | Pro <u>t</u> ocol: <u>H</u> ost: | SFTP - SSH File Transfer Protocol ~ ftp.mnwic.net Port: | | | | |
| | | <u>L</u> ogon Type: <u>U</u> ser: Pass <u>w</u> ord: | : Normal ~ | | | | |
| | | Eackground Comments: | color: None V | ^ | | | |
| New site | New <u>f</u> older | | | | | | |
| New Book <u>m</u> ark | <u>R</u> ename | | | ~ | | | |
| | | | | | | | |

STEP 4: Click the **Connect** button at the bottom of the Site Manager screen.

How to use FileZilla

After you connect to the secure FTP site within FileZilla, the right side of the screen, the **Remote site**, will display the filename folders from which files can be downloaded. The left side of the screen, under **Local Site**, displays the folders on your computer (the local machine).

To download a file:

- On the left side of the screen, under **Local site**, navigate to the location where you want to download the file to.
- On the right side of the screen, under **Remote site**, double-click on the folders to navigate to the file you want to download. Double-click on the file to start the transfer (or select the file and right-click on it to open the menu and select Download).

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| Local site: C:\Users\mallbs1\Desktop | ٥\ | | | ~ | Remote site: / | | | | ~ |
|---|---------------------------------|--|-------------------------------|---|---|--|----------|-------------|------------|
| allbs1 allbs | Data LOC COT ud Files dov | al site on yo nputer wher vnload the f | ur e you can ile(s) to. | * | Agency Ed | irogram RFP DM r avior all stalls | | | |
| Filename Filesize | Filetype | Last modified | | ^ | Filename | ^ | Filesize | Filetype | Last mod ^ |
| 1.2.10.6 | File folder | 8/18/2021 3:22:00 | | | 2015PeerProgram | RFP | | File folder | 8/6/2020 |
| Adobe eLearning | File folder | 8/18/2021 3:37:31 | | | Agency EOM | | | File folder | 9/22/2021 |
| Benefit Managem | File folder | 8/18/2021 3:39:21 | | | AUDIO_TS | | | File folder | 8/6/2020 |
| Change Househol | File folder | 8/18/2021 3:39:34 | | | Authorizer | Demosto sito vubero fi | | File folder | 8/6/2020 |
| CuteWriter | File folder | 8/18/2021 3:39:42 | | | Baby Behavior | Remote site where it | lies are | File folder | 8/6/2020 |
| deckstuff | File folder | 8/18/2021 3:40:17 | | | Client Install | stored for you to trai | nsfer. | File folder | 9/13/2021 |
| DFDD 2.31.00 | File folder | 8/18/2021 3:41:06 | | | County Installs | , | | File folder | 5/18/2021 |
| DFDD 2.37.00 | File folder | 8/18/2021 3:41:36 | | | CutePDF | | | File folder | 8/6/2020 |
| GARBAGE-Desktop | File folder | 9/23/2021 6:28:50 | | | Dakota | | | File folder | 8/6/2020 |
| HUBERT TRAINING | File folder | 9/13/2021 1:07:16 | | | Desktop | | | File folder | 8/6/2020 |
| HuBERT-Icons | File folder | 8/18/2021 3:50:58 | | | dll filles | | | File folder | 8/6/2020 |
| Infoview MDH Gr | File folder | 8/18/2021 3:51:02 | | | Docs | | | File folder | 8/6/2020 |
| Logos | File folder | R/1R/2021 2-51-17 | | ~ | < | | | | > |
| 57 files and 27 directories. Total size: 55 | 5,793,779 bytes | | | | 41 files and 32 directo | ries. Total size: 212,411,278 bytes | | | |

Successful File Transfer

You will receive a message that the file has been downloaded and the file will be saved to the location you had selected in your Local Site.

Successful file transfers are:

Indicated at the top of the screen:

agencygateway - sftp://agencygateway@ftp.mnwic.net - FileZilla

| _ | | | | | | |
|-----------------------|--|--|--|--|--|--|
| <u>F</u> ile <u>E</u> | dit <u>V</u> iew <u>I</u> ransfer <u>S</u> erver <u>B</u> ookmarks <u>H</u> elp | | | | | |
| <u>111</u> - | | | | | | |
| Host: | Username: Password: Port: Quickconnect V | | | | | |
| Status: | Directory listing of "/Agency EOM/202106/Minnesota reports" successful | | | | | |
| Status: | Connecting to ftp.mnwic.net | | | | | |
| Status: | s: Using username "agencygateway". | | | | | |
| Status: | Connected to ftp.mnwic.net | | | | | |
| Status: | Starting download of /Agency EOM/202106/Minnesota reports/Initial and Closeout Participation by Clinic, Agency and Grantee.PDF | | | | | |
| Status: | File transfer successful, transferred 93,410 bytes in 1 second | | | | | |

• Indicated in the Successful Transfers tab at the bottom of the screen:

| Server/Local file | | Direction | Remote file | Size | Priority | Time | |
|---|---------------|-----------|---------------------------|--------|----------|----------------------|--|
| sftp://agency | gateway@ftp | | | | | | |
| C:\Users\ma | Ilbs1\Desktop | << | /Agency EOM/202106/Minnes | 93,410 | Normal | 9/23/2021 8:27:11 AM | |
| | | | | | | | |
| P. Market and | - | | | | | | |
| Queued files | Failed transf | ers Suc | cessful transfers (1) | | | | |

Questions?

You, or your agency's IT staff, may contact the MN Help Desk (<u>mnhelpdesk@dxc.com</u> or 1.800.488.8799; press, 2, 2) if any questions.

Minnesota Department of Health - WIC Program 85 E 7th Place, PO BOX 64882, ST PAUL MN 55164-0882; 651-201-4404, <u>health.wic@state.mn.us</u>, <u>www.health.state.mn.us</u>; To obtain this information in a different format, call: 651-201-4404