Historical PDF Storage

After importing historical PDFs from a prior system into SameGoal, you must download and/or move extracted PDFs to a district location for long-term storage. In order to do so:

1. Set up SFTP
   - Generate a key pair
   - Install your public key
2. Connect to SFTP
3. Download files of SFTP and store locally

Set up SFTP

Generate a key pair

Steps *To set up a public/private key pair for Windows:*

1. Use WinSCP to generate a PPK-style public/private key pair.
2. Launch WinSCP. A login window will appear.
3. In this window, click **Tools** (bottom left) > **Run PuTTYgen**.
4. In the **PuTTY Key Generator** window:
   - Set **Type of keys to generate** to **RSA** if not set by default.
   - Click the **Generate** button. Generate randomness by moving the mouse over the blank area of the window while the key is being generated.
5. Once the key is generated, save your keys to a location on your local machine.
   1. Click the **Save public key** button. Recommended file name: **id_rsa.pub**
   2. Click the **Save private key** button. When prompted "Are you sure you want to save this key without a passphrase to protect it?" choose **Yes.** Recommended file name: **id_rsa.ppk**

6. **Public key for pasting into OpenSSH authorized_keys file** is displayed at the top of the window after keys are generated. Copy/paste this key into SameGoal (see next step to install your public key), or email it to your SameGoal representative.

If you need to set up a key pair for Mac or Linux, you can find steps to do so here.

Install your public key

If you have access to an administrative account in SameGoal, follow the steps below to install the public key to the district's SFTP account **authorized_keys** file using the SameGoal web interface.

If not, please email your public key to tier2help@samegoal.com or your SameGoal representative for installation.

Steps *To install the public key:*

1. Login with an administrative account.
2. Visit **Settings > Technical Settings**.
3. Depending on your operating system:
   - **Mac or Linux**: Copy/paste the contents of **id_rsa.pub** into the SFTP Account **authorized_keys files** box.
   - **Windows**: Copy/paste the contents of **Public key for pasting into OpenSSH authorized_keys file** displayed at the top of the WinSCP PuTTYgen window after keys are generated. If you have already closed this window, you may copy/paste the contents of your public key file after removing all line breaks from the key and adding "ssh-rsa " to the front.
4. Scroll to the bottom of the page and click the **Save** button.

Connect to SFTP

Steps *To connect to your SFTP account using WinSCP:*

1. Launch WinSCP. A login window will appear.
2. In the Login window, enter:
   - File protocol: SFTP
   - Host name: **sftp.samegoal.com**
   - Port number: 22
   - Username: district domain (typically the email domain of the district)
3. Click the **Advanced...** button. In the left menu, visit **SSH > Authentication**.
4. Under **Private key file**, upload your PPK-style private key. Click **OK**.
5. Click the **Login** button. This should allow you to connect to your SFTP account.
6. A double-paned screen will open.
   - Left pane: Directories on your local computer.
   - Right pane: Directories in your SFTP account.
   - To transfer files securely in either direction, drag them across the pane.

Steps to connect to OpenSSH can be found here.

Steps to connect to Cyberduck can be found here.

Download of SFTP and store locally

Steps *To download files off of SFTP using WinSCP:*

1. Connect to your SFTP account.
2. Directories from your local computer will appear in the left pane. Navigate to the location where you would like to save the file(s) from SFTP.
3. Directories in your district's SFTP account will appear in the right pane. Locate the file(s) you wish to download.
4. Click and drag the desired file(s) from the SFTP server (right side) to your computer (left side).

♀ Tip In order to access files from a zip folder on SFTP, you will need to save the folder to your local machine first before you can unzip it. If a file is too large to save to your local device, some districts have large servers that the tech team can download files to. Otherwise, you may need to use an external drive or a cloud service to increase your available storage.

♀ Tip Once historical PDFs have been saved locally, share files with staff who will need access.