

WinSCP

WinSCP is a GUI program recommended for connecting to your SFTP account manually from time-to-time and one-time uploads.

- Supported platforms: Windows™
- Connection requirements: Use your PPK-style private key (**id_rsa.ppk**) to connect.

Connect

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.

Download files off SFTP

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.

💡 Tip 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 to increase your available storage.