

Open FileZilla

Create FTP Site Connection to MIS Webserver

1) Click on: File => Site Manager (see figure 1)

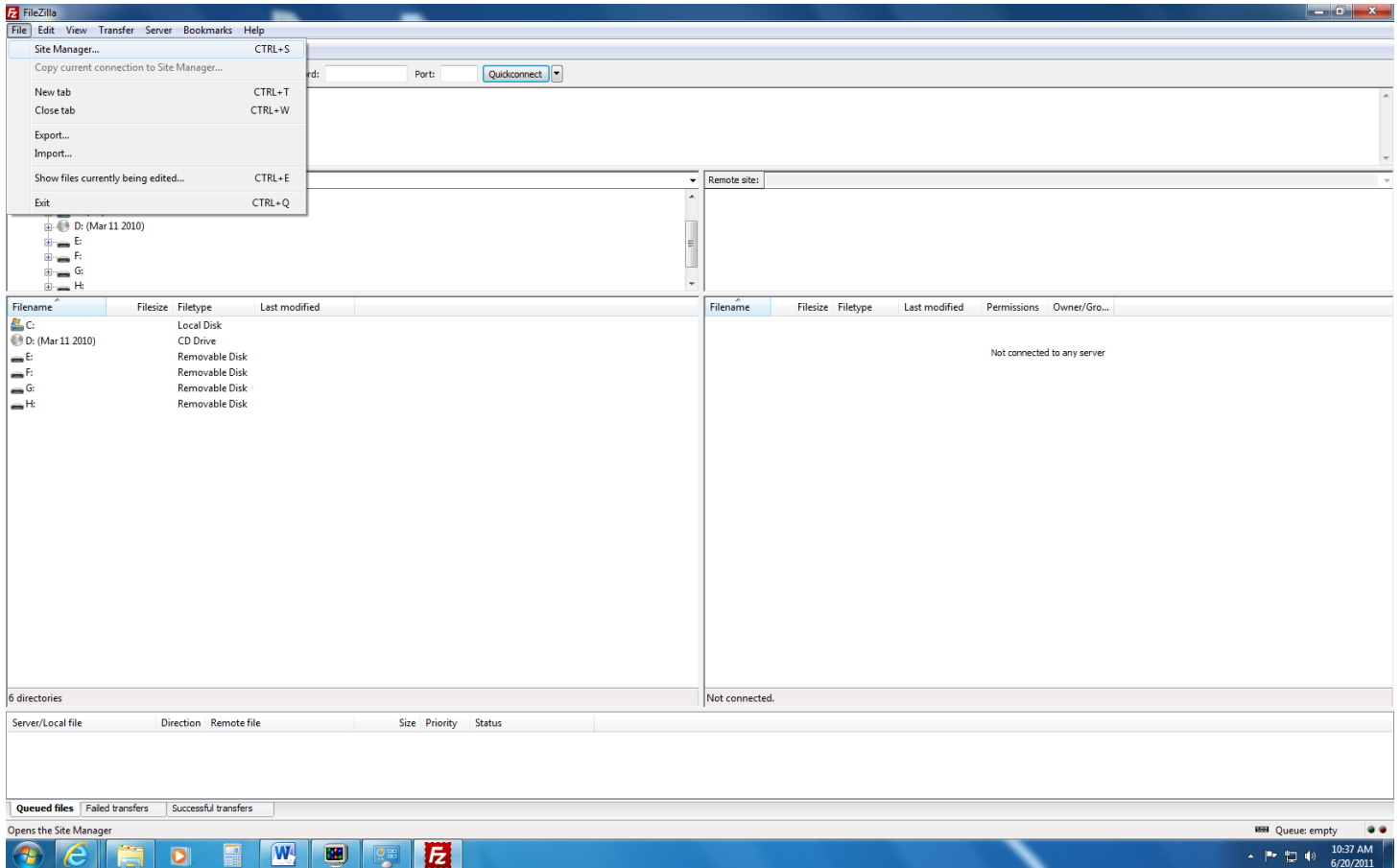


Figure 1

2) Once Site Manager Configuration is displayed; click on “New Site” (see figure 2)

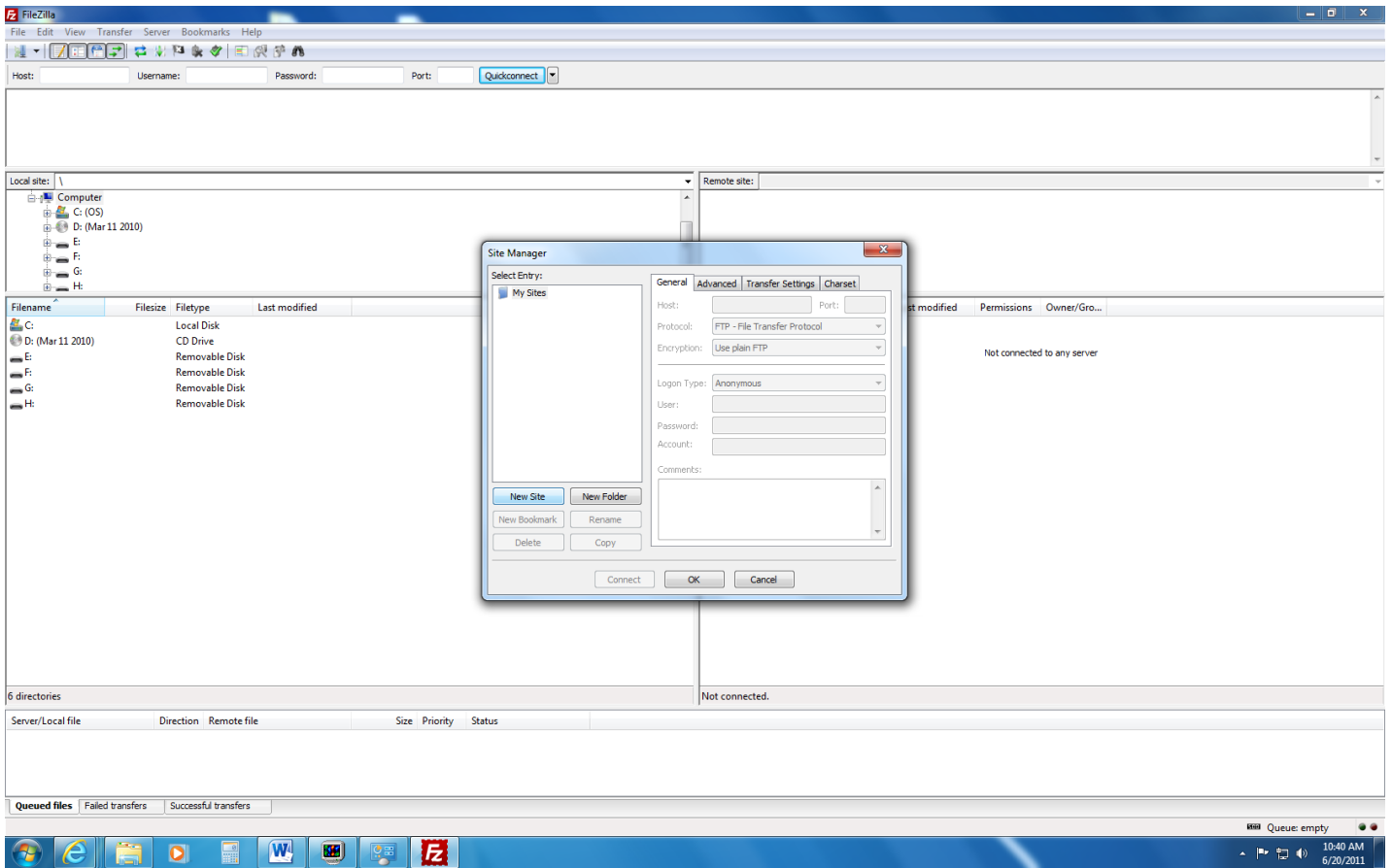


Figure 2

3) Type in a name for the site (MIS site name shown below) ; and Fill out entries as follows:

Host: **mis.uhcl.edu**

Protocol: **FTP**

Encryption: **Require explicit FTP over TLS**

Logon Type: **Normal**

User: **BUS\Userid**

Password: **Type in bus account password**

Leave Advanced, Transfer Settings and Charset to default (see figure 3)

Click Connect

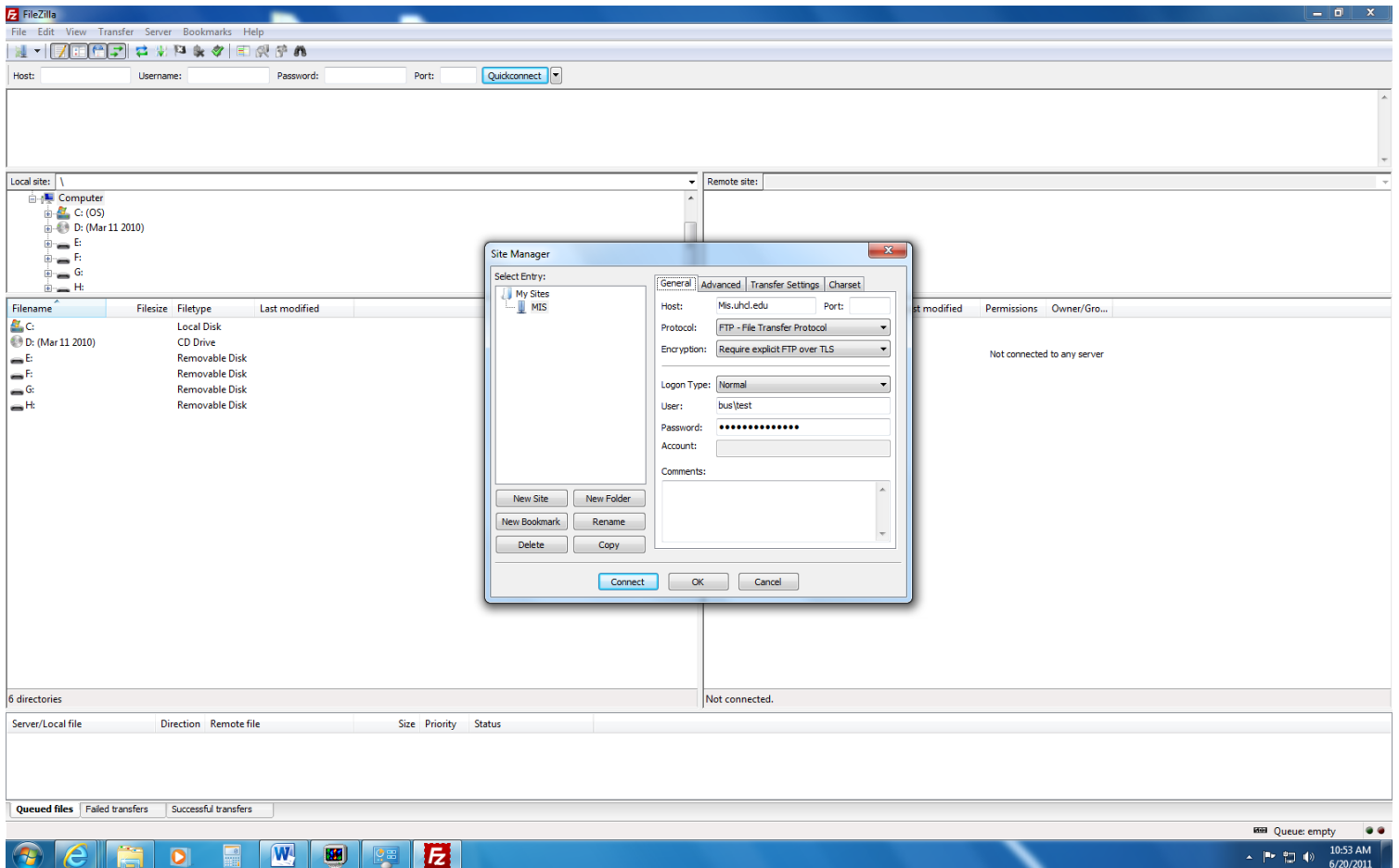


Figure 3

4) At unknown Certificate warning select “ Always trust certificate in future sessions” and click ok.

You have now established a secure connection to the MIS Server.

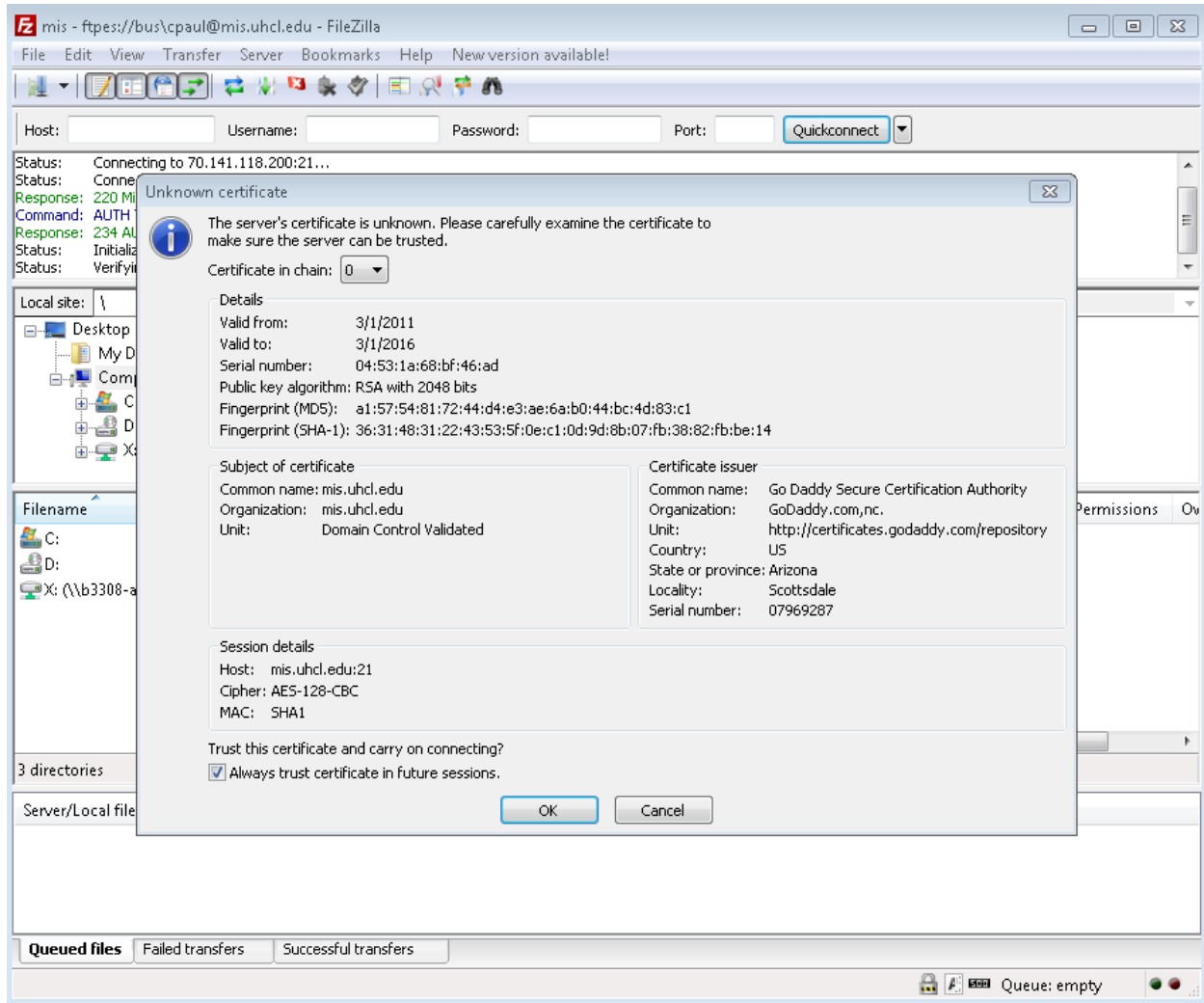
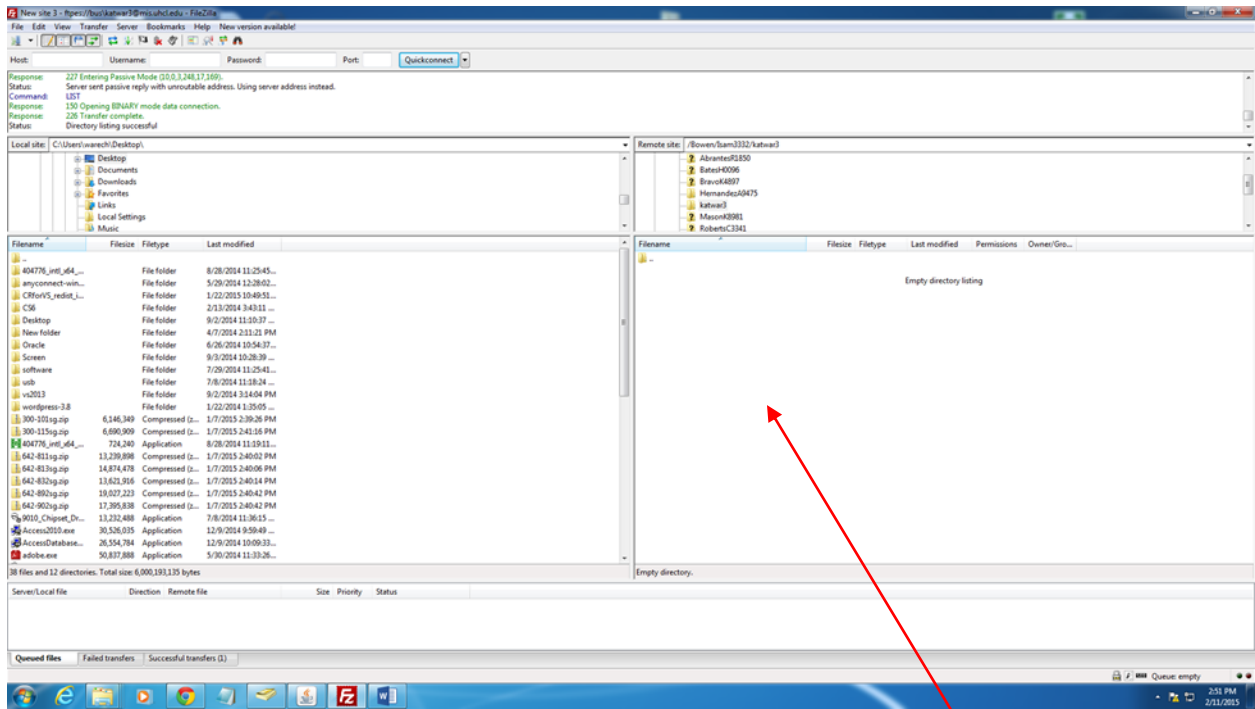


Figure 4

The connection is now saved into Filezilla. Future connections can be made by connecting to your saved site. Click on: File => Site Manager (see figure 3)



Browse to your Instructor → Course → Username. Drag files to the box above