FTP Login Instructions
After installing your client software (see "Supported Clients" below), you will need the following:

- **username**: provided by ACWS
- **password**: provided by ACWS
- **server address**: ftp.smhs.gwu.edu
- **protocol**: use one of the types and ports listed below
  - FTP using SSH: port 22
  - FTP with SSL (Auth SSL - Explicit): port 21
  - FTP with SSL (Implicit SSL): port 990

Home Directories
When you first connect to the FTP server, you will be in your home directory. The home directory lists all web sites for which you have access. For example, if you manage sites on www.gwumc.edu and learn.healthsciences.gwu.edu, you will see two folders: gwumc.www and gwu.healthsciences.learn.

Inside each of the web site root folders are folders for the site(s) for which you are responsible. For example, if you work on the www.gwumc.edu/test site, you will see "gwumc.www" in your home directory. Within the "gwumc.www" folder will be a folder named "test". This folder is the root of the "test" web site, containing all files and folders for the site. This is where you will be uploading/downloading your files.

The default behavior of most FTP clients can be changed by setting default remote and local directories. Edit your saved connection in your FTP client and enter the desired default paths. Using the library example again, you would use '/gwumc.www/test' as your default remote directory, so every time you login your FTP client will start in that directory. If you store your local copy of the site in "C:\WebSites\test", edit your FTP client settings to use that folder as your default local directory.

Changing Your Password
You cannot change your password. If you lose your password, contact acws@gwu.edu.