



FDOT External FTP Server (FTPEXT) User Guide

The FDOT External FTP Server (FTPEXT) has been upgraded to a new platform. This application will allow users to transfer files in a secured manner. This allows files to be shared between FDOT users, consultants, contractors and the public. **Confidential** and/or **Sensitive** data should never be placed on the server due to the fact that the server data is open to the public.

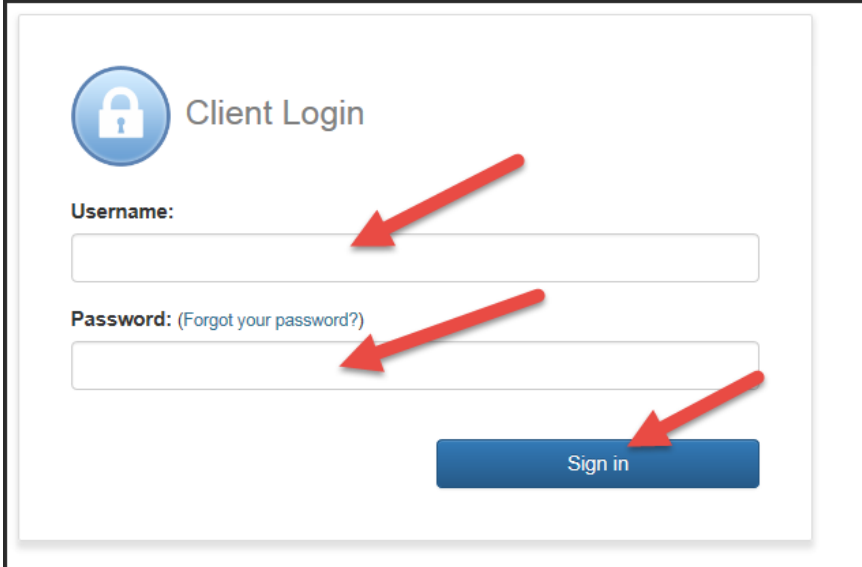
New Features on the FTP Server:

- Easy to use secure web-based application
- Request automatic password resets with email notifications
- Recover a lost password
- Revoke access to a share

Your password will expire in 65 days.

Logging onto the FTP Server with Your Temporary password

1. Go to <https://ftp.fdot.gov> if connecting using FileZilla or another SSH client please see [Using FileZilla to connect to the FTP Server](#).
2. Type in your **Username:** and **Password:** then click on **Sign in**.



The image shows a 'Client Login' form. At the top left is a blue circular icon with a white padlock. To its right is the text 'Client Login'. Below this are two input fields: 'Username:' followed by a white text box, and 'Password: (Forgot your password?)' followed by a white text box. At the bottom right is a blue button with the text 'Sign in'. Three red arrows point from the top right towards the Username field, the Password field, and the Sign in button.

3. If this is the first time you are logging in or you have recently had an FTP Administrator change your password, you will be prompted to change your password. Enter in the **Old Password (temporary)** and then a **New Password**, finally enter in your password again in the **Confirm New Password**, and then click on **Change Password**.

Change Password

Username:
First

Old Password:

New Password:
Subject to policy

Confirm New Password:

Change Password

4. A notification from DoNotReplyAPPS will be sent to your email.
5. The login page will appear. Login using your new password.
6. Once logged in with your new password and if this is a new account you will be greeted with Security Questions that will need to be setup. These questions and answers will be used in the event that you forget your password.
7. Select a question for **Question #1** and then enter in your answer for question 1 in the **Answer #1** field. Repeat this process for the second question. Then, click **Update**.

FDOT

Logged in as [username]

Home Account Share Logout

Account Settings

You should set your security questions and answers to allow the option of resetting your password in case you forget it.

Security Questions for [username]

Please select and answer two security questions for your account. You will be asked these questions if you ever need to reset your account password.

Security Question #1

Question #1 [dropdown menu]

Answer #1 Enter a new answer here (old answer not shown)

Security Questions for [REDACTED]

Please select and answer two security questions for your account. You will be asked these questions if you ever need to reset your account password.

Security Question #1

Question #1	In what city did you meet your spouse/significant other? What is the name of your favorite childhood friend?
Answer #1	What street did you live on in third grade? What is your oldest sibling's birthday month and year? (e.g., January 1900) What is the middle name of your oldest child? What is your oldest sibling's middle name? What school did you attend for sixth grade? What was your childhood phone number including area code? (e.g., 000-000-0000) What is your oldest cousin's first and last name? What was the name of your first stuffed animal? In what city or town did your mother and father meet? Where were you when you had your first kiss? What is the first name of the boy or girl that you first kissed? What was the last name of your third grade teacher? In what city does your nearest sibling live? What is your oldest brother's birthday month and year? (e.g., January 1900) What is your maternal grandmother's maiden name? In what city or town was your first job? What is the name of the place your wedding reception was held? What is the name of a college you applied to but didn't attend? Where were you when you first heard about 9/11?

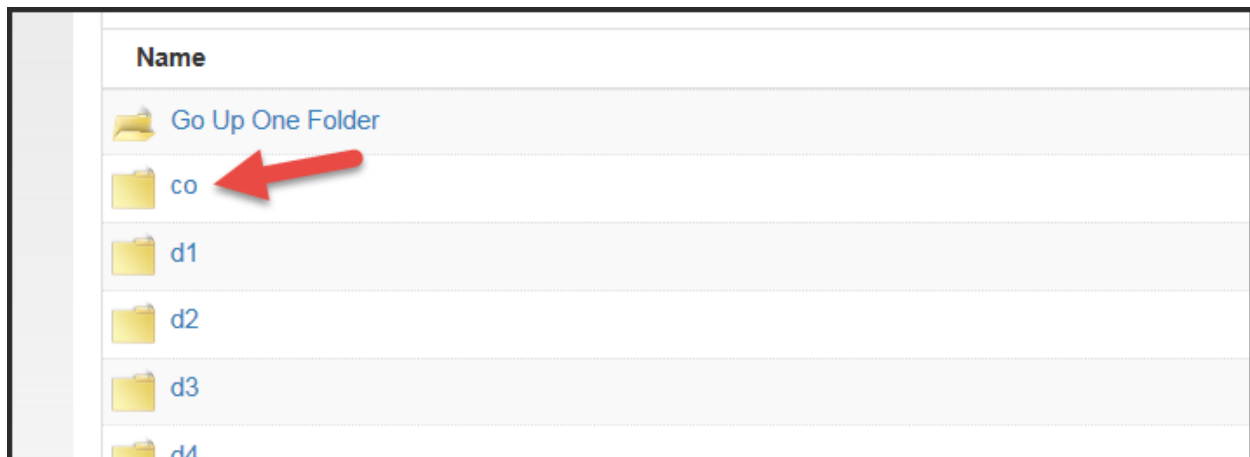
Security Question #2

Question #2	
Answer #2	


Update

Navigating to A Specific Folder

- Once logged you will be brought directly to the folder(s) you have access to. Click on the name of the folder you want to navigate to.




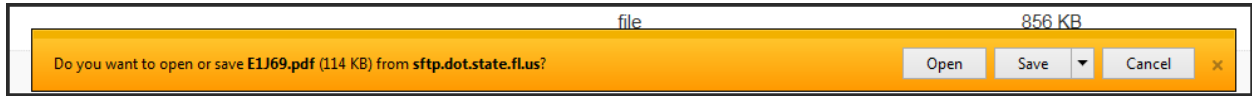
- Or click **Go Up One Folder** if you need to go up one folder.

Name
 Go Up One Folder
 co
 d1
 d2
 d3
 d4

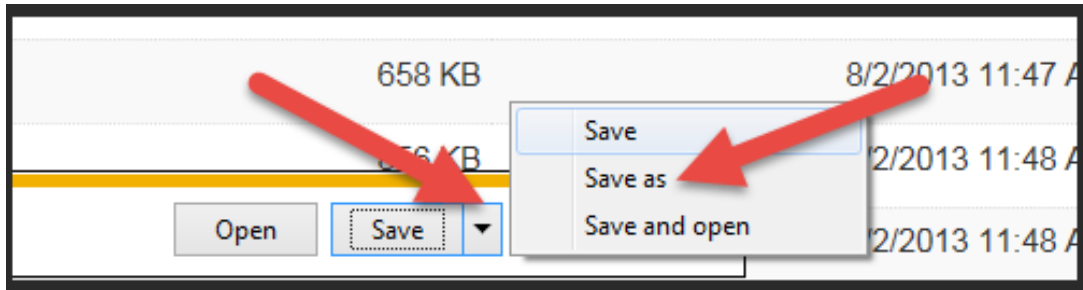


Downloading Files

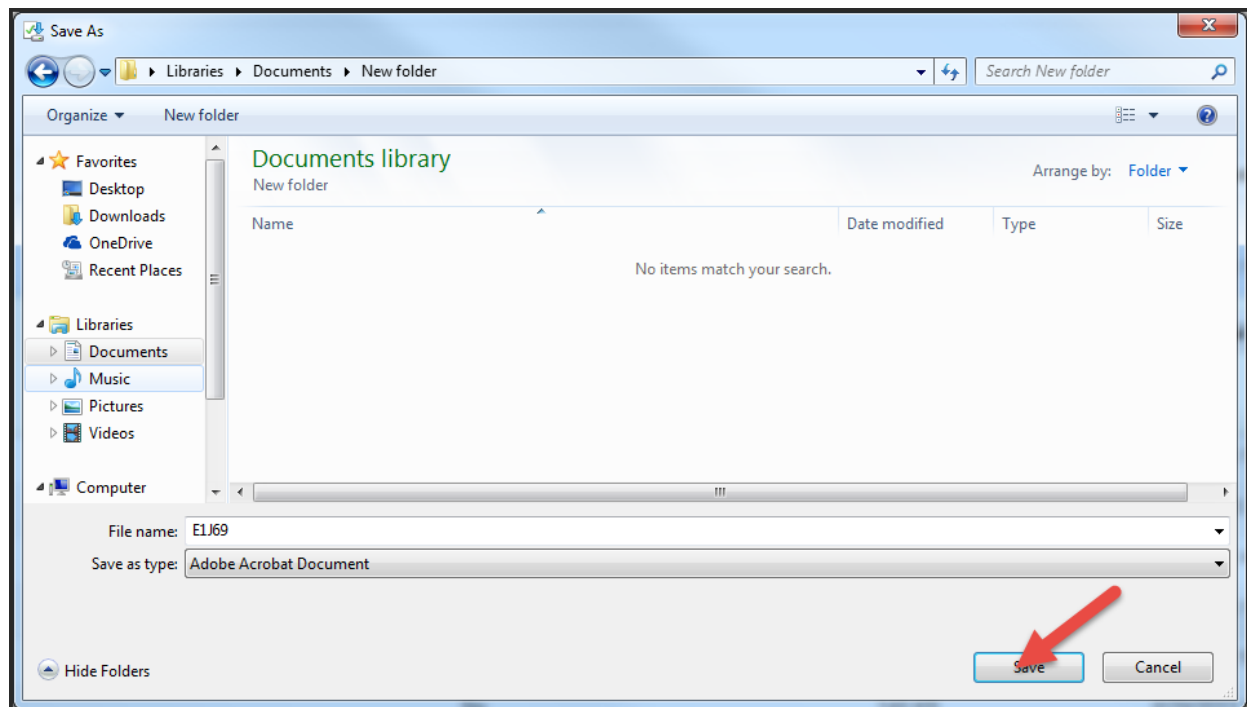
1. To download a file click on  next to the file you want to download.
2. Then click on **Download**, a notification will pop up at the bottom.



3. Click on the drop down menu for **Save** and then click on **Save as**.

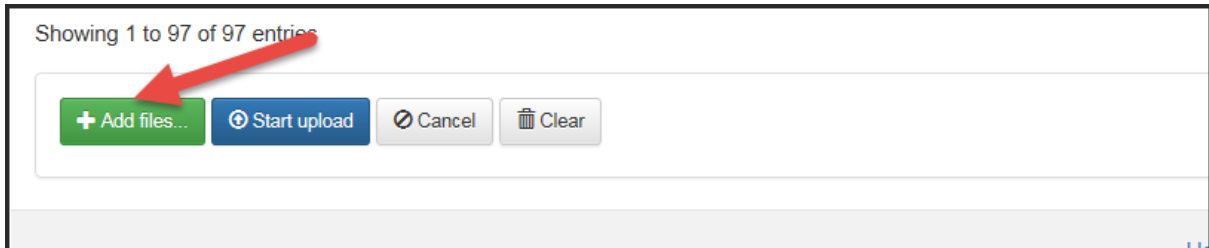


4. Choose the directory on your PC where you would like to save the document and then click on **Save**.

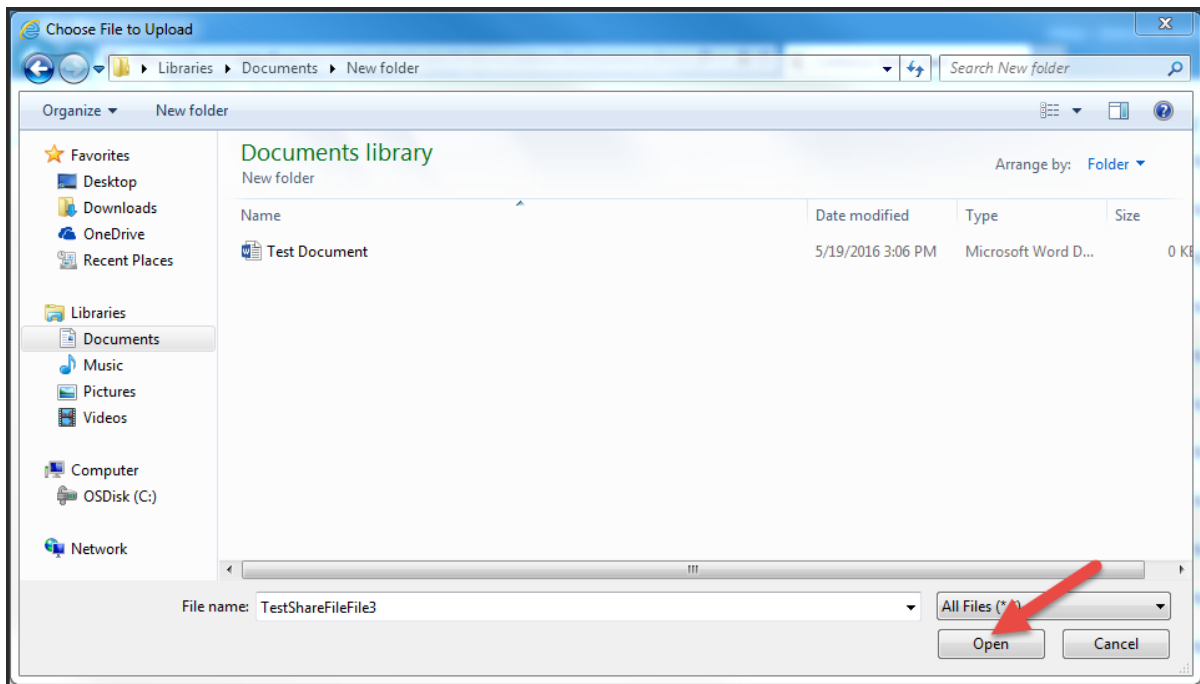


Uploading Files

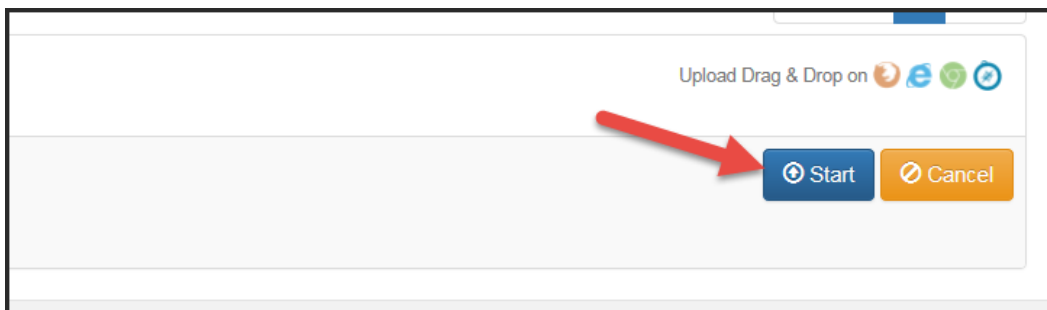
1. If you want to upload a file to the FTP server, first navigate to the directory where you want to upload a file to then scroll to the bottom of the page. Click on **Add Files**.



2. Choose the file you want to upload then click on **Open**.



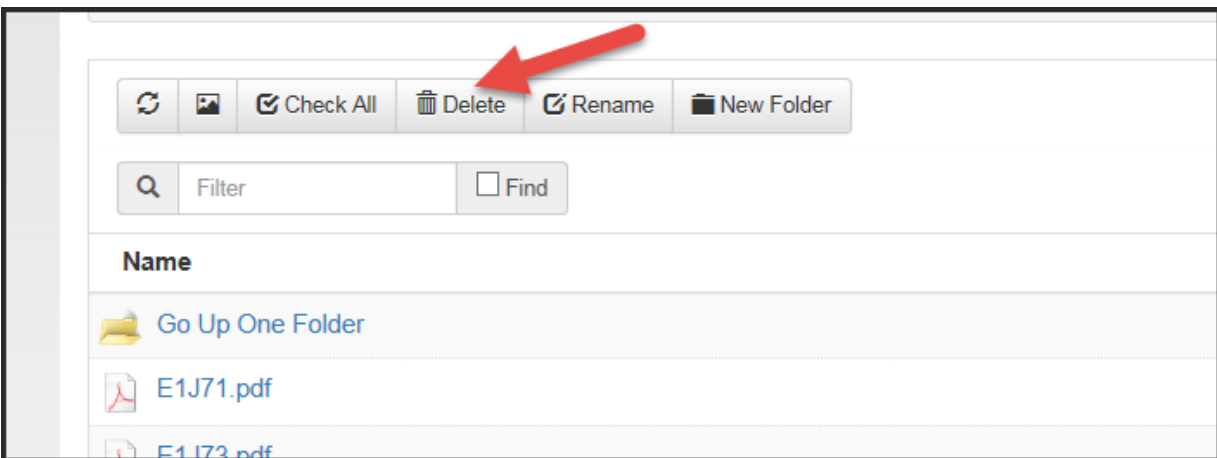
3. Then click on **Start**.



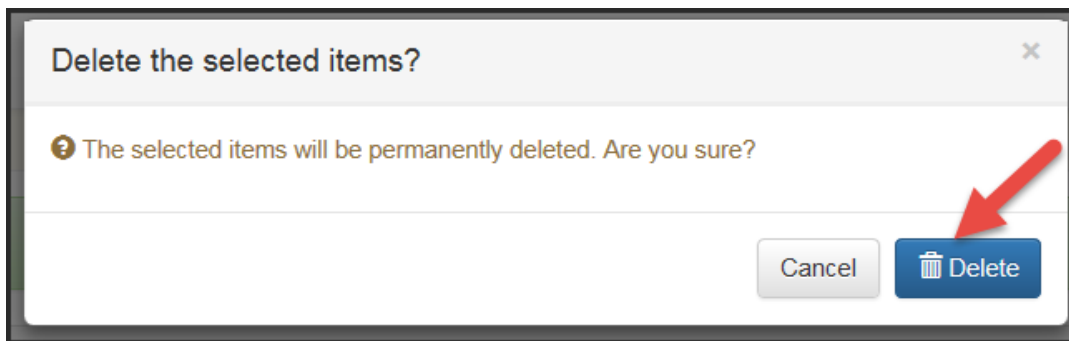
4. You can also drag and drop the file anywhere on the page, then click **Start**.

Deleting Files and Folders

1. Select the file or folder you want to delete and then click on **Delete**.

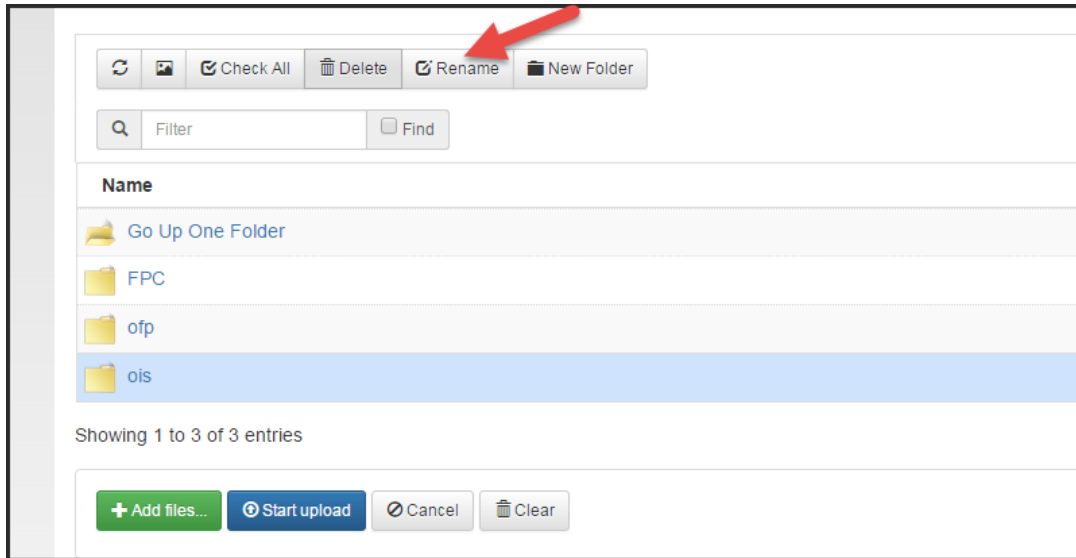


2. You will be prompted to confirm that you want to delete the selected files or folders. Click on **Delete** to confirm the deletion of the file or folder.

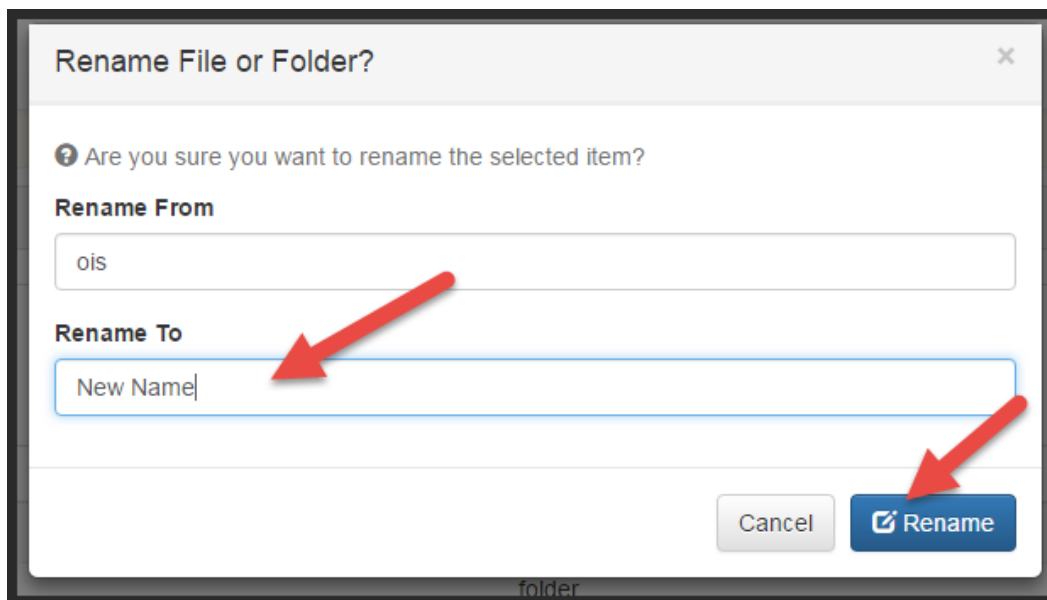


Renaming Files and Folders


1. Click on the file or folder you want to rename, then click on **Rename** at the top of the screen.

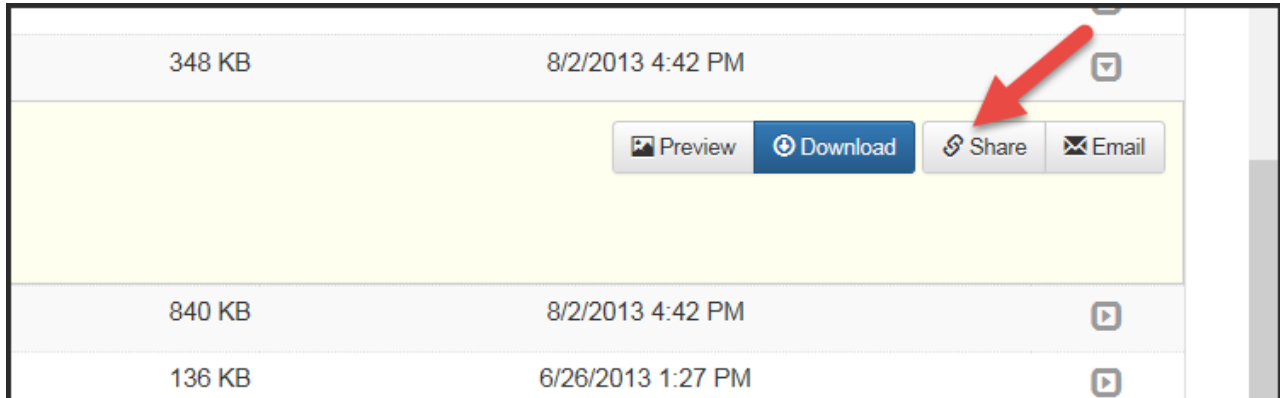


2. Enter the new name in the **Rename To** field then click on **Rename**.



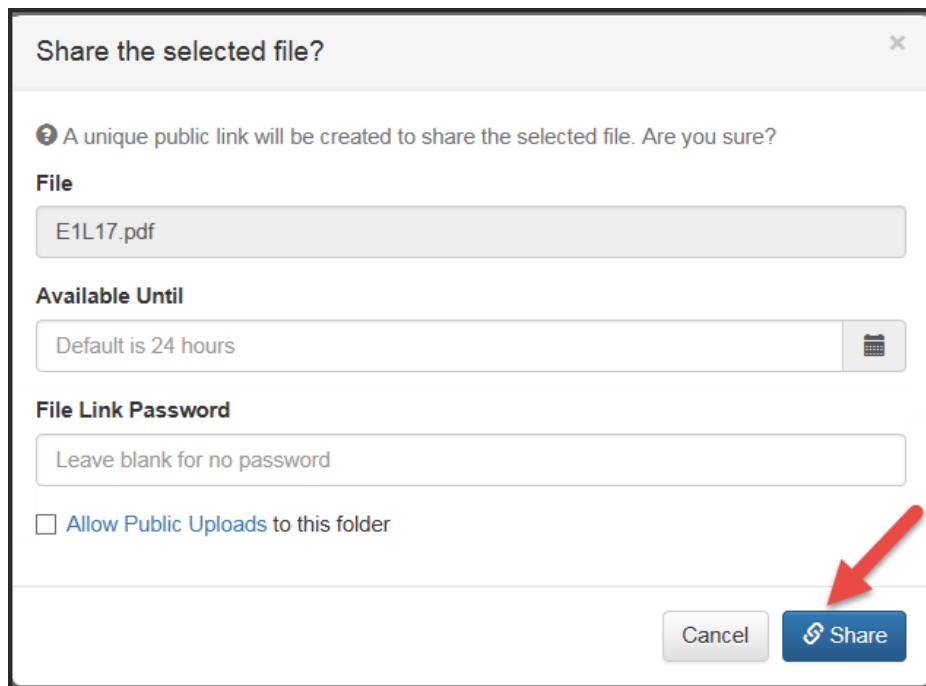
Sharing Files and Folders

1. Click on the  next to the file or folder you want to share, then click on **Share**.




2. Complete the fields **Available Until** and **File Link Password** if needed then click on **Share**.

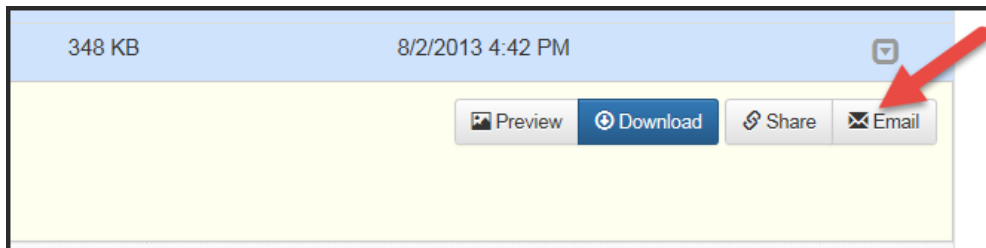
***Please note that the [Allow Public Upload to this folder](#) feature has been disabled.**



3. Copy the hyperlink that is created and share as needed.



4. You can also email the link. You can do this by clicking on  next to the file or folder you want to email a link for then click on **Email**.



5. Fill in the **To Email**, **Subject**, **Body**, **Available Until** and **File Link Password** fields as necessary and then click on **Email**.

***Please note that the **Allow Public Uploads to this folder**, **Notify me by email when file is downloaded** and **Send me a copy of this email** features have been disabled.**

***Please note that after filing in the **To Email** field you need to use the tab or enter key to move forward. If you use your mouse you will receive an error to validate the email address.**

Email the selected item?

Email Information
A unique public link will be created to share and email the selected item.

File
E1J71.pdf

To Email
Recipient email

Subject
New Shared File

Body (optional)
Body

Access Link Information
Limit the duration the file link will be available, allow customers to upload files, and optionally, password protect the link.

Available Until
Default is 24 hours

Allow Public Uploads to this folder

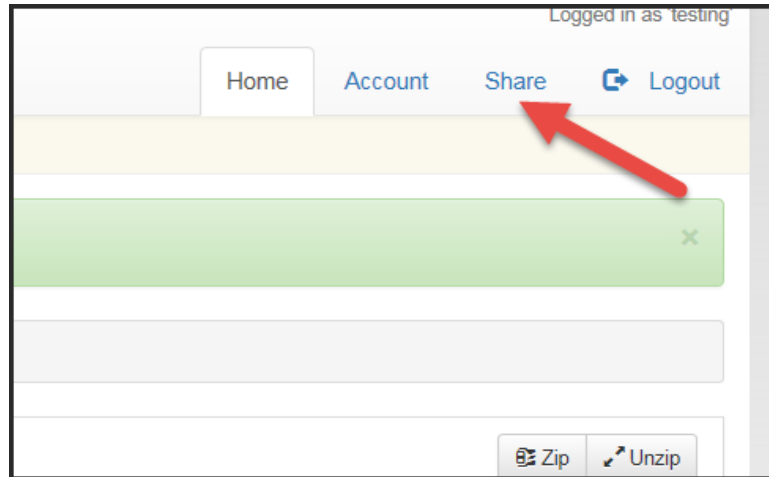
File Link Password
Leave blank for no password


Other Settings (optional)
 Notify me by email when file is downloaded
 Send me a copy of this email

Cancel Email

Revoking Access to a Share

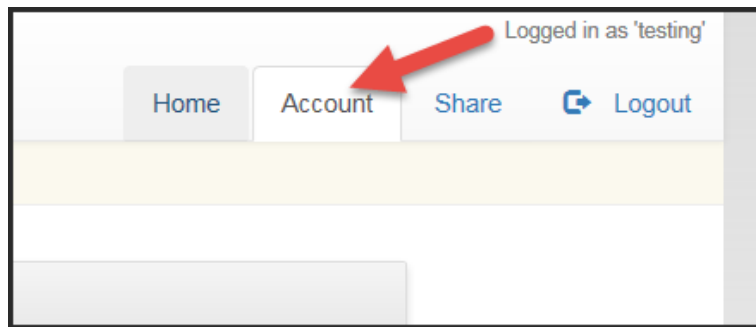
1. To immediately revoke access to a file or folder you shared click on **Share** at the top right corner.



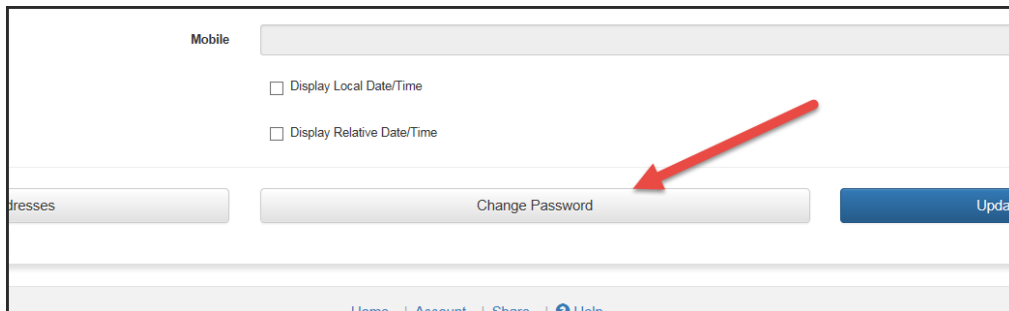
2. Find the file or folder you shared and click on  next to the file you want to revoke access to.

Changing your Password

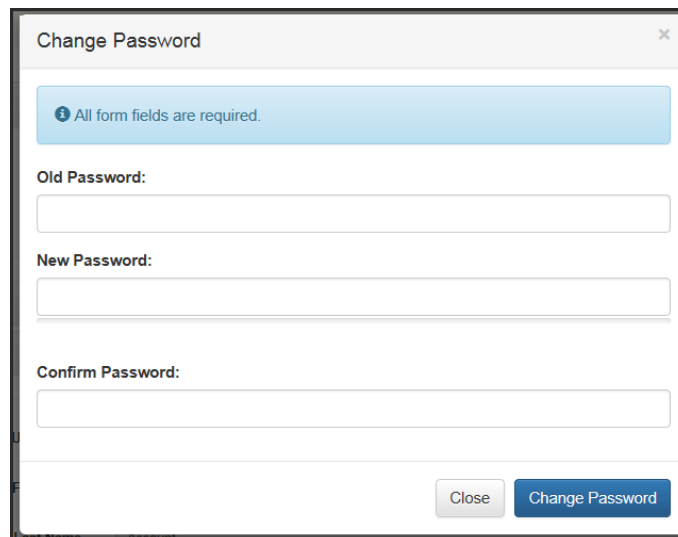
1. Click on **Account** at the top right hand corner.



2. Then click on **Change Password** at the bottom of the screen.



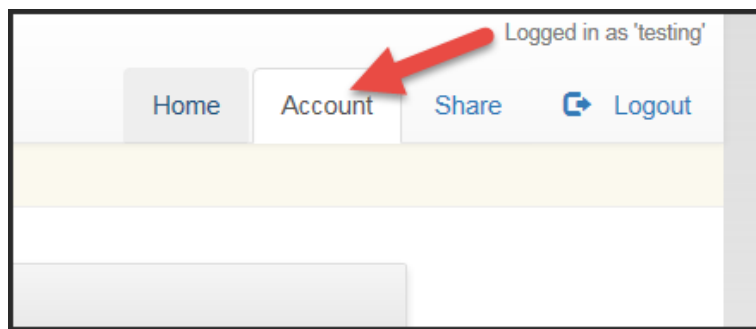
3. You will be prompted for your old password and then your new password, finally you will need to enter in your new password again to confirm and then click on **Change Password**.

A screenshot of a 'Change Password' dialog box. At the top, it says 'Change Password' with a close button (X). Below that is a blue information bar that says 'All form fields are required.' There are three input fields: 'Old Password:', 'New Password:', and 'Confirm Password:'. At the bottom right, there are two buttons: 'Close' and 'Change Password'.

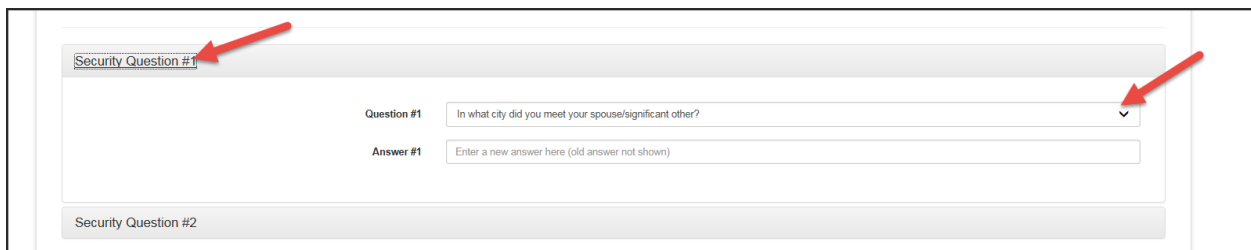
4. A notification from DoNotReplyAPPS will be sent to your email.

Updating Your Security Questions

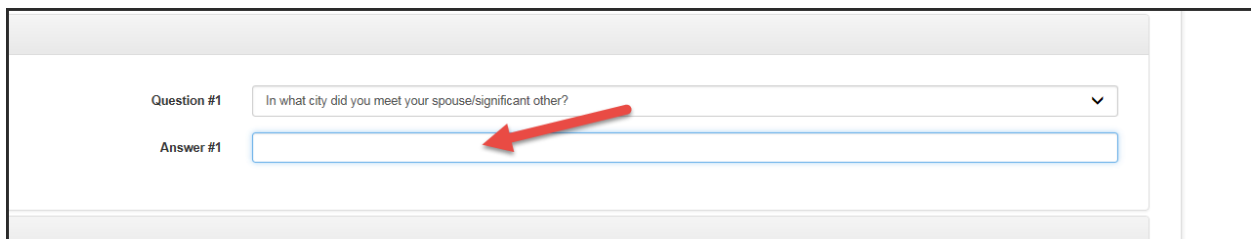
1. Click on **Account** at the top right hand corner.



2. Click on **Security Question #1**, then click on the drop down to select a new question if necessary.



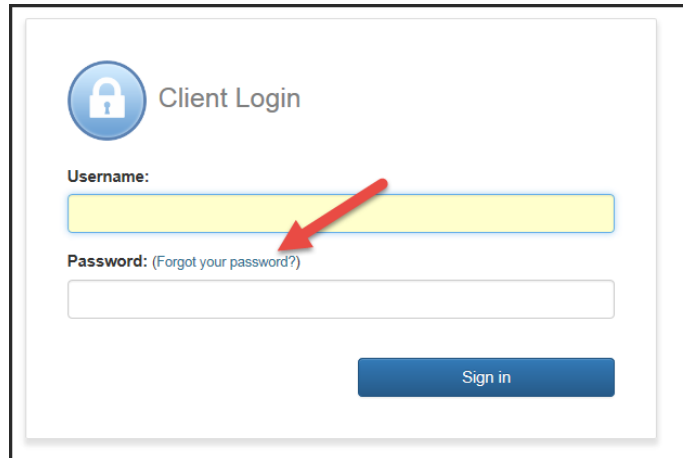
3. Enter in a new answer in the **Answer #1** field.



4. Repeat the steps above if **Security Question #2** needs to be updated.
5. Click on **Update** when you are complete.

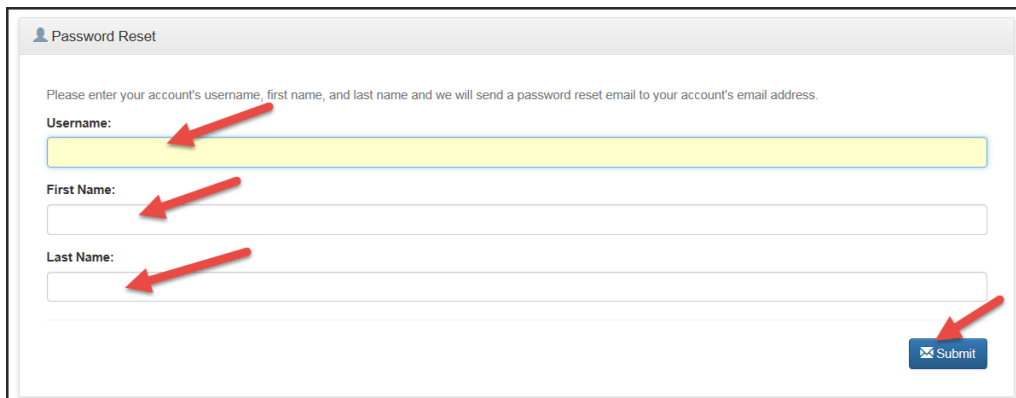
Recovering a Lost Password

1. If you have forgotten your password, click on **Forgot your password** on the login screen.



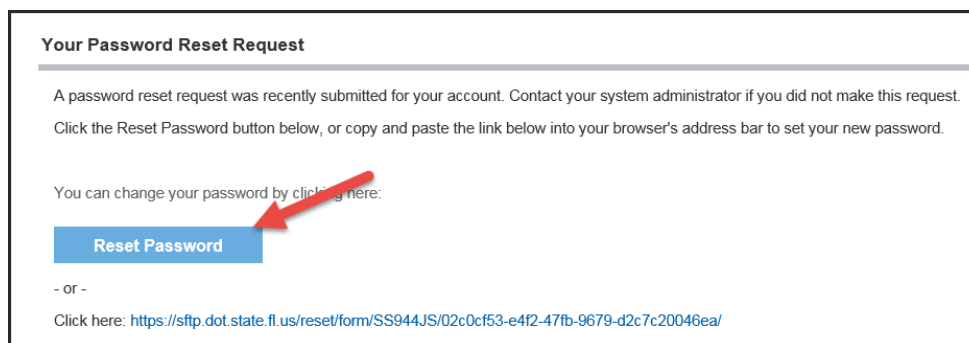
The image shows a 'Client Login' form. At the top left is a blue padlock icon. Below it, the text 'Client Login' is displayed. There are two input fields: 'Username:' and 'Password: (Forgot your password?)'. A red arrow points to the 'Username' field. Below the fields is a blue 'Sign in' button.

2. Enter in your **Username, First Name, and Last Name**, then click on **Submit**.



The image shows a 'Password Reset' form. At the top left is a user icon and the text 'Password Reset'. Below it is a message: 'Please enter your account's username, first name, and last name and we will send a password reset email to your account's email address.' There are three input fields: 'Username:', 'First Name:', and 'Last Name:'. Red arrows point to each of these fields. At the bottom right is a blue 'Submit' button with an envelope icon. A red arrow points to the 'Submit' button.

3. A notification from DoNotReplyAPPS will be sent to your email. Click on **Reset Password** in the email you received.

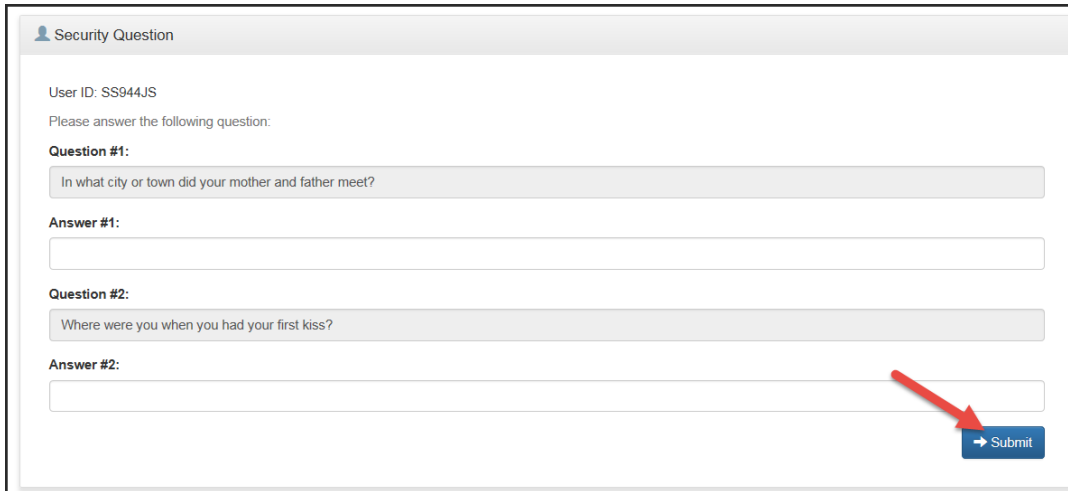


The image shows an email titled 'Your Password Reset Request'. The text reads: 'A password reset request was recently submitted for your account. Contact your system administrator if you did not make this request. Click the Reset Password button below, or copy and paste the link below into your browser's address bar to set your new password. You can change your password by clicking here:'. Below this text is a blue button labeled 'Reset Password'. A red arrow points to the 'Reset Password' button. Below the button is the text '- or -' and a URL: 'Click here: <https://sftp.dot.state.fl.us/reset/form/SS944JS/02c0cf53-e4f2-47fb-9679-d2c7c20046ea/>'.

4. You will be prompted to answer the Security Questions that were setup when you first logged into your account. If you did not setup Security

Questions you will need to put in a Service Desk ticket by emailing FDOT.ServiceDesk@dot.state.fl.us.

5. Once you answer your security questions click on **Submit**.



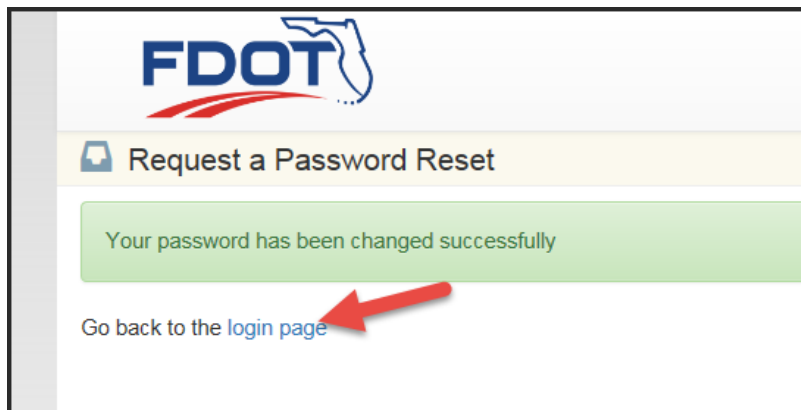
The screenshot shows a 'Security Question' form. At the top, it displays 'User ID: SS944JS' and 'Please answer the following question:'. There are two questions: 'Question #1: In what city or town did your mother and father meet?' and 'Question #2: Where were you when you had your first kiss?'. Each question has an 'Answer #' field below it. A red arrow points to a blue 'Submit' button at the bottom right of the form.

6. You will then be prompted to put in your **New Password** and then **Confirm Password**. Then click on **Submit**.



The screenshot shows a 'Change Password' form. It includes a message 'All form fields are required.' and two input fields: 'New Password:' and 'Confirm Password:'. Red arrows point to each of these fields. A blue 'Submit' button is located at the bottom right of the form.

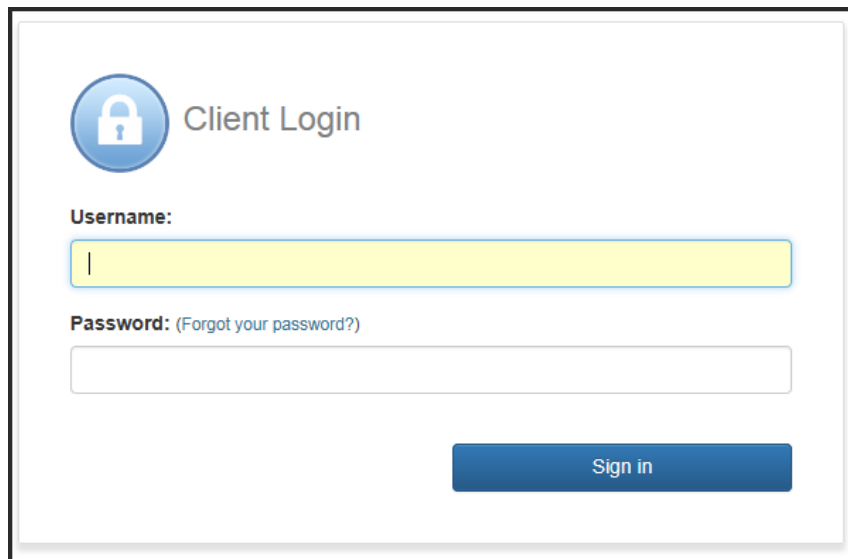
7. Once your password has been changed click on **login page** to login with your new password.



Expired Passwords

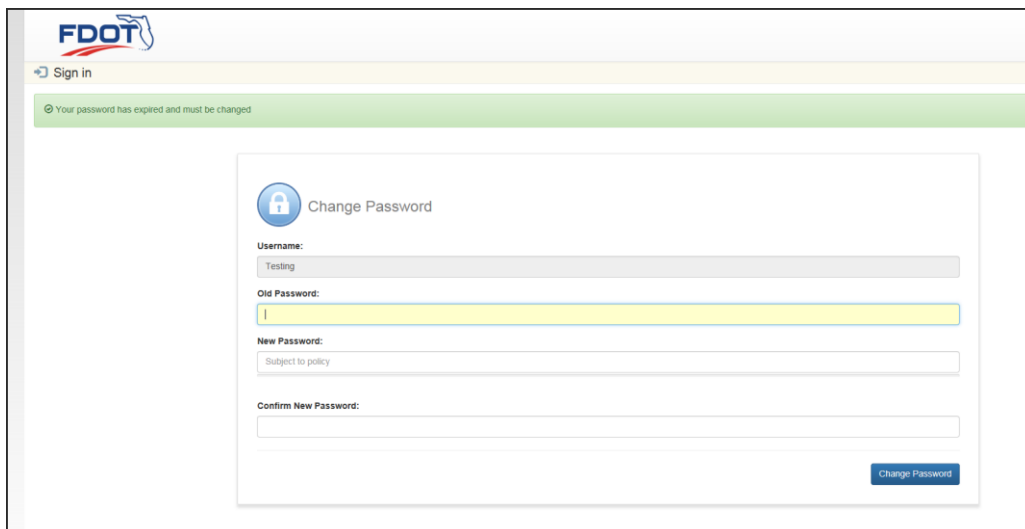
If your password is not changed within 65 days from the last time you changed your password your password will expire. You will need to change your password as shown below.

1. Login to the FTP Server using your expired password.



The image shows a 'Client Login' form. At the top left is a blue circular icon with a white padlock. To its right is the text 'Client Login'. Below this are two input fields: 'Username:' followed by a yellow-highlighted text box containing a vertical cursor, and 'Password: (Forgot your password?)' followed by a white text box. At the bottom right is a blue button labeled 'Sign in'.

2. You will be prompted to enter in you expired password and a new password twice.



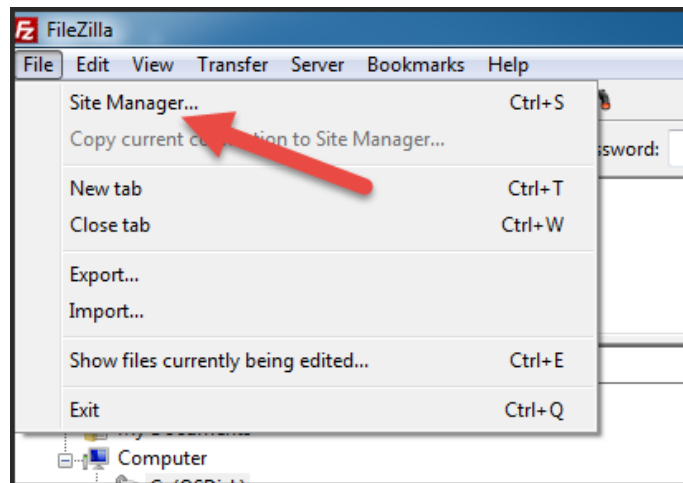
The image shows a 'Change Password' form within an FDOT web interface. At the top left is the FDOT logo. Below it is a 'Sign in' link. A green notification bar states 'Your password has expired and must be changed'. The main form area has a blue padlock icon and the text 'Change Password'. It contains four input fields: 'Username:' with 'Testing' entered, 'Old Password:' with '1' entered and highlighted in yellow, 'New Password:' with 'Subject to policy' entered, and 'Confirm New Password:'. A blue button labeled 'Change Password' is at the bottom right.

3. A notification from DoNotReplyAPPS will be sent to your email. You will need to login using your new password.

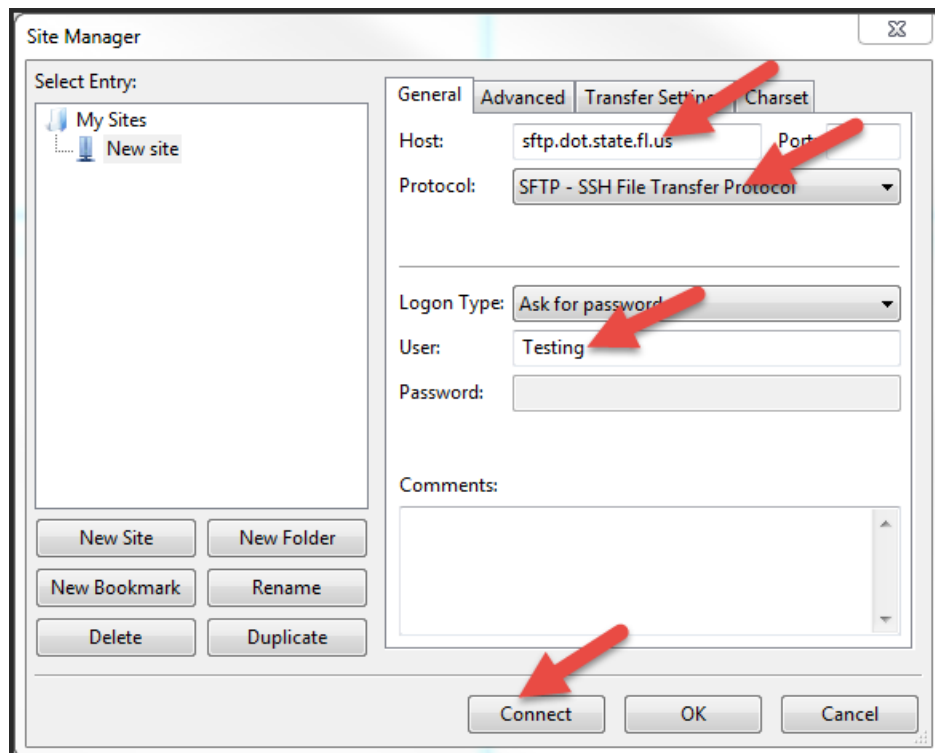
Using FileZilla to Connect to the FTP Server

*Please note that if a different FTP client is used or if the version installed is different than these instructions may vary. The FileZilla version 3.18.0 was used to compile these instructions.

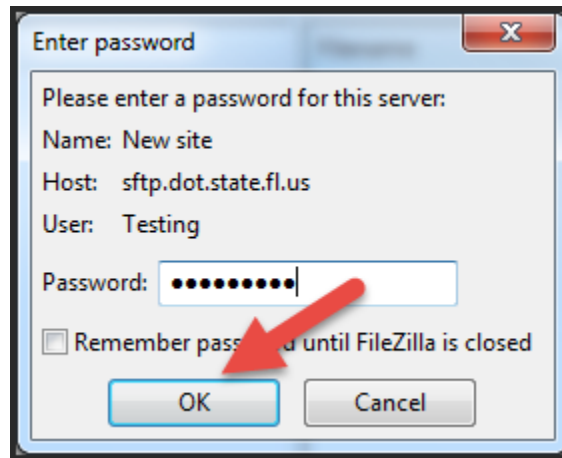
1. Open FileZilla, then click on **File**, then **Site Manager**.



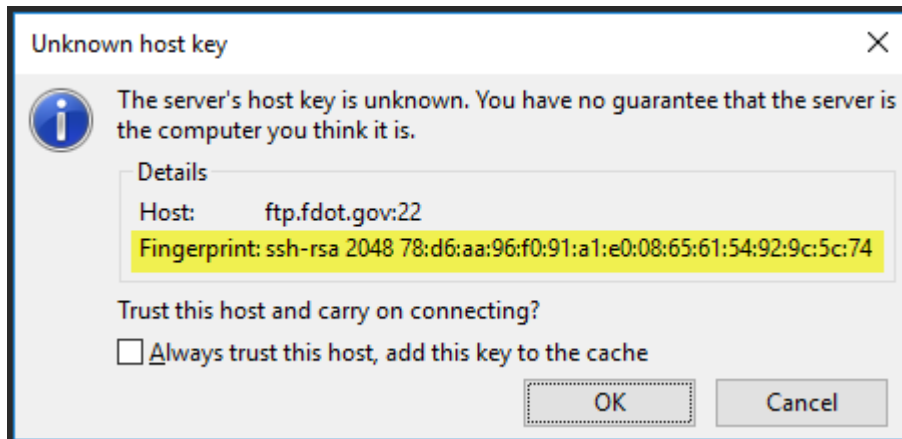
2. Enter in the **Host** field as ftp.fdot.gov and change the **Protocol** to SFTP – SSH File Transfer Protocol. Enter in your username into the **User** field, then click on **Connect**.



3. You will be prompted for a password, enter in the password and then click on **OK**.



4. If you get an **Unknown host key** error when logging in for the first time, verify the fingerprint matches the fingerprint below, click on the **Always trust this host, add this to the cache**, and then click on **OK**.



*Please note that this error is normal behavior and is part of the TOFU (Trust on First User) security model as employed by SSH. Please see https://en.wikipedia.org/wiki/Trust_on_first_use for more information on this.

5. You will be brought to the folders you have access to. You can now use FileZilla as you normally would.