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:

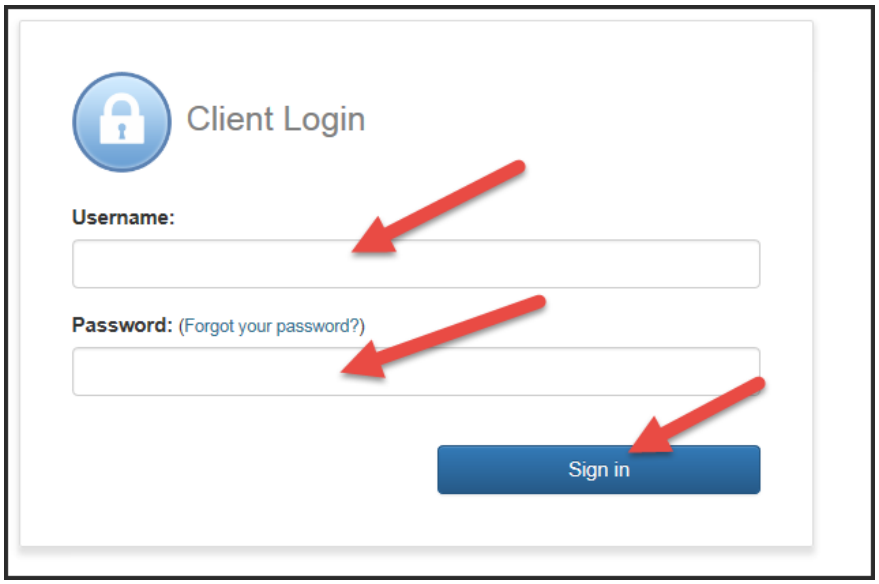
- Easy to use secure web-based application
- Request automatic password resets with email notifications
- Recover a lost password
- Revoke access to a share

Version 1
06/2016

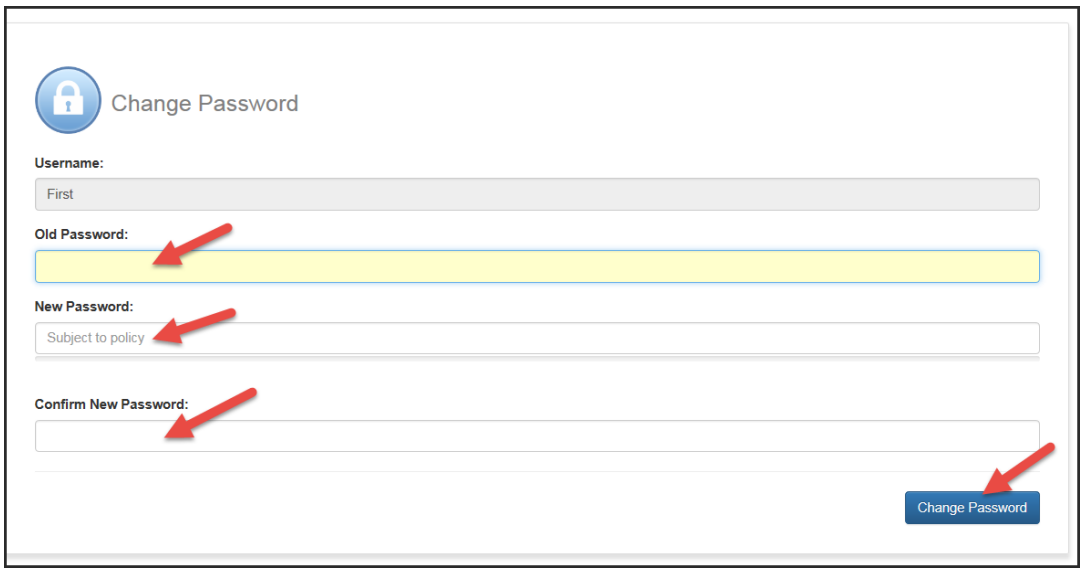
Your password will expire in 65 days.

Logging onto the FTP Server with Your Temporary password

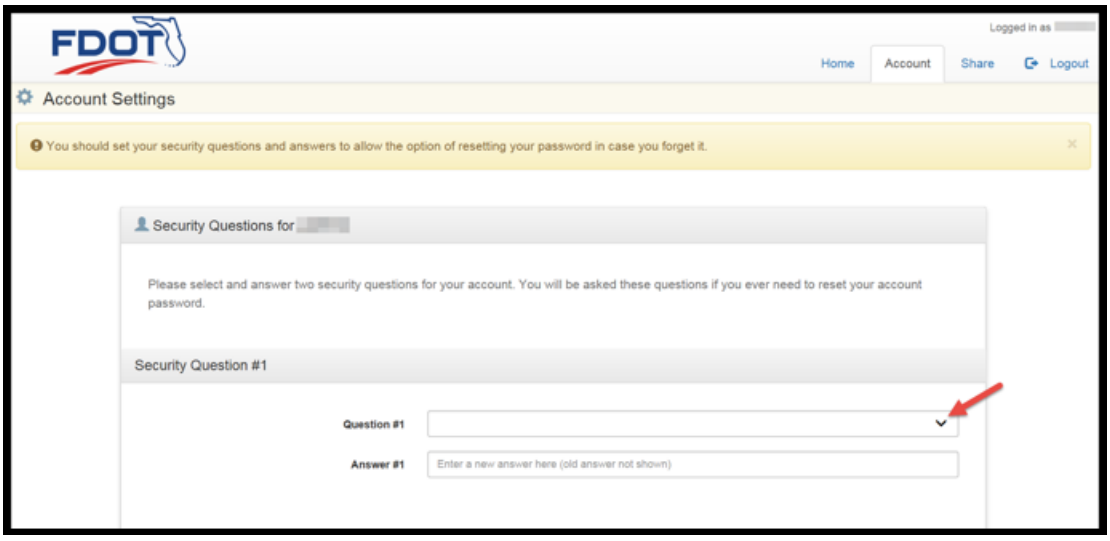
1. Go to https://ftp.fdot.gov if connecting using FileZilla or another SSH client please see Using FileZilla to connect to the FTP Server.
2. Type in your **Username:** and **Password:** then click on **Sign in**.

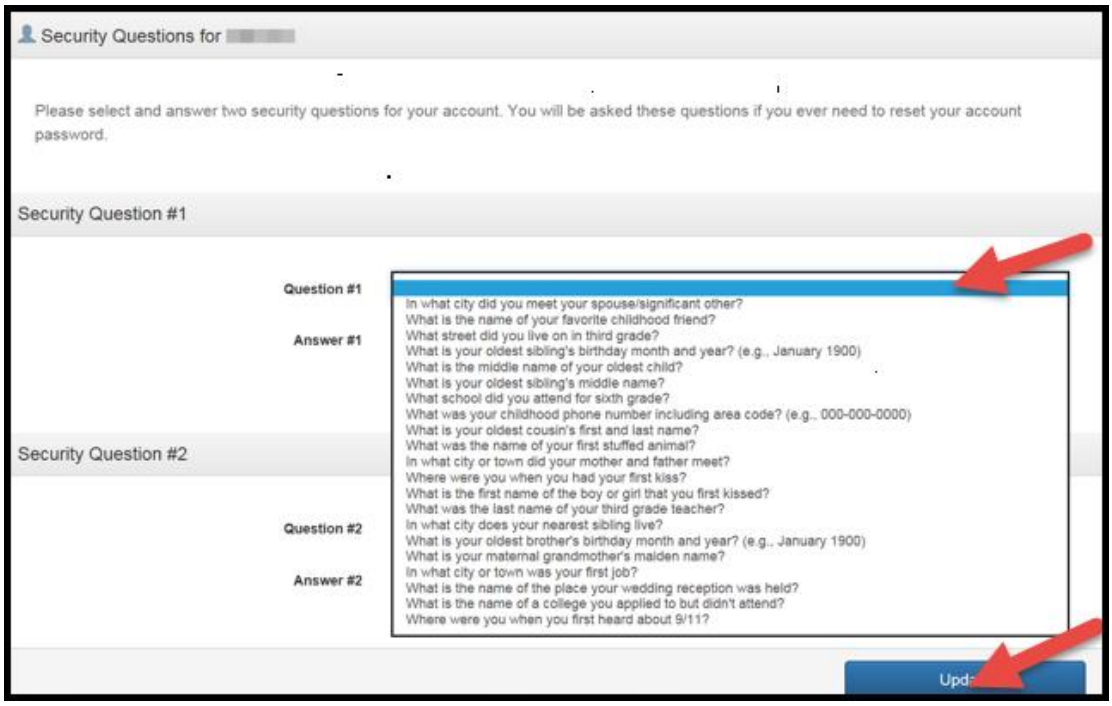


3. If this is the first time you are logging in or you have recently had an FTP Administrator change your password, you will be prompted to change your password. Enter in the **Old Password (temporary)** and then a **New Password**, finally enter in your password again in the **Confirm New Password**,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



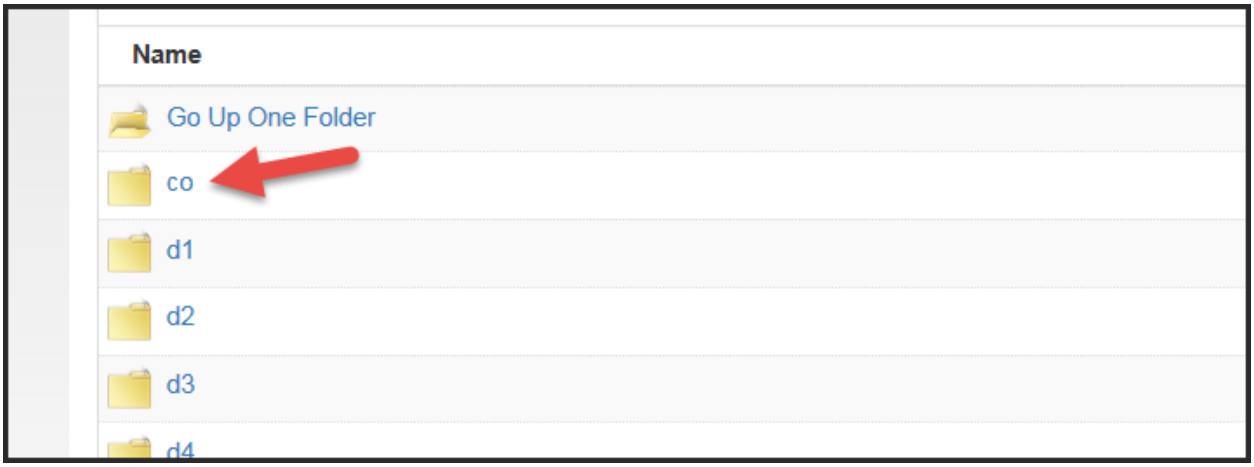
4. A notification from DoNotReplyAPPS will be sent to your email.
5. The login page will appear. Login using your new password.
6. Once logged in with your new password and if this is a new account you will be greeted with Security Questions that will need to be setup. These questions and answers will 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**.





Navigating to A Specific Folder

1. 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.



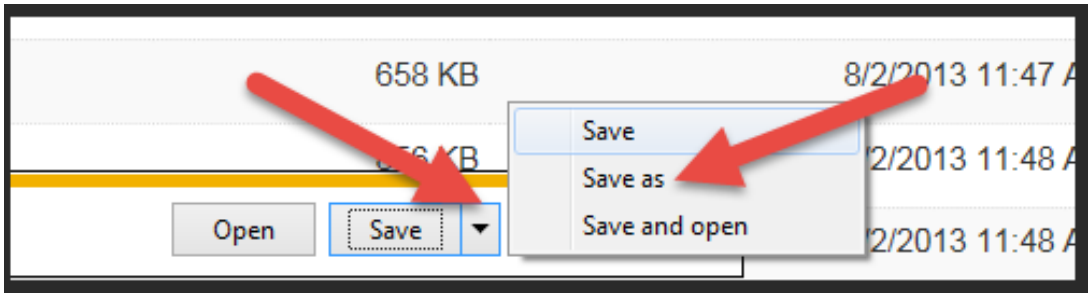
2. Or click **Go Up One Folder** if you need to go up one folder.

Name
Go Up One Folder
co
d1
d2
d3
d4

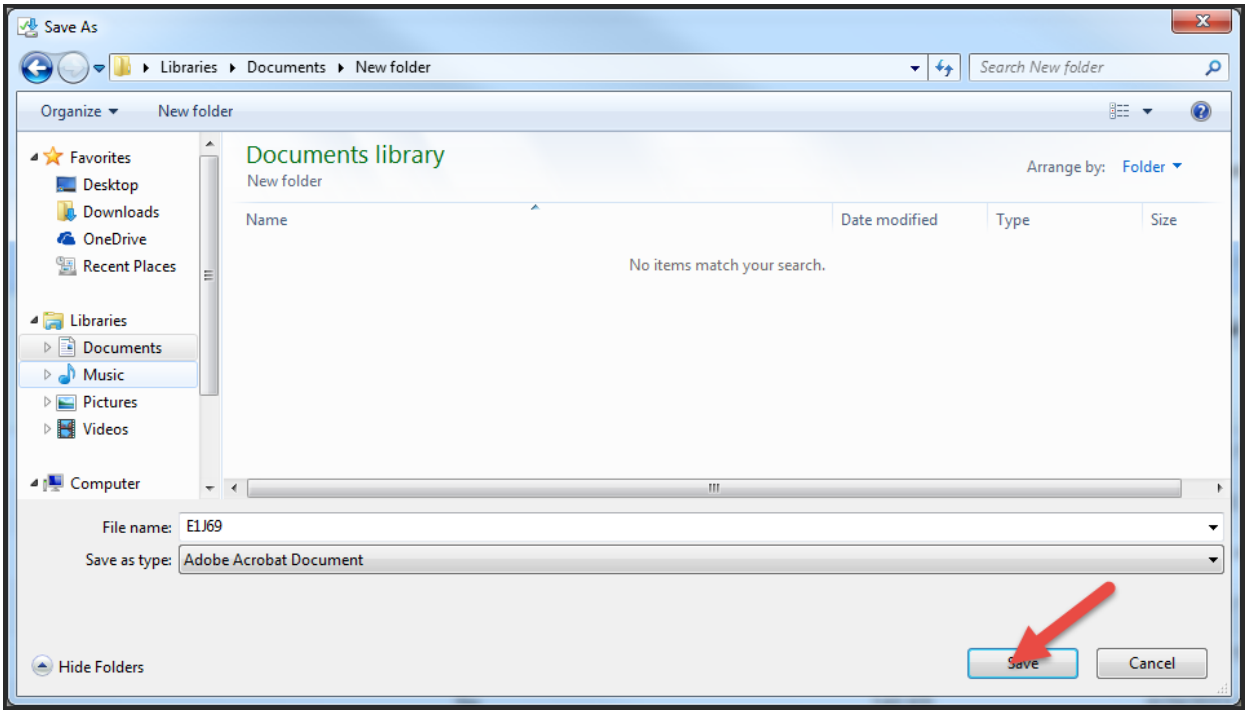
Downloading Files

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**.

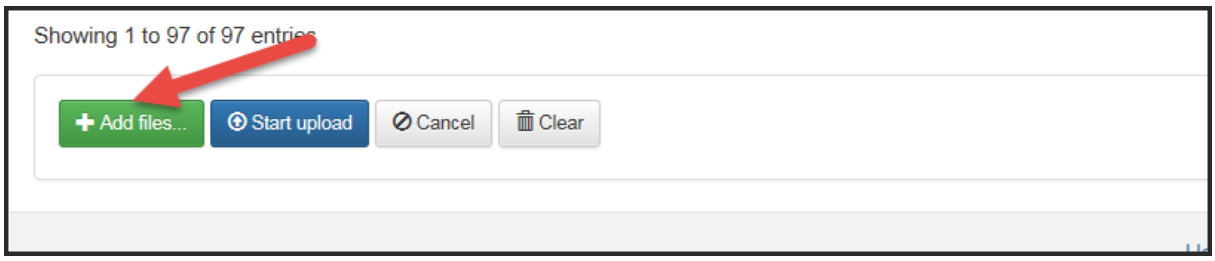


4. Choose the directory on your PC where you would like to save the document and then click on **Save**.

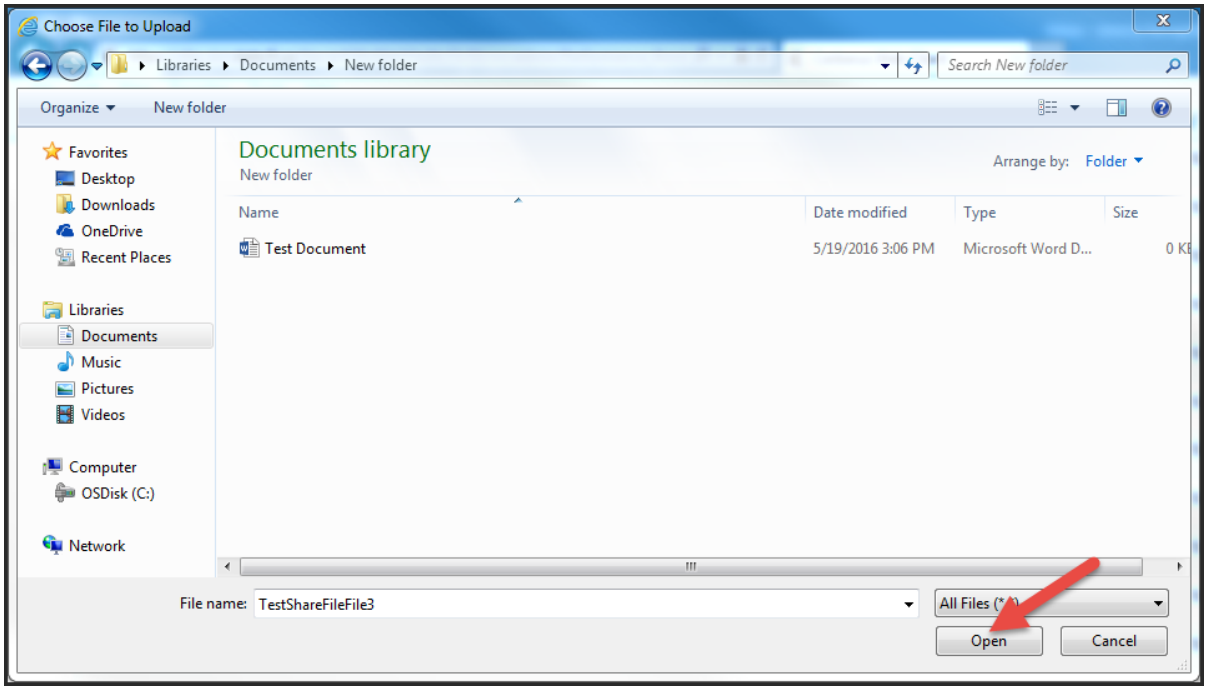


Uploading Files

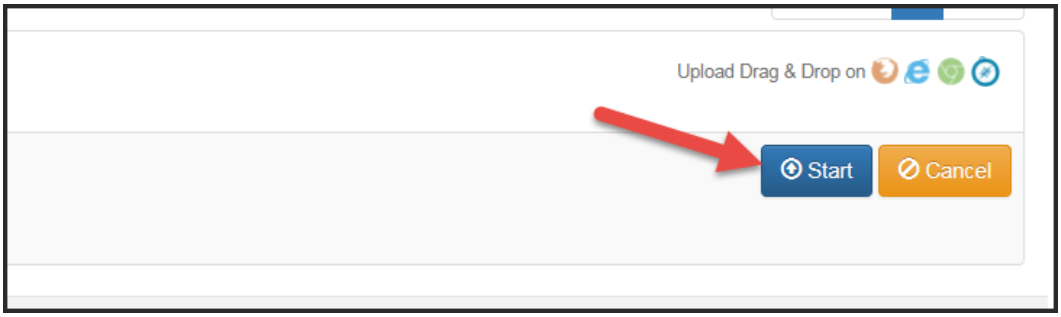
1. If you want to upload a file to the FTP server, first navigate to the directory where you want to upload a file to then scroll to the bottom of the page. Click on **Add Files.**



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



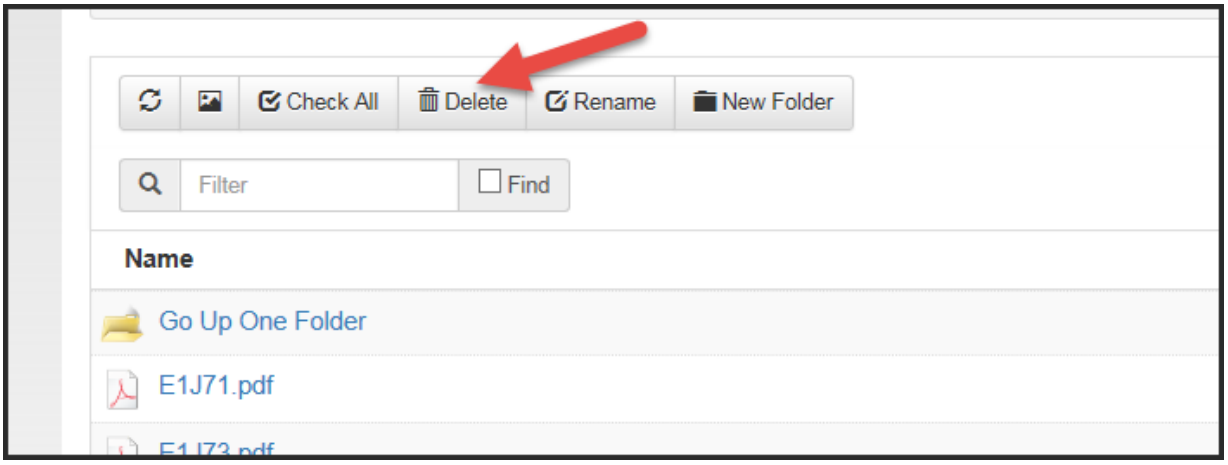
3. Then click on **Start**.



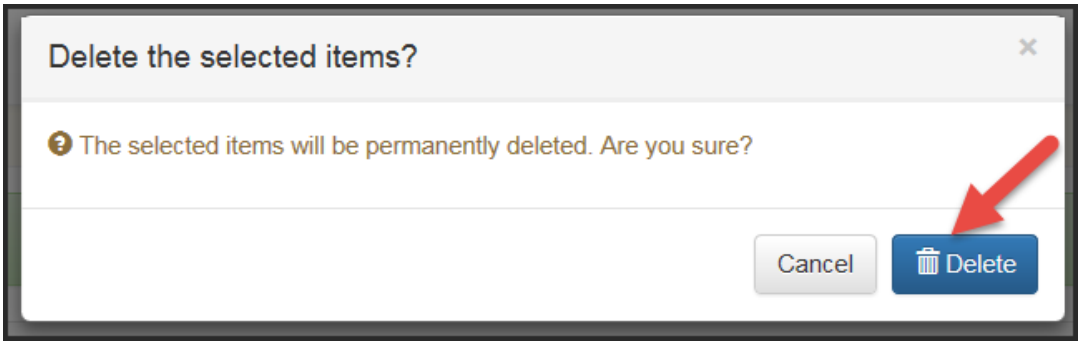
4. You can also drag and drop the file anywhere on the page, then click **Start**.

Deleting Files and Folders

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

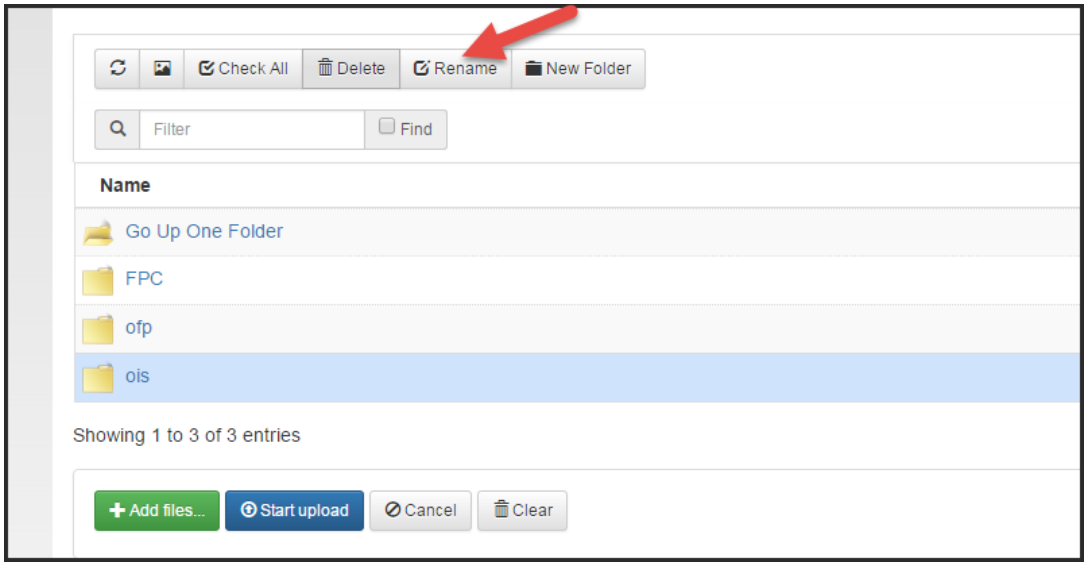


2. You will be prompted to confirm that you want to delete the selected files or folders. Click on **Delete** to confirm the deletion of the file or folder.

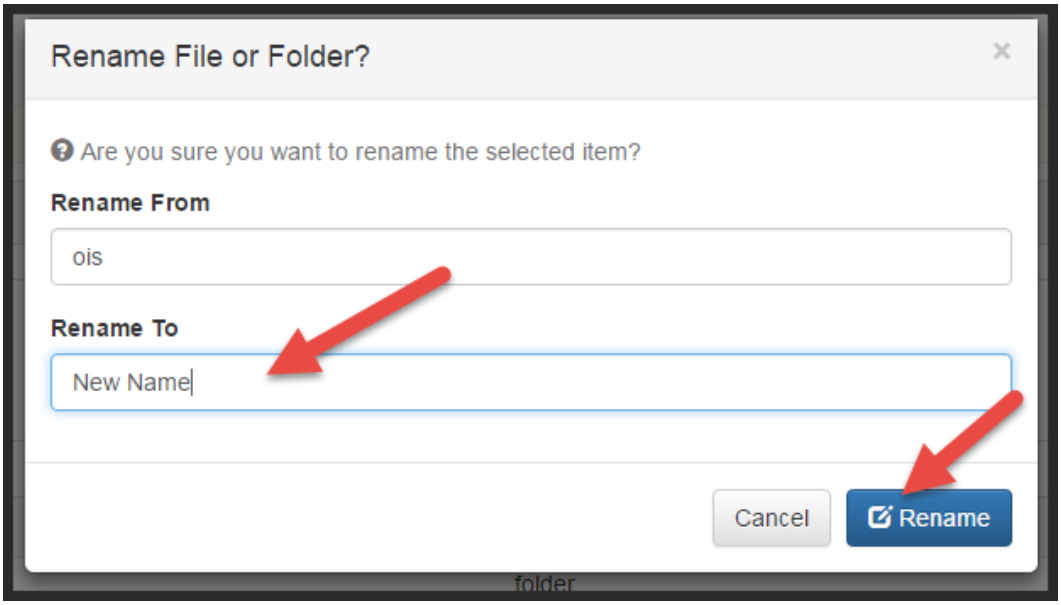


Renaming Files and Folders

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

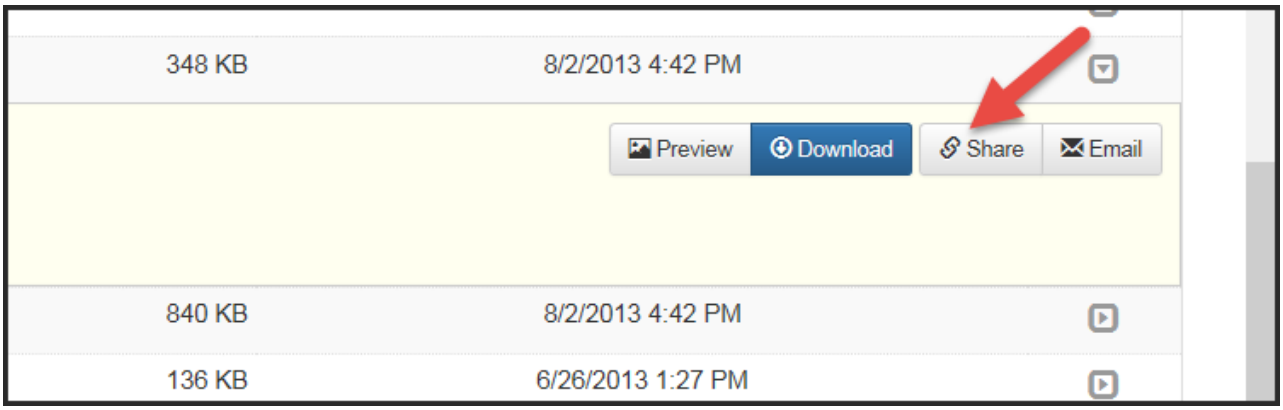


2. Enter the new name in the **Rename To** field then click on **Rename**.

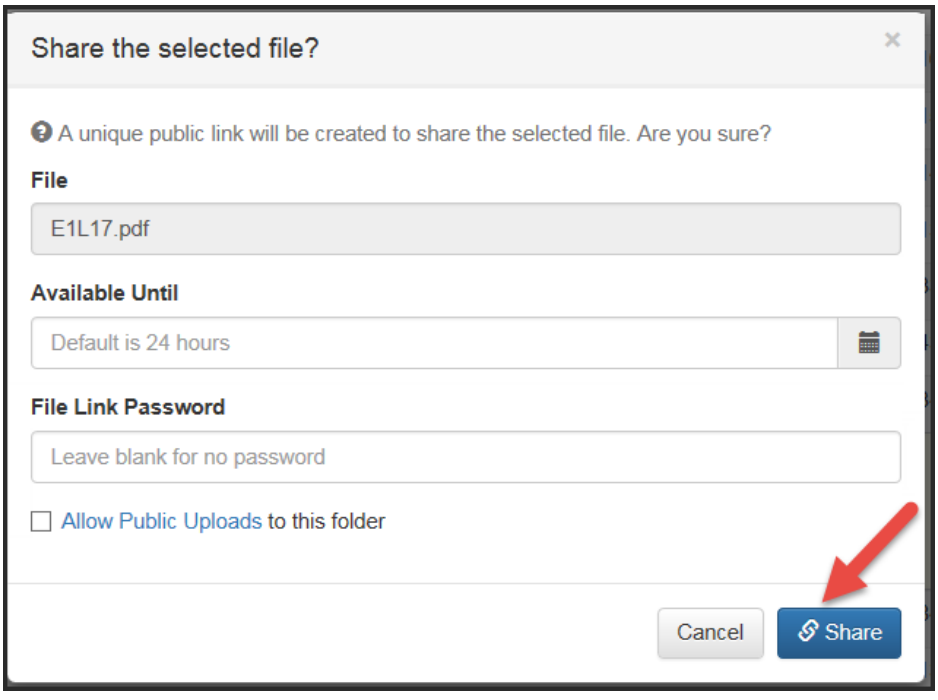


Sharing Files and Folders

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

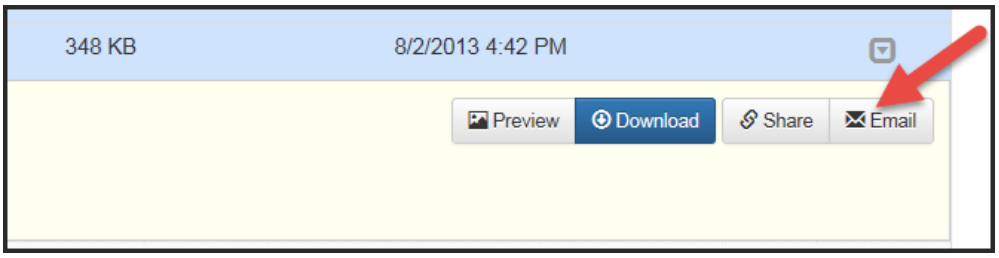


2. Complete the fields **Available Until** and **File Link Password** if needed then click on **Share**.
   *Please note that the **Allow Public Upload to this folder** feature has been disabled.

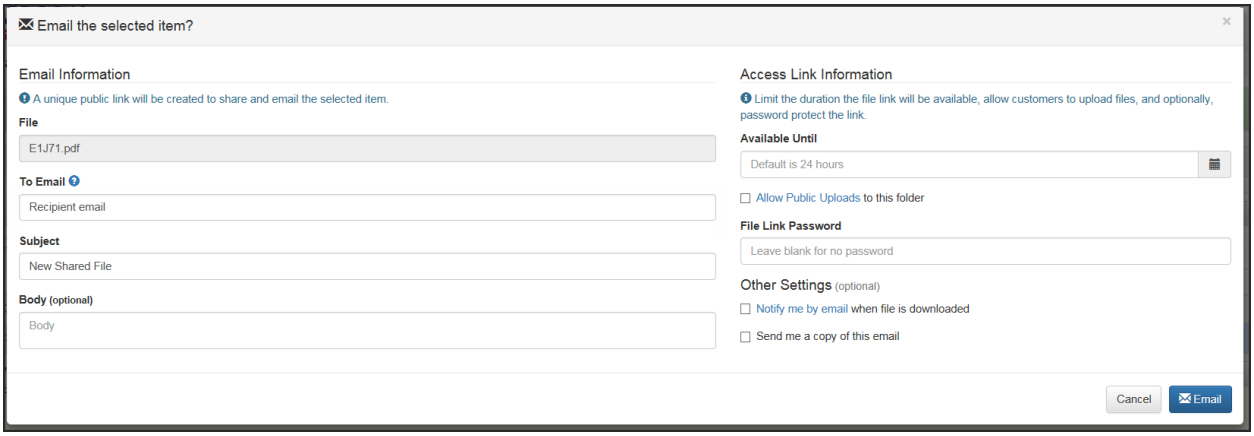


3. Copy the hyperlink that is created and share as needed.

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**.

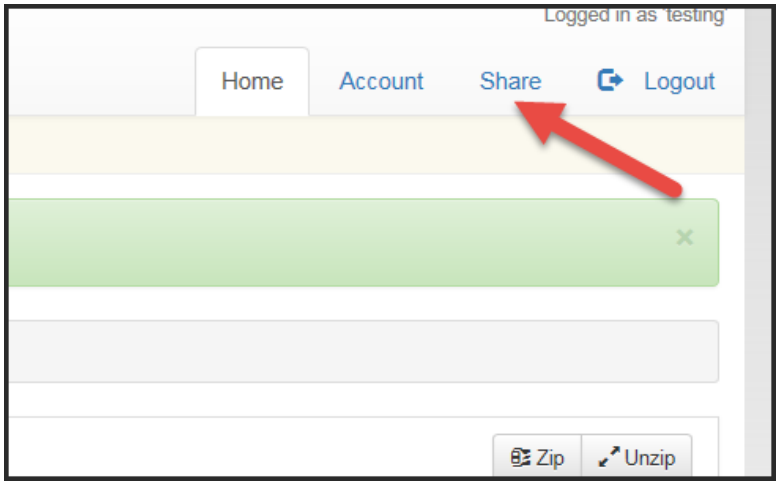


5. Fill in the **To Email**, **Subject**, **Body**, **Available Until** and **File Link Password** fields as necessary and then click on **Email**.
   *Please note that the **Allow Public Uploads to this folder**, **Notify me by email when file is downloaded** and **Send me a copy of this email** features have been disabled.
   *Please note that after filing in the **To Email** filed 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.



Revoking Access to a Share

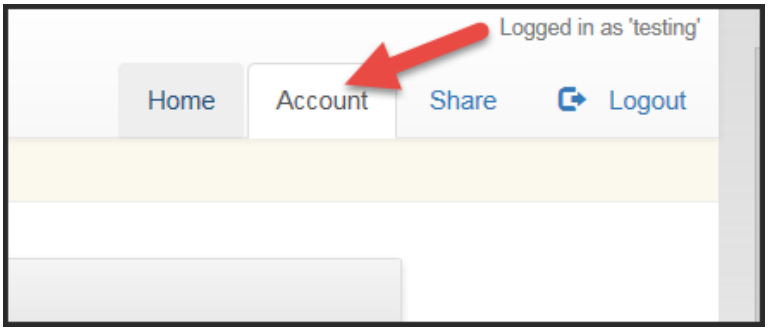
1. To immediately revoke access to a file or folder you shared click on **Share** at the top right corner.



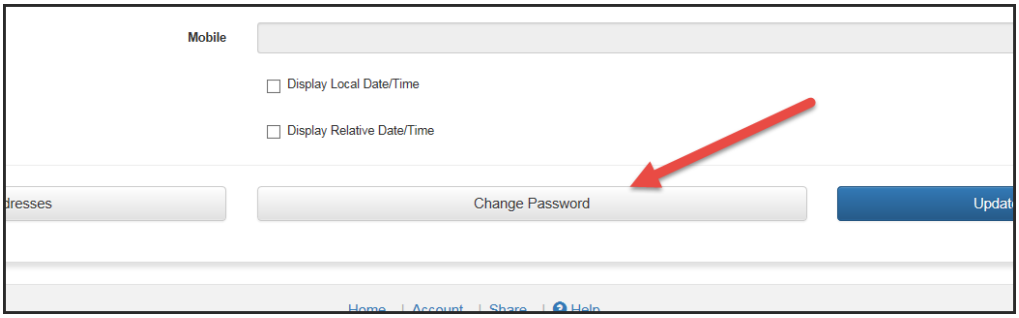
2. Find the file or folder you shared and click on next to the file you want to revoke access to.

Changing your Password

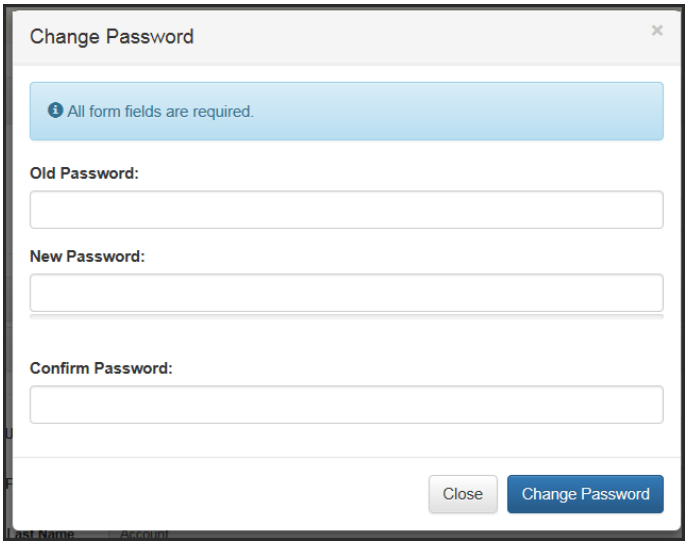
1. Click on **Account** at the top right hand corner.



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



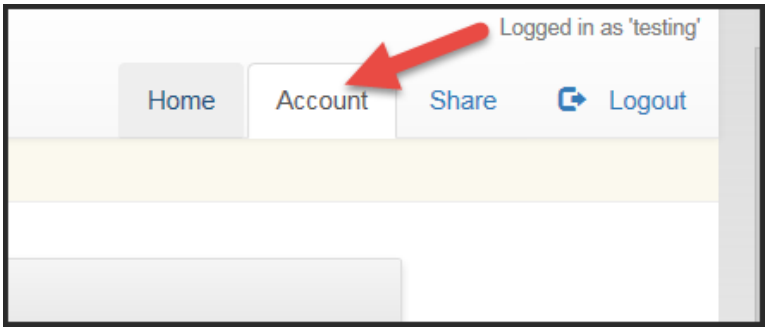
3. You will be prompted for your old password and then your new password, finally you will need to enter in your new password again to confirm and then click on **Change Password**.



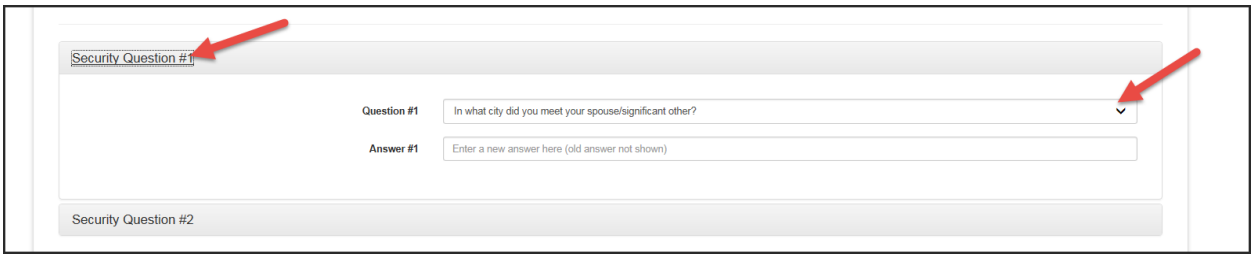
4. A notification from DoNotReplyAPPS will be sent to your email.

Updating Your Security Questions

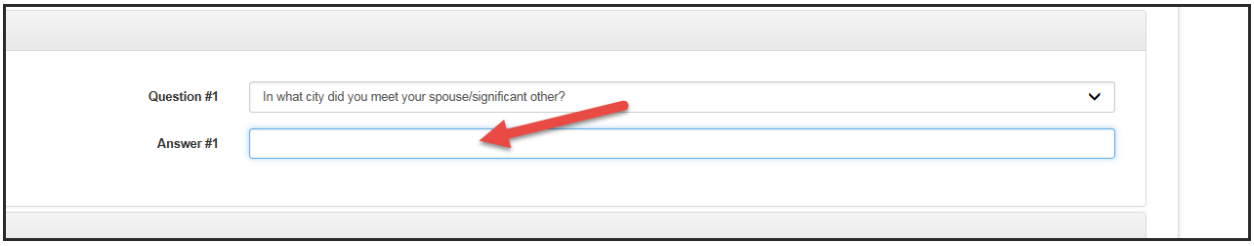
1. Click on **Account** at the top right hand corner.



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



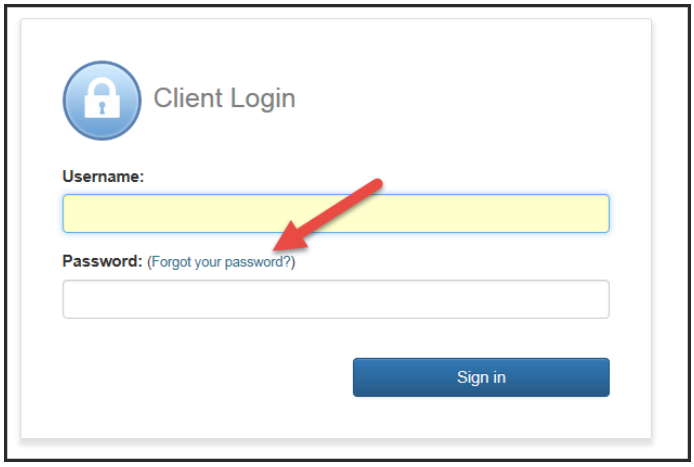
3. Enter in a new answer in the **Answer #1** field.



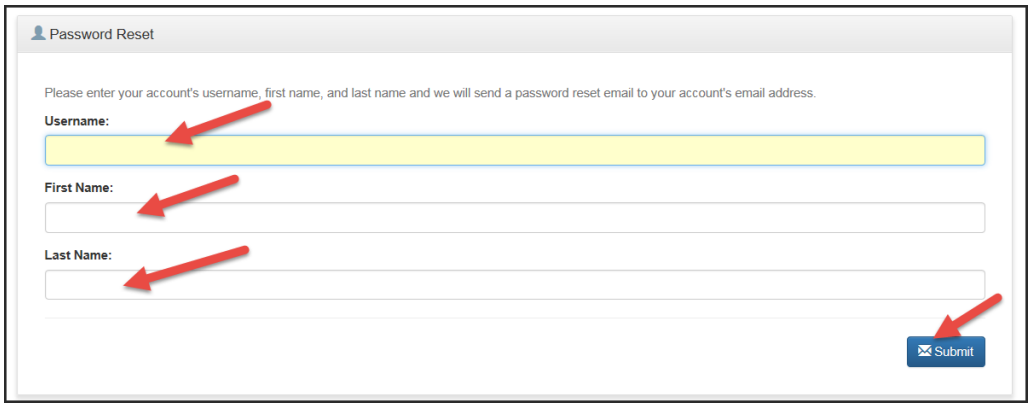
4. Repeat the steps above if **Security Question #2** needs to be updated.
5. Click on **Update** when you are complete.

Recovering a Lost Password

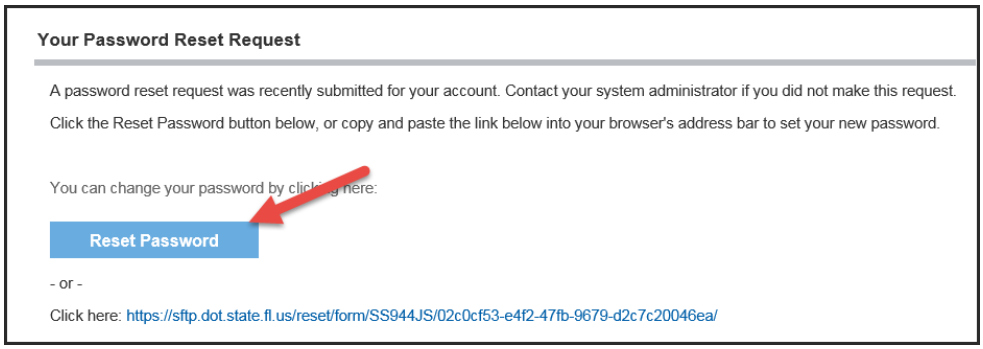
1. If you have forgotten your password, click on **Forgot your password** on the login screen.



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



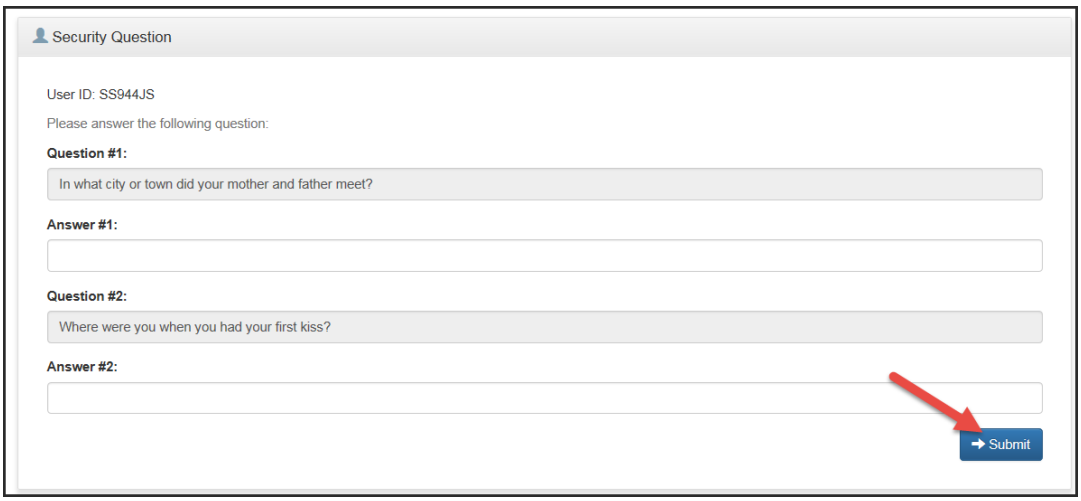
3. A notification from DoNotReplyAPPS will be sent to your email. Click on **Reset Password** in the email you received.



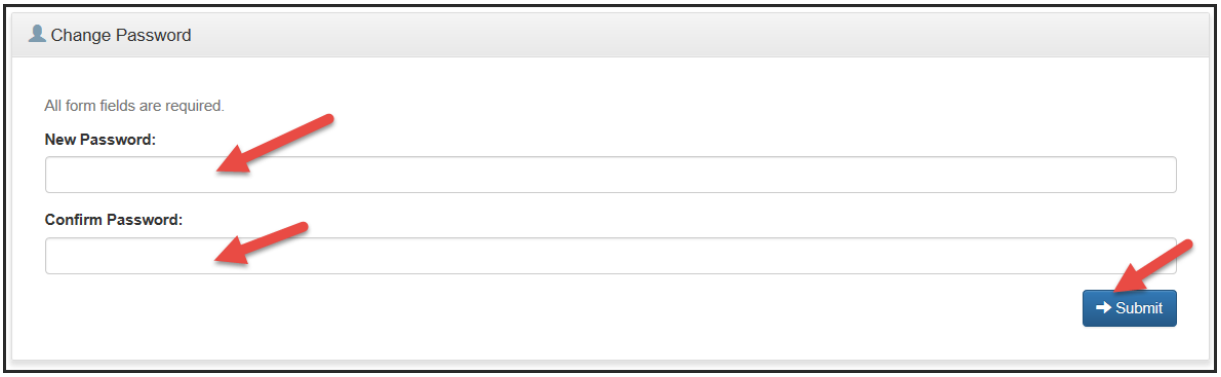
4. You will be prompted to answer the Security Questions that were setup when you first logged into your account. If you did not setup Security

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

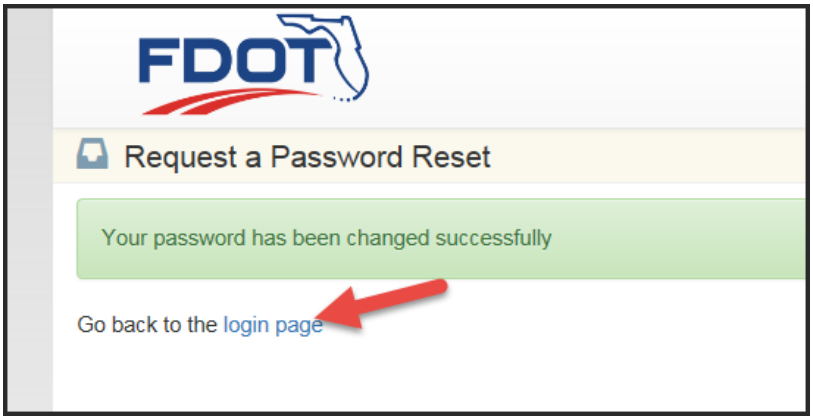
5. Once you answer your security questions click on **Submit**.



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



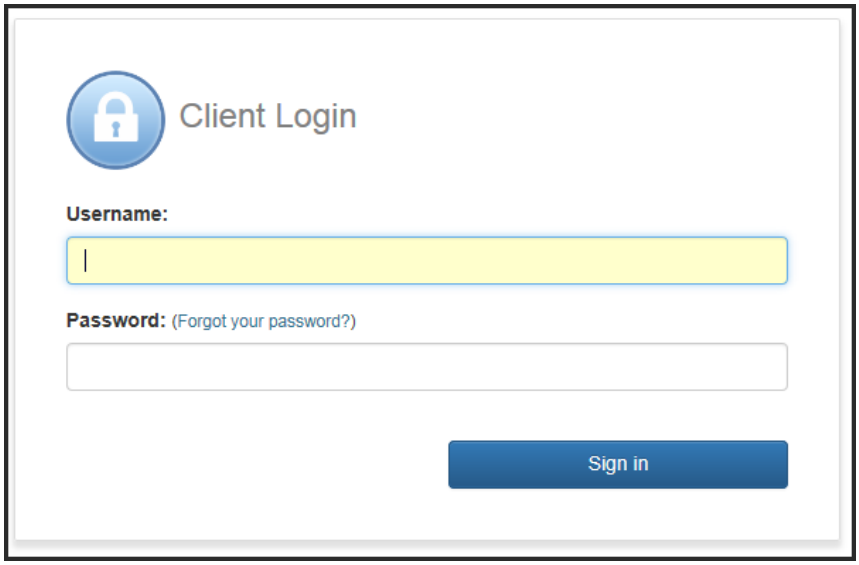
7. Once your password has been changed click on **login page** to login with your new password.



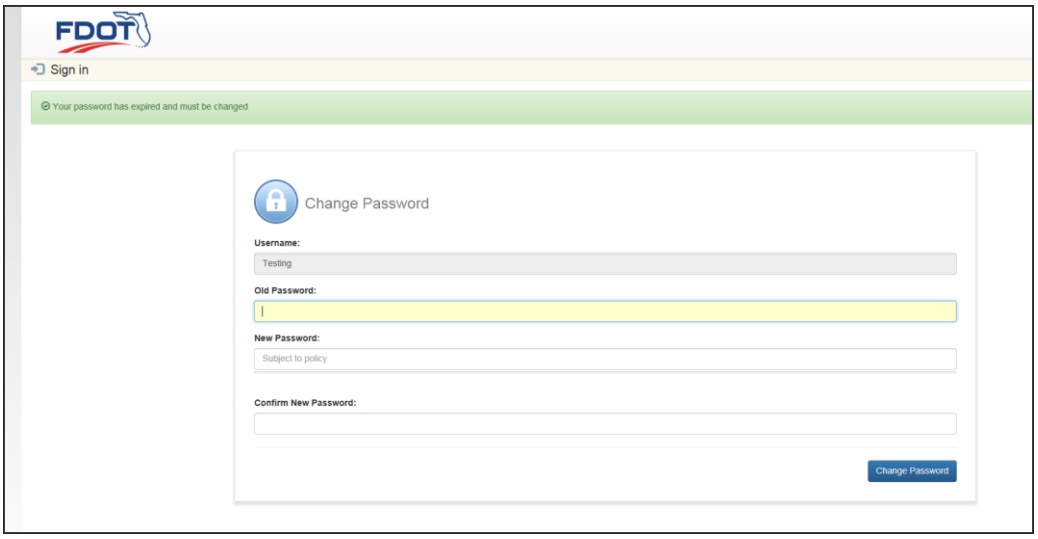
Expired Passwords

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.



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

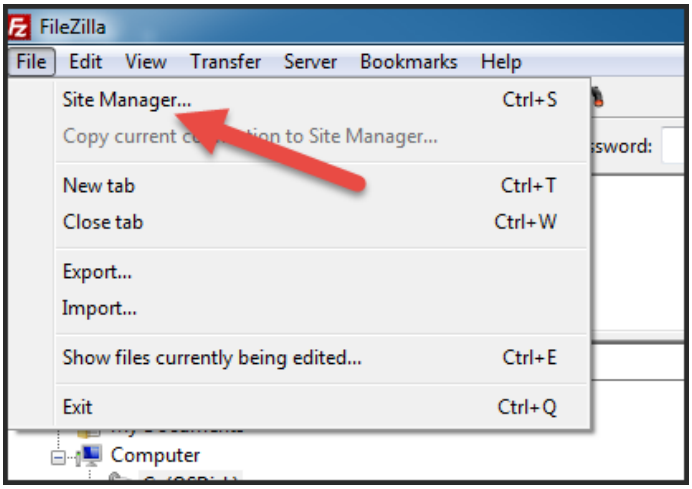


3. A notification from DoNotReplyAPPS will be sent to your email. You will need to login using your new password.

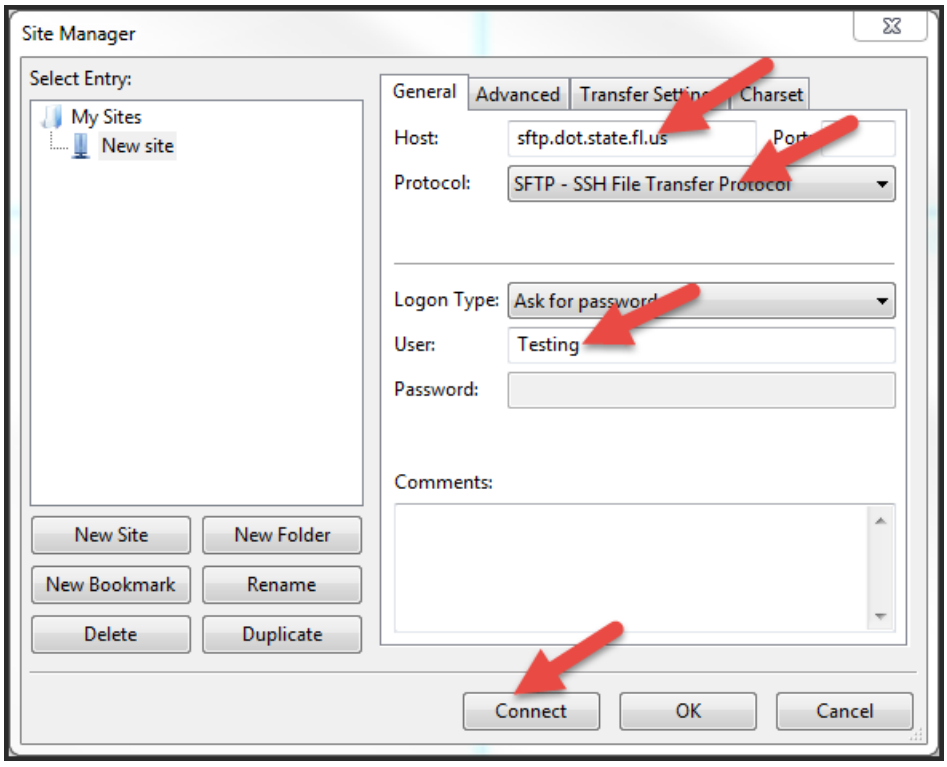
Using FileZilla to Connect to the FTP Server

*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.

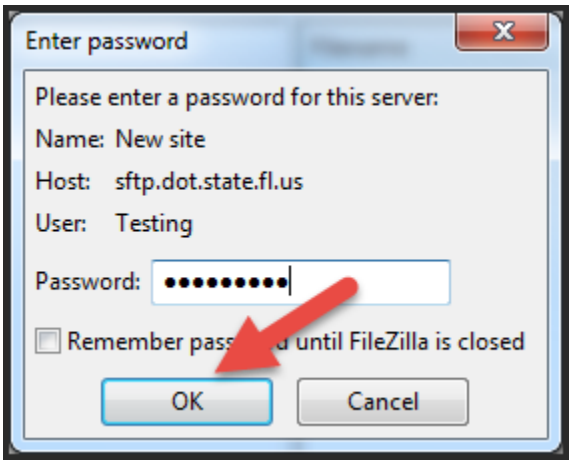
1. Open FileZilla, then click on **File**, then **Site Manager**.



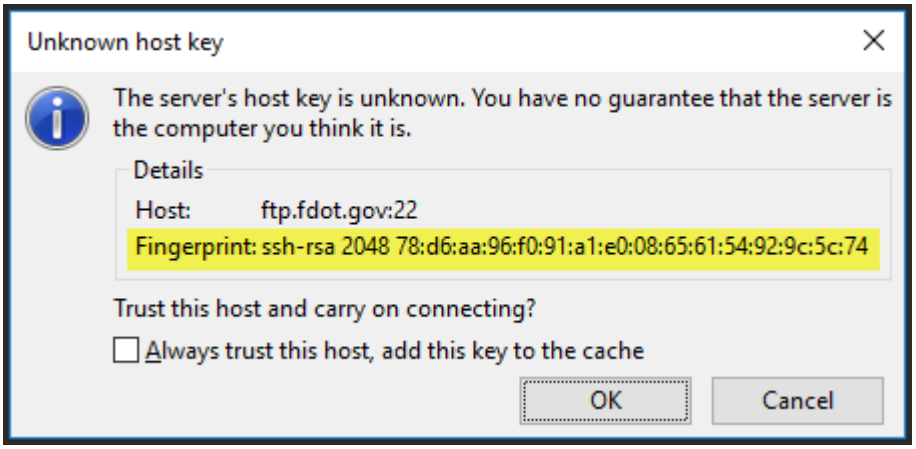
2. Enter in the **Host** field as ftp.fdot.gov and change the **Protocol** to SFTP – SSH File Transfer Protocol. Enter in your username into the **User** field, then click on **Connect**.



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.