AvaapSFTP01 connection instructions
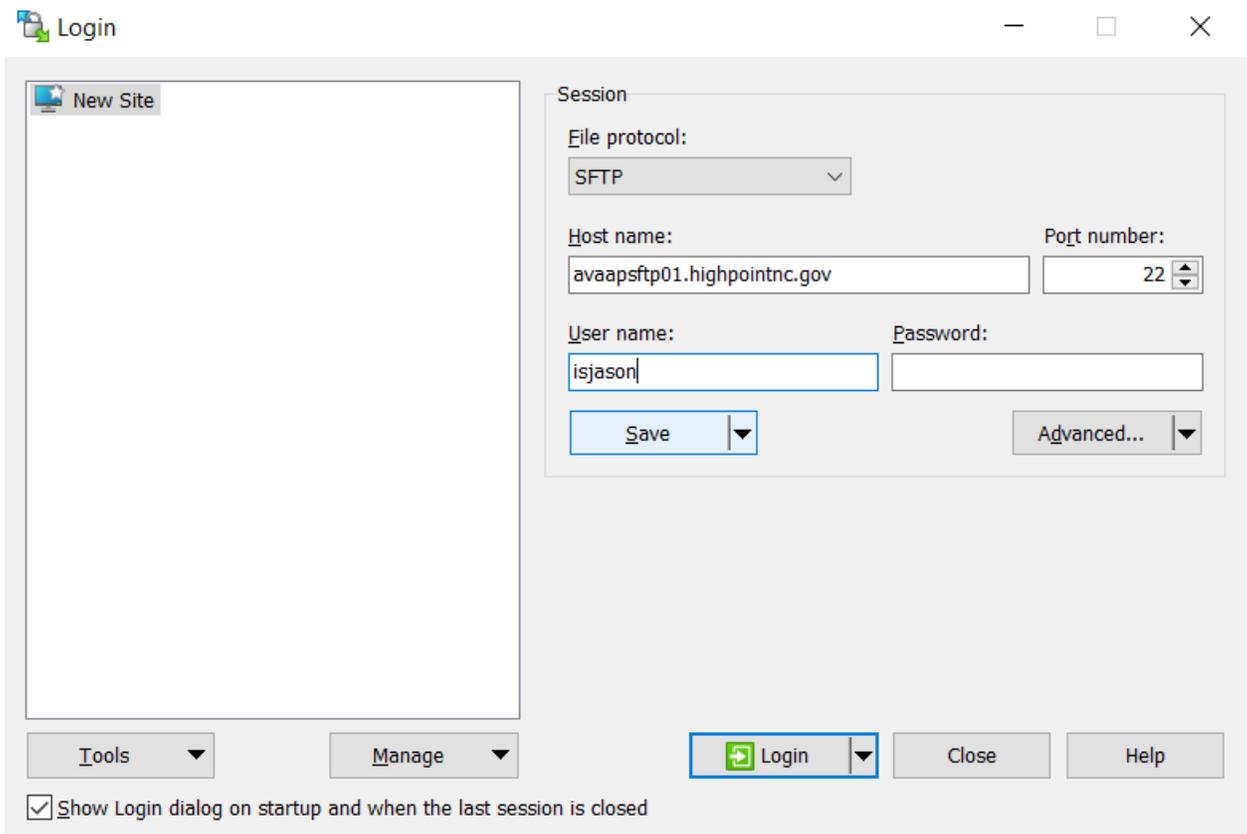
1. Open WinSCP from Start Menu

2. At Login prompt, enter the following:
   a. File Protocol: SFTP
   b. Hostname: avaapsftp01.highpointnc.gov
   c. User name: AD username

3. Click Save to save the login for future use.

4. Click OK on "Save session as site" prompt.

Save session as site   ?   ✕

Site name:

isjason@avaapsftp01.highpointnc.gov

Folder:

\<none\>   ⌄

☐ Save password (not recommended)

☐ Create desktop shortcut

       OK   Cancel   Help

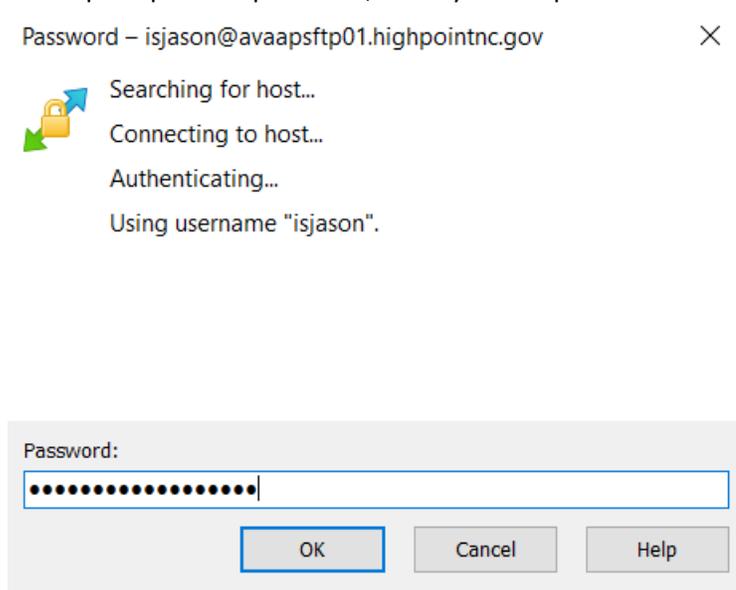5. After saving, login will appear on left table.

Login   — ☐ ✕

New Site

isjason@avaapsftp01.highpointnc.gov

Session

File protocol:

SFTP

Host name: Port number:

avaapsftp01.highpointnc.gov   22

User name: Password:

isjason

Edit   Advanced... ⌄

Tools   ▼   Manage   ▼   ⊡ Login ▼   Close   Help

☑ Show Login dialog on startup and when the last session is closed

6. Select newly created login and click "Login" button.

7. Click Accept to trust the host.

Warning ? ✕

⚠ Continue connecting to an unknown server and add its host key to a cache?

The host key is not cached for this server:
avaapsftp01.highpointnc.gov (port 22)

You have no guarantee that the server is the computer you think it is.

The ssh-ed25519 key fingerprint is:
ssh-ed25519 255 CqiVdUkqU1x0MH52WpgkwJK0d/7Ymc3r3bSXXpYilic

If you trust this host, select Accept to add the key to WinSCP's cache and carry on connecting.
If you want to carry on connecting just once, without adding the key to the cache, select Connect Once.
If you do not trust this host, select Cancel to abandon the connection.

Copy key fingerprints to clipboard

Accept ▾   Cancel   Help

8. Click Continue on the Authorized users only message.
   a. You can place a checkmark to never show this banner again if you prefer.

Authentication Banner – isjason@avaapsftp01.highpointnc.g... ✕

!!
! This system is property of the City of High Point & is for authorized users ONLY. !
! Unauthorized access may result in disciplinary action, civil & criminal penalties.!
! Users have no expectation of privacy.   !
! USER EXPRESSLY CONSENTS TO MONITORING.
       !
!!

☑ Never show this banner again   Continue   Help

9. When prompted for password, enter your AD password and click "OK"

Password – isjason@avaapsftp01.highpointnc.gov   ✕

Searching for host...

Connecting to host...

Authenticating...

Using username "isjason".

Password:

●●●●●●●●●●●●●●●●●●●|

[OK]   [Cancel]   [Help]

10. After connecting, you will have two file browsers.
    a. The file browser on the left will be your local computer.
    b. The file browser on the right will be the avaapsftp01 server.

11. To download a file:

a. Navigate to the file in the right file browser.
b. Drag and drop the file from the right file browser to left file browser.
c. Click OK on the Download prompt.

Download	?	✕

Download file 'HCM01_AllWorkers_1015.csv' to local directory:

C:\Users\isjason\Documents*.*   ⌄   Browse...

Transfer settings
Transfer type: Binary

☐ Transfer in background (add to transfer queue)

Transfer settings... ▼   OK   Cancel   Help

☑ Do not show this dialog box again
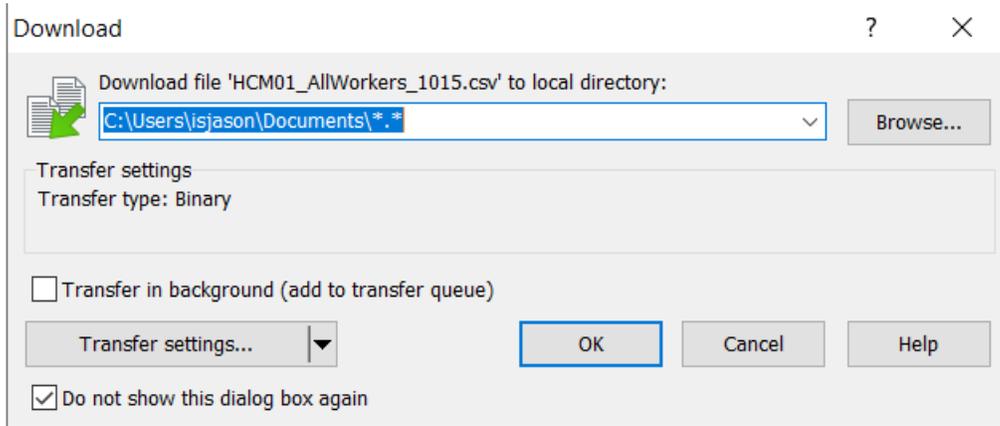
12. To upload a file:
a. Navigate to the file in the left file browser.
b. Drag and drop the file from the left file browser to the right file browser.