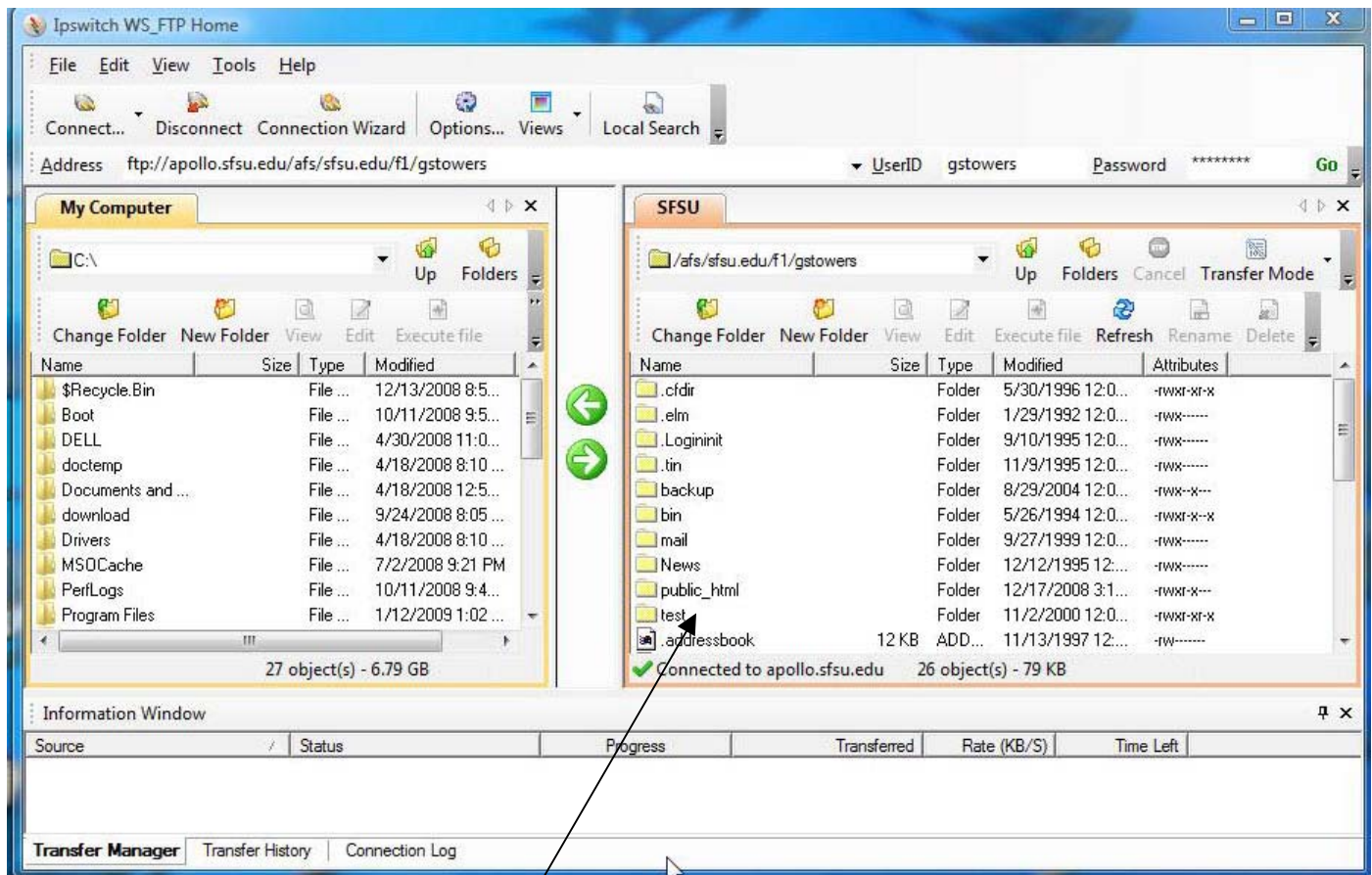


**Department of Public Administration**  
**Completing Your Eportfolio**  
**Step 2: Setting up Your Web Account**

1. Open WS-FTP. Input the following information: To connect using any ftp software, the following information must be used:
  - a. Site or remote connection is **apollo.sfsu.edu**
  - b. Your account name is **whatever your email name is—mine is gstowers**
  - c. Your password is **whatever your SFSU email password id**
2. Click on Connect (different versions will say Connect or Link) to make the connection to the remote server (i.e., the computer where your email account resides). If the connection is successful, WS-FTP will provide a train sound. If not successful, you will hear, “uh, oh”.
3. If not successful, make sure that your email address is correct—that is the most common problem. If necessary, go back to the DOIT SFSU site to change your password.
4. After connecting, the screen will look like this... The left side represents the contents of your computer and the right side, the contents of the web account.



5. If the folder, **public\_html**, does NOT appear on the right side of the screen, you will need to create it. To do so, simply click New Folder or MKDIR (for Make Directory)—different versions of the software will contain different commands.
  - a. Then name the folder  
public\_html
  - b. Only files in the public\_html folder will be read by the web browser and so, appear as a website.
6. Click on public\_html to open and enter it.
7. Click on New Folder or Mkdir again and this time make a new folder called  
documents
8. Disconnect from the remote server by clicking Disconnect or just turning off the ftp software.
9. When WS-FTP is not used for a while, it will delete the connection so you will probably have to make the connection again.