

## Connecting to COMPASS server for FTP ingest

### SETUP Hampshire VPN connections

Note: this step is not necessary if the IP for your workstation has been added to the Hampshire VPN list (contact Tristan to make this happen).

Contact Hampshire IT admin for an account to access Compass on the Hampshire VPN.

Follow these instructions to setup a Hampshire VPN connection on your computer:

<https://intranet.hampshire.edu/it/facultystaff-vpn-instructions>

1. Connect to the Hampshire VPN:

Windows:

- a. In the bottom right of your screen, click on the Network icon.
  - b. Click *Hampshire DUO VPN*
  - c. Click Connect
  - d. Login with your username and password
  - e. you will receive a message on your phone via the DUO app, which you must accept to continue.
2. Open FTP client and connect to server
  3. Navigate to **/mnt/ingest/smith** (same for DEV and PROD) \*
  4. [See Bulk-ingest instructions](#)

NOTE: You cannot be connected to Smith storage servers and Hampshire VPN at the same time, you will have to copy the files to a local directory on your machine, or portable hard drive before uploading. A better option is to have the IP for your workstation registered with Hampshire. Contact Tristan Chambers to make this happen and follow the instructions below to setup:.

### Setting up FTP Transfer using Filezilla

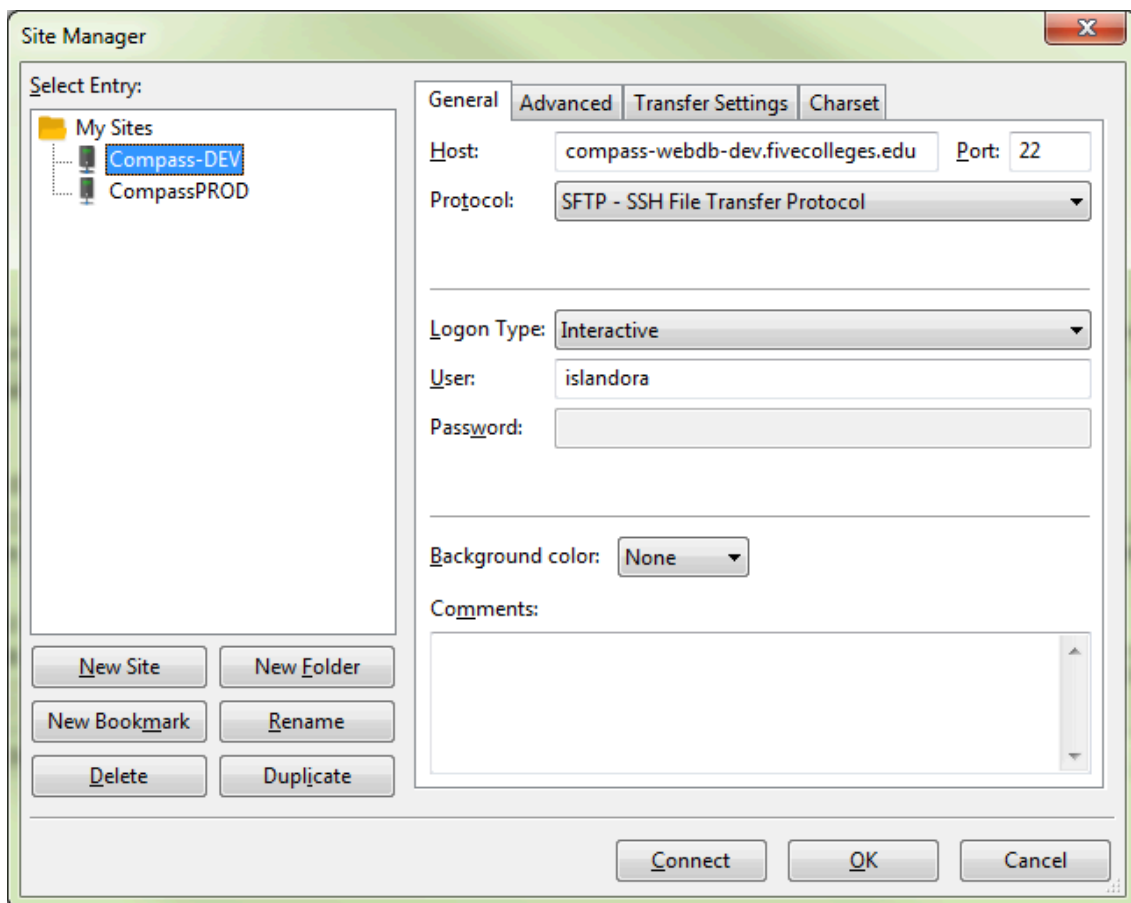
#### Generate public/private keys

- [Generating SSH keys on a MacOS](#)
- In Windows:
  - Download PuTTY SSH client > <https://www.putty.org/>
  - Use PuTTY to generate a public key for you by following [these directions](#) with these exceptions:
    - Select RSA as type of key
    - in the main menu select Key - SSH-2 (RSA)

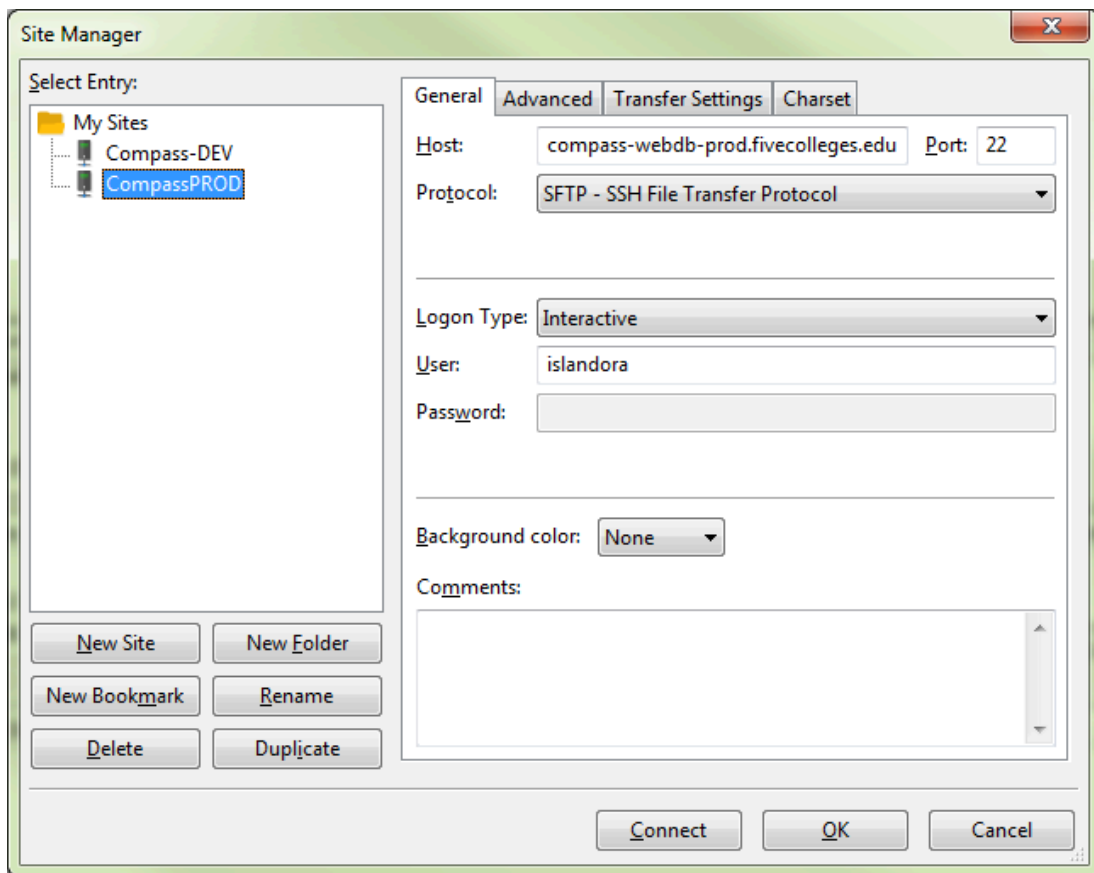
- Do NOT set a passphrase <sup>1</sup>
- Copy your public key to a text file
- Contact Becca @ Hampshire and send her your public key

### Set up the FTP client using FileZilla (in Windows)

- Open FileZilla
- Follow these instructions to [add public key settings in Filezilla](#)
- In Site Manager you will enter these specific FTP settings for
  - Compass PROD
    - Host: compass.fivecolleges.edu
    - Port: 22
    - Protocol:SFTP - SSH File Transfer protocol
    - Logon type: Interactive
    - User: islandora
    - (no password)
  - Compass Stage
    - Host: compass-stage.fivecolleges.edu
    - Port: 22
    - Protocol:SFTP - SSH File Transfer protocol
    - Logon type: Interactive
    - User: islandora



<sup>1</sup> If you do set a passphrase, you'll be asked to enter it each time you connect to the FTP server



Click Advanced and add paths for local and remote staging folders:

- In the Remote site window: **/mnt/ingest/smith** (same for STAGE and PROD).
- Set a default local directory of your choice.
- Click Connect

