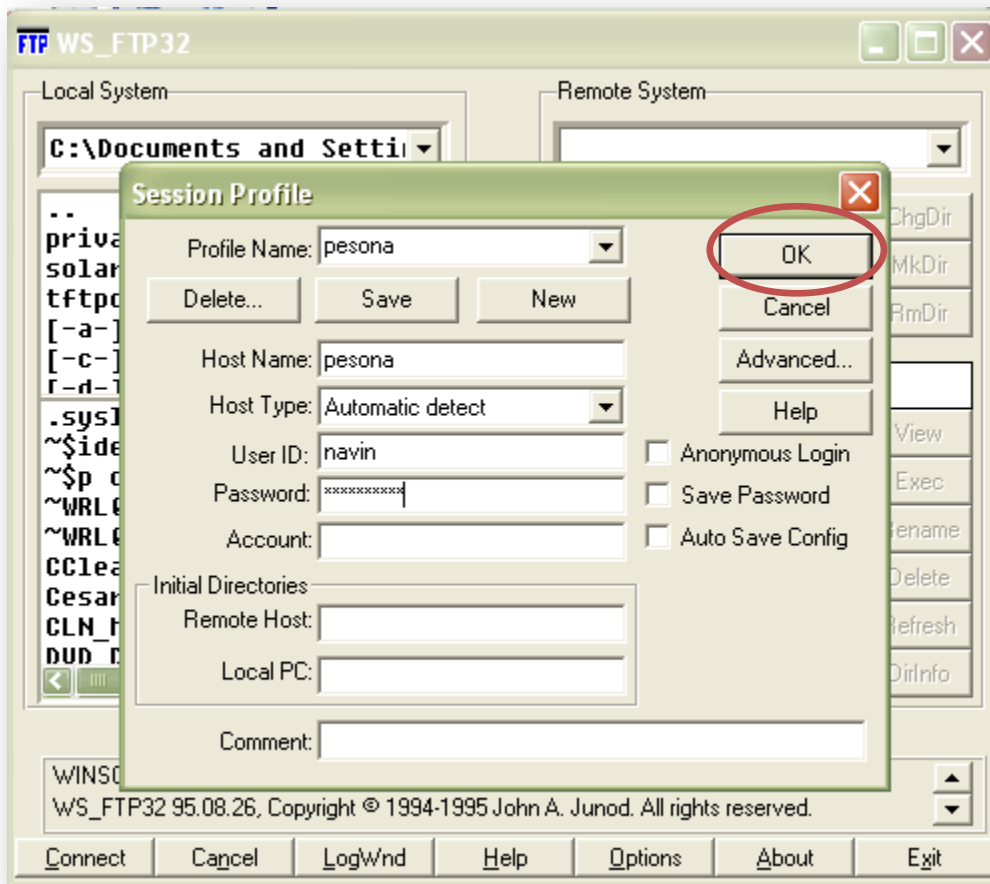


This manual will guide you to access to the **student/staff** server via ftp connection.

You can use any of the ftp client software. Here I have used WS\_FTP32 software.

Where to get WS\_FTP32 software? You can download for free on the internet. Google is your friend.

### Open the WS\_FTP32 software



Ensure that you have used the correct information

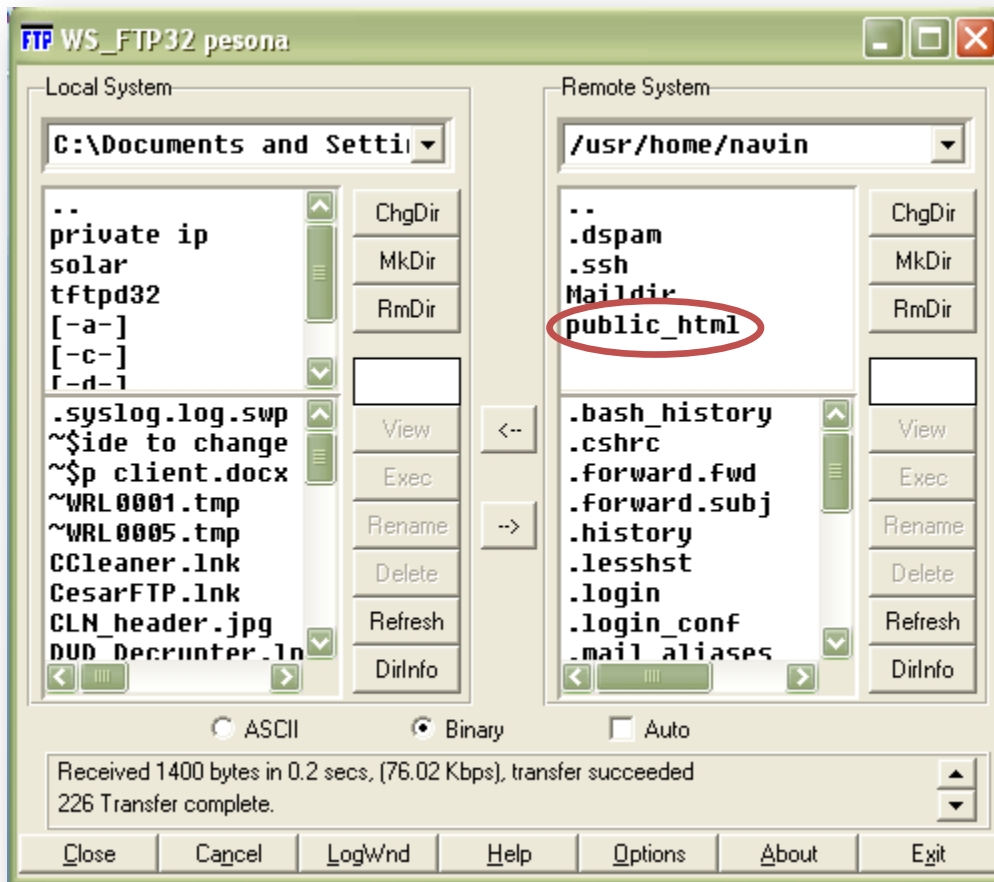
Hostname: pesona (this hostname is meant for mmu cyberjaya staffs)

Hostname: student (this hostname is meant for mmu cyberjaya students)

Username: your account username (same as your mmu webmail username)

Password: your account password (same as your mmu webmail password. Remember case sensitivity. Please use capital words if there is any)

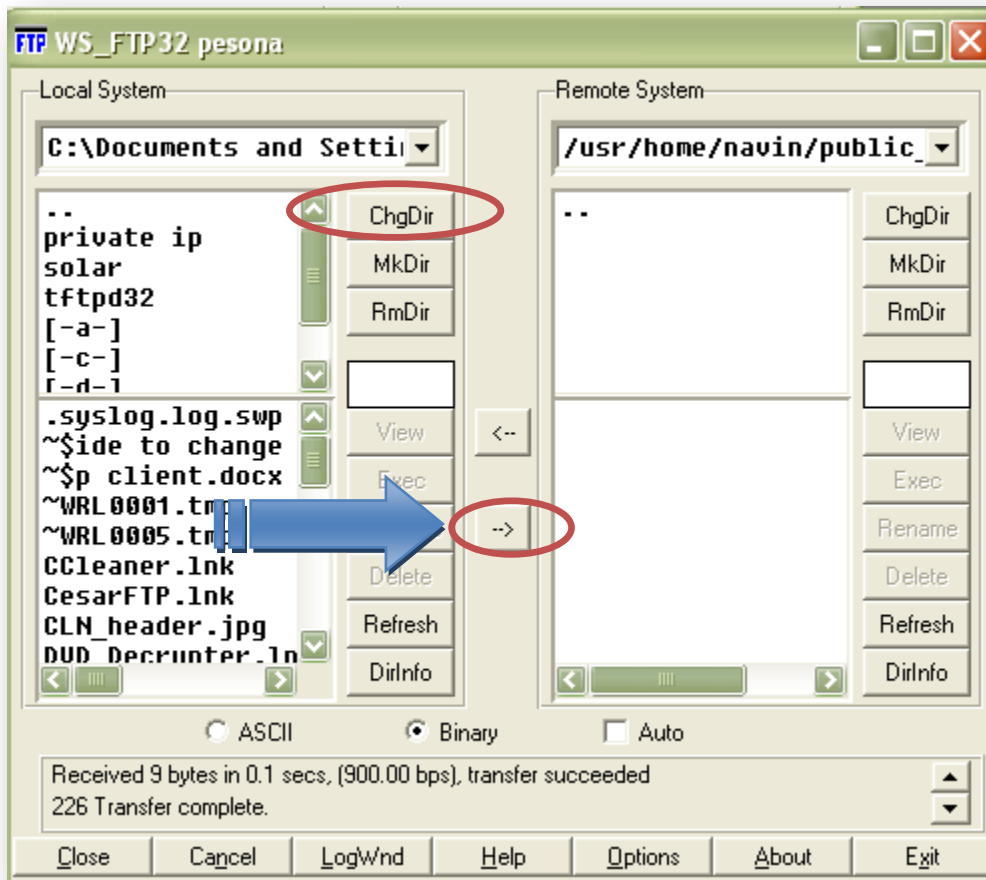
After key in the information, click OK button on the right hand site.



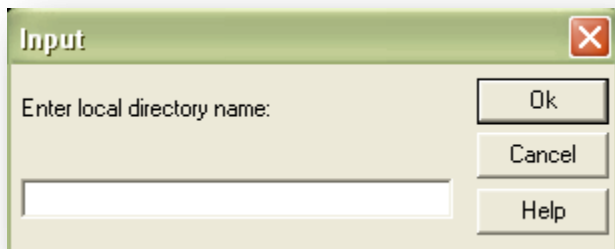
Check out there is two columns. On your left (written as local system) is your own computer and on your right hand site (written as remote system) is the server you are connecting to.



Double click on public\_html and will see as below. If there is no public\_html folder, then you can create one by simply clicking on Mkdir (make directory)



You are ready to upload your files in your computer to the server. Click on your files which are on the left hand site and then click on the right arrow button as shown on the picture above. You can use the ChgDir (change directory click /folder) to browse for the folder/files you need in your computer. The popup box will appear as below when you click on ChgDir. For example if you want to choose C drive, you need to type C:\ and enter.



If you are creating website, ensure that you have uploaded index.html file. Then only your website's main page will appear.

How to access your website?

For staffs:-

[http://pesona.mmu.edu.my/~your\\_username](http://pesona.mmu.edu.my/~your_username)

Ex: <http://pesona.mmu.edu.my/~navin>

For students:-

[http://student.cyber.mmu.edu.my/~your\\_student\\_ID](http://student.cyber.mmu.edu.my/~your_student_ID) or simply [http://student/~your\\_std\\_id](http://student/~your_std_id)

Ex: <http://student/~1041102299>

Please take note that you are only allowed to upload within the campus network. If you are staying off campus kindly use MMUVPN first before you could upload.

Also ensure that you have your own backup copy of your files. We will never be liable for any of your missing file in the server.

