

## Directions to Edit the HCC Website

\*Note that you must be on the hcc@hcs.harvard.edu access list to make any changes.

Step 1) Run Secure CRT, which can be downloaded from the fas computing website (<http://www.fas.harvard.edu/computing>).

Step 2) Log into Secure CRT with your fas username and password.

Step 3) Type in "ssh hcc@hcs.harvard.edu". This will connect you to the hcc account through the hcs.harvard.edu server. You will not be able to connect if you are not on the access list.

Step 4) Type in "sftpasswd". This is required to generate a temporary password. The password is reset every 24 hours for security measures. Without the password, you cannot ftp into the hcc account, which is necessary to access the files.

Step 5) Type in a password twice as prompted. ANY password will do. Remember that it will be reset in 24 hours.

Step 6) Run Secure FX, which can also be downloaded from the fas computing website.

Step 7) Click on the "New Session" icon.

Step 8) Select the SFTP protocol.

Step 9) For the host address, type in "hcs.harvard.edu".

Step 10) For the username, type in "hcc". Leave the password blank and click "Finish".

Step 11) Connect to hcs.harvard.edu. Make sure the username is "hcc". For the password, type in the password entered in Step 5.

Step 12) Once you are in, open the "web" folder to access all web files.

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## Directions to Add Someone to the Access List

\*Note that you must be on the hcc@hcs.harvard.edu access list to make any changes.

Step 1) Run Secure CRT, which can be downloaded from the fas computing website.

Step 2) Log in with your fas username and password.

Step 3) Type in "ssh hcc@hcs.harvard.edu". This will connect you to the hcc account through the hcs.harvard.edu server. You will not be able to connect if you are not on the access list.

Step 4) Type in "access" and follow the specified directions.