

# DHSS SFTP Quick Start Guide

In order to establish an SFTP connection to DHSS a few basic items are needed. Each SFTP user should verify each item under the “**Getting Started Checklist**” and “**Public/Private Key Generation**” sections and then step through the “**First Time Login**” procedure below.

## **Getting Started Checklist**

1. **Internet Access** – A broadband Internet connection like Cable or DSL is recommended.

Note: The state does not provide Internet connections, you need to have one.

2. **SFTP Client Software** – You need to have an SFTP program installed on your computer that is compatible with the SFTP server at DHSS

DHSS recommends using WinSCP SFTP software client that runs on a typical Windows computer. <http://winscp.net>

**NOTE:** If you decide to utilize another SFTP client the following two features are required to access the DHSS SFTP Server.

- a. Password Authentication – Be able to send a username and password
- b. Private / Public Key Authentication – Be able to use standard key exchanges

3. **Public and Private Key Files** – You will need to create a set of “Private and Public Keys” that will be used to authenticate your SFTP account during every login. Creating keys is usually a one-time event. You are to keep your “Private Key” (never give this to anyone) and send your “Public Key” to the DHSS program director or project manager via e-mail.
4. **Username and Password** – To obtain a username and password, each user will need to complete a DTI Acceptable Use Policy, Biggs Data Center User Authorization Form (Biggs UAF) and a DHSS Non-Disclosure Agreement. These forms will be provided by the DHSS program director or project manager.
  - a. DHSS assigns a temporary password to each user requesting access to the SFTP server. The initial password will need to be changed at first login. The WinSCP SFTP client will not allow password changes. You will need to change your password at <https://csg.dhss.delaware.gov>. This website is of no further use to you other than to assist with changing your temporary password.

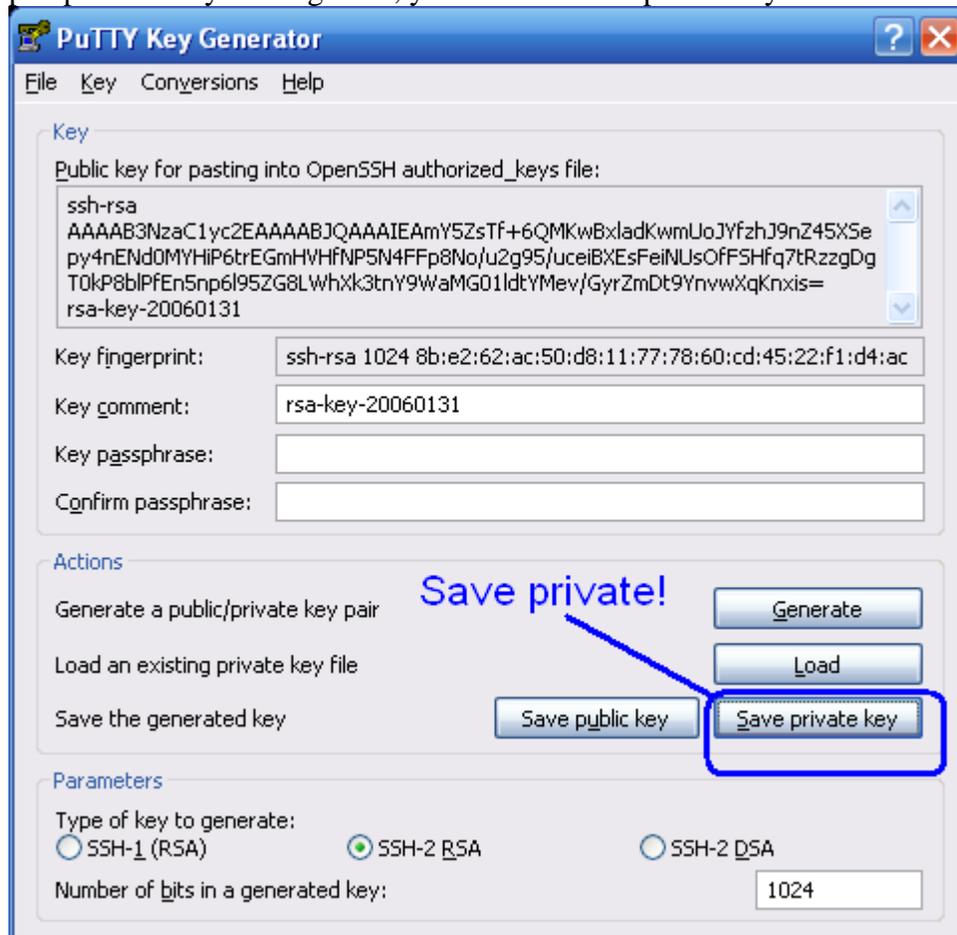
## Public/Private Key Generation

This process will demonstrate how to create a Private and Public Key pair for use with the DHSS SFTP server. We will use “PuTTY Key Generator” also known as PuTTYgen. This software tool is available for download from the Internet or comes free with the free WinSCP SFTP client <http://winscp.net>

1. **Open PuTTYgen** – Click the PuTTYgen icon that was installed under Key Tools on your Programs menu under WinSCP.
2. **Click the Generate button** – This starts a new key pair generation.



3. **Save your Private Key** – Click the “Save private key” button. (Important note: Assigning a passphrase to your key is **OPTIONAL!!!** This is not mentioned anywhere in the PuTTY Key Generator software. Although a passphrase will give your keys an added level of security, there is no method of recovery for lost passphrases. If you assign one, you assume all responsibility for remembering it.)



**NOTE:** Save your Private Key with your name (e.g. john.doe.ppk). Never give out your Private Key. Private keys have the “.ppk” file name extension.

4. **Save your Public Key** – Click the “Save public key” button (Important note: Assigning a passphrase to your key is **OPTIONAL!!!** This is not mentioned anywhere in the PuTTY Key Generator software. Although a passphrase will give your keys an added level of security, there is no method of recovery for lost passphrases. If you assign one, you assume all responsibility for remembering it.)



**NOTE:** Save your Public Key with your name (e.g. john.doe.pub). Email your Public Key to your program director or project manager.

## First Time Login

1. **Connect to the Internet** - After completing the “**Getting Started Checklist**” and the “**Public/Private Key Generation**” you are ready to login for the first time.
2. **Create a Saved Connection Profile** – Open the WinSCP software client and setup a connection to the DHSS SFTP server. For ease of use you will want to create an entry that will be saved for future connections.

Example: Typical Profile Setup

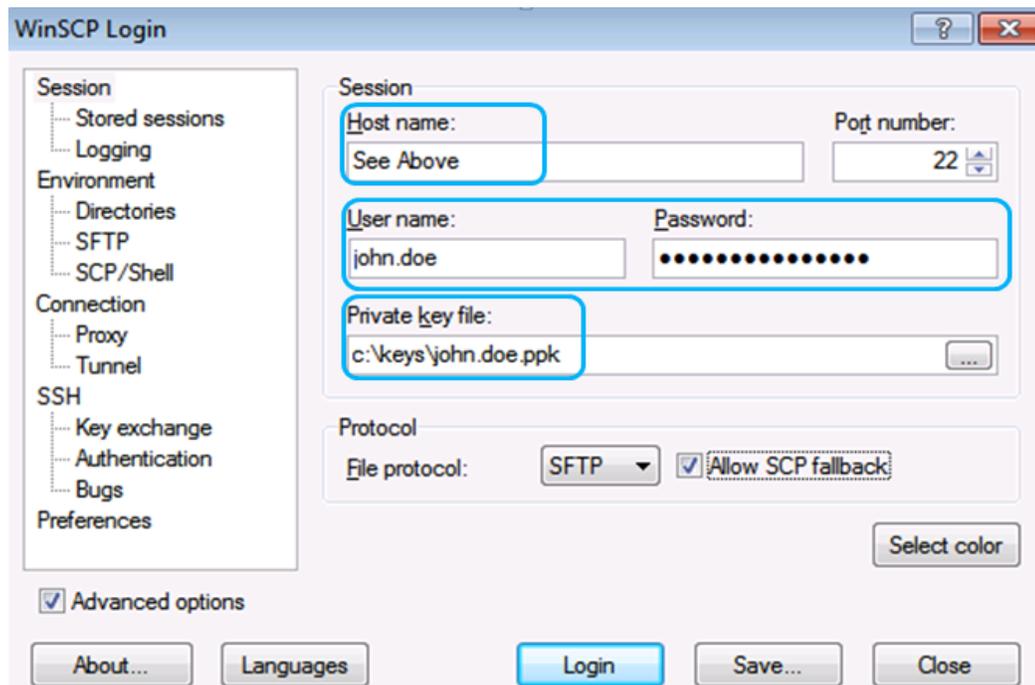
**Host Name – is either:**

DHSS internal user access: *sftp.dhss.state.de.us*

Internet user access: *sftp.dhss.delaware.gov*

**User name and Password** – this will be sent in a secured e-mail by the DHSS IT Security Group.

**Private and Public Keys** – As discussed in the section “**Public/Private Key Generation**”



3. “**Save**” this entry for future use – Saved sessions save you time later.
4. “**Login**” to the SFTP server – Use the entry you created and login now!
5. **Normal SFTP Operation** – After completing the “**Getting Started Checklist**”, “**Public/Private Key Generation**” and the “**First Time Login**” guides you are now ready to transfer files using SFTP.

Some items to know:

You should not delete your Private Key unless instructed.

Contact the DHSS Helpdesk, 302-255-9150, if you are having problems.