



Setting Up Your cmERDC/Viewpoint SFTP Site Connection

In order to safely share files with Viewpoint, a File Transfer Protocol (FTP) client should be installed on your computer. You can use the client of your choosing. Viewpoint at cmERDC uses FileZilla.

Please visit this site for a free download of FileZilla.



https://filezilla-project.org/download.php?show_all=1

Follow the prompts to download the FileZilla Client. When complete, you will see a panel similar to the image below where you may connect by entering the following information:

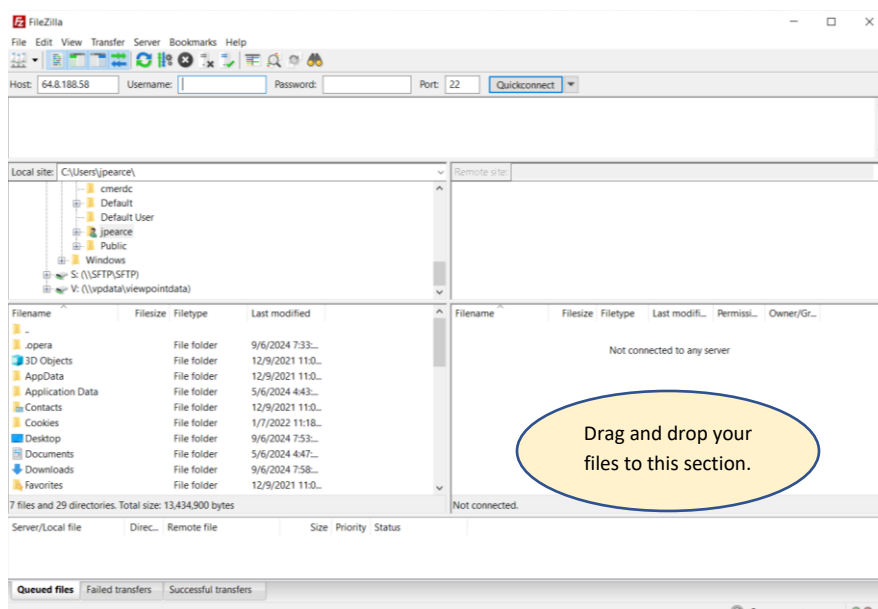
Host: 64.8.188.58

Username: XXXXXXXXXXXXX

Password: XXXXXXXXXXXXX

Port: 22

Your Username and Password credentials will be provided in a separate communication. Once you have populated the fields, click on “Quickconnect” to activate your client connection.





Now that your file sharing client is active, you can provide files to Viewpoint with a simple drag-&-drop action. Drop your files into the lower right panel (where you see Filename, Filesize, Filetype, etc.).

NOTE: It may be helpful if you create subfolders to organize and drop your files (i.e., subfolders for each type of file and/or year: 2023-2024, 2024-2025, MCA, FAST, ACT, etc.). To create subfolders, right-click on the lower right panel and select 'Create Directory'.

Finally, please inform the Viewpoint Helpdesk support team that your files are available on the SFTP, including the file names you've saved. Email: viewpointhelpdesk@erdc.k12.mn.us