



GDOT SFTP (Secure File Transfer Protocol) Demo/Training

July 2014

GDOT SFTP

- Replaces existing GDOT File Exchange System
- More user friendly and less complicated
- Uses same GADOT Username and Password that you use for GDOT File Exchange (External GADOT account) – Permissions migrated from File Ex
- NOT the same username and password as you use for GUPS
- Start using GDOT SFTP now, File Exchange will be taken down shortly (Jan Phelps is moving data over from GDOT File Exchange to GDOT SFTP now)

User Provisioning / User Registration

- Automated process that lets external users request an External GADOT Account (see link and instructions on misc. handout)
- GDOT Point of Contact (POC) approves request and account is created
- GDOT POC sends Solutions Center request to grant access to the Utilities SFTP Area (POC will get 2 emails)
- GDOT POC is District Utilities Engineer, Assistant District Utilities Engineer, or someone in the Utilities Office (Paygrade 16 or greater)

From: MyGDOTAdmin
Sent: Thursday, May 22, 2014 6:45 AM
To: Phelps, Jan
Subject: New User Registration Request

Jan K. Phelps,

A new user registration request has been submitted for your review.

User details:

First Name : John
Last Name : Doe
Email : JohnDoe@deer.com
Organization : Deer Inc
Address : 60 Deer Rd
City : Deerville
State : Georgia
Zip Code : 30000
Work Phone : 678-342-1111
Cell Phone : 678-373-1112
Position : Utility Coordinator
GDOT POC : [japhelps](#)
On Premise : No
Equipment Needed : No
Equipment Description :
CES Access : No

You can also instantly approve / reject the new user registration by clicking below link.

[Approve / Reject](#)

If you prefer to log into the application, please click below link to navigate to Registration Review page from within the Internal GDOT Network.

[New User Registration Review](#)

Keeping your account Active

- You need to log on at least every 30 days
- If you have not logged on in the last 30 days you will receive an email reminding you to login
- If you have not logged on in 60 days your account will be suspended. Another email will be sent to you
- If you have not logged on in 75 days your account will be deleted
- If your account is deleted you will have to request a new account through the User Registration Form

Solutions Center Contact Info

- For forgotten passwords or to un-suspend accounts
- Contact your District Utilities Department for all other issues

SolutionsCenter@dot.ga.gov

404-631-1220

Install WinSCP

- 2 ways to get WinSCP – MyGDOT and Link
- GDOT recommended but not supported
- Shareware - Doesn't cost anything unless you want to donate to the developer
- You can use other SFTP software but WinSCP has been tested with GDOT SFTP and seems to work well and is easy to use
- See WinSCP Installation handout

Download/Upload Folders

- Download folder is where GDOT place files for external users to retrieve
- External users only have “Read” access to files and folders under the Download Folder
- Upload folder is where external users place files for GDOT to retrieve
- External users can create folders and write to Upload folder, but cannot delete or read/open files, although they can see the file structure

File Info and etc.

- Files are deleted after 120 days and there are no exceptions as this is an automated process
- No file size limit or limit on the number of files that can be uploaded
- Folders are not deleted, so it will be the responsibility of the District Utilities staff to keep the folders cleaned up.

Internal GDOT Users

- Internal GDOT users do NOT use WinSCP or any other SFTP program
- Internal users can get to the Utilities Download and Upload areas from Windows Explorer or My Computer
- [\\gdot.ad.local\ftp](ftp://gdot.ad.local) or [\\gdot.ad.local\ftp\utilities](ftp://gdot.ad.local\ftp\utilities)
- Save shortcut to Desktop
- Do NOT “Cut and Paste”, only “Copy and Paste”

Miscellaneous

- Admin permissions – internal only – most GDOT Utilities personnel – only users that can delete
- Job Aid handout – Things to mark out and change

QUESTIONS?

