

FTP Instructions for File Uploads

DHRM uses the FTP protocol for file uploads. Each agency is assigned its own area, and has access only to their own files. If a UserName/Password has not previously been established for the HuRMan Files Repository, agencies are responsible for requesting a UserName and Password from the DHRM Help Desk via <http://web1.dhrm.state.va.us/itech/> (Help Desk tab at top of web page). This UserName and Password must be on an individual basis, and may not be a generic login for the agency.

To upload a file to your HuRMan agency folder:

- 1) Connect via ftp to <ftp://hurman.state.va.us>.
- 2) Login to the system using your assigned UserName and Password.
- 3) Change directory (chdir) to /incoming ← This Incoming subfolder is your private upload area.
- 4) Issue the “put” command (or equivalent based on your software) with the file you wish to upload as the argument (e.g. “put myfile”).
- 5) Repeat the above step to upload additional files.
- 6) Logout by issuing the Quit command (may vary based on your software).