



CENTRAL BANK OF CYPRUS

# Accessing the FTP Server - User Manual

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**IT Department, CENTRAL BANK OF CYPRUS**

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## 1 EXECUTIVE SUMMARY

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This document provides instructions on how to connect to the FTP server.

### *1.1 AUDIENCE*

CBC External Users

### *1.2 SCOPE*

The scope of this document is to help the CBC External Users to connect to the FTP server using the protocols https and SFTP.

## 2 CHANGES FROM THE OLD FTP ACCESS METHOD

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The new method of accessing the FTP server is different from the older method used up until now in the following ways:

- **Login ID** – You will be provided with a new Login ID and password
- **Access** – You can access the FTP server in one of the following ways:
  - **Web Browser** – Login to the FTP server using https, using the preferable web browser (e.g. Internet Explorer)
  - **FTP Client** – Login to the FTP server using SFTP (port 22), using the preferable FTP client (e.g. Filezilla)
- **Local Components** – No local (client) components (except the ftp client for SFTP) are required. Access to the FTP service is directly through the Internet without any intermediary systems.

### 3 SERVICE ACCESSIBILITY

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The Remote FTP access service is made available by the Central Bank of Cyprus strictly to authorized external parties only.

## 4 LIMITS/SETTINGS

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The password must contain 8 characters minimum, of which at least one uppercase and one non-alphabetical character.

The password has a maximum lifetime of 180 days.

The maximum number of sessions for each user is 10.

The connection timeout is set to 120 minutes and the IDLE connection time out is set to 10 minutes.

## 5 ACCESSING THE CBC FTP SERVER FOR THE FIRST TIME

The first time a user accesses the FTP Server, he must be doing so through the web browser (e.g. Internet Explorer). This is so because the first time the user logs in, he will be asked to change his password. This can only be done by the FTP server web client.

The user must open an Internet Explorer and type in the server's address:

<https://ft.centralbank.gov.cy>

The user must then type in his credentials and click "Login".

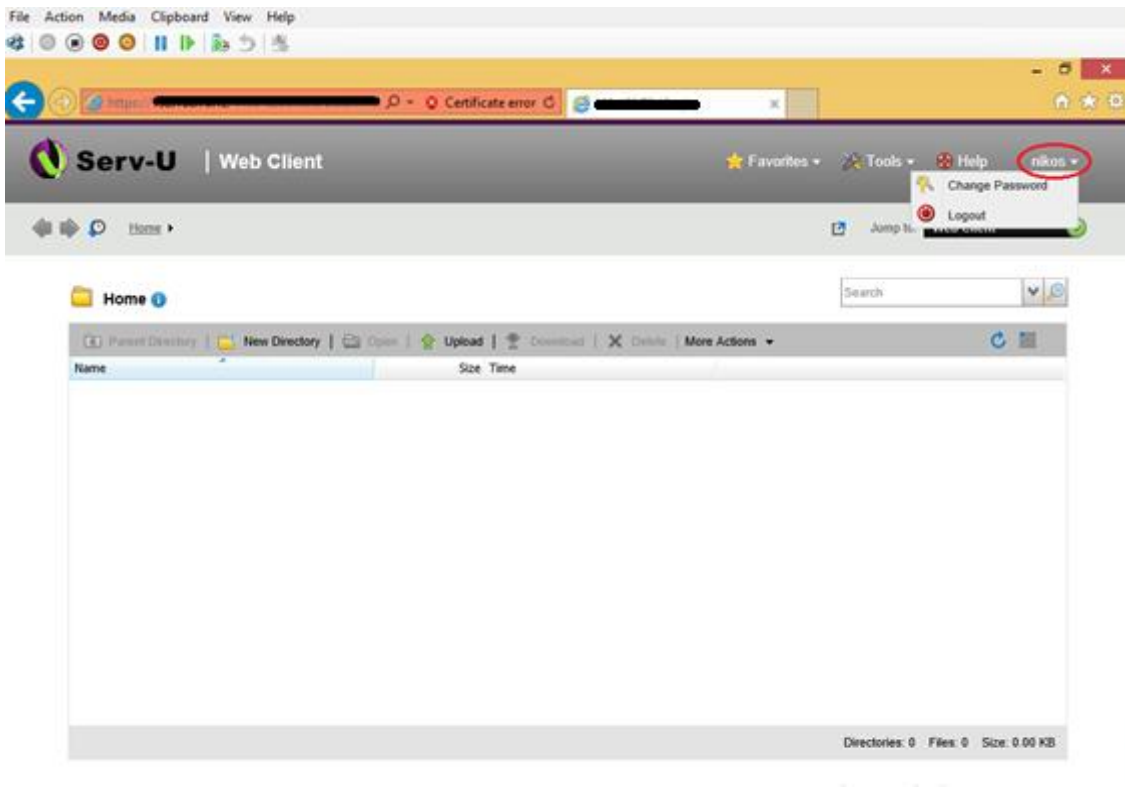
A screenshot of the login form for the Central Bank of Cyprus. It features the bank's logo at the top, followed by the text "CENTRAL BANK OF CYPRUS". Below this, there are two input fields: "Login ID:" and "Password:". A red circle highlights a "Login" button at the bottom right of the form.

At the pop up window the user must type in the password provided by CBC and then enter a new password twice. He must then click "OK".

A screenshot of a "Password Expired - Change Password" dialog box. It has a title bar with a close button. The dialog contains three input fields: "Old Password:", "New Password:", and "Verify Password:". Each field is filled with dots. To the right of the "New Password:" field is a small eye icon. Below the input fields are two buttons: "OK" and "Logout". A red circle highlights the "OK" button.

Every time the user's password expires, the same pop up window will appear and ask the users to change their password.

To manually change the password, the user must click on the arrow at the top right of the screen and select "Change Password".



## 6 ACCESSING THE CBC FTP SERVER

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### 6.1 CONNECTING WITH A WEB CLIENT

#### 6.1.1 HOW TO LOGIN

The user must open an Internet Explorer and type in the server's address:

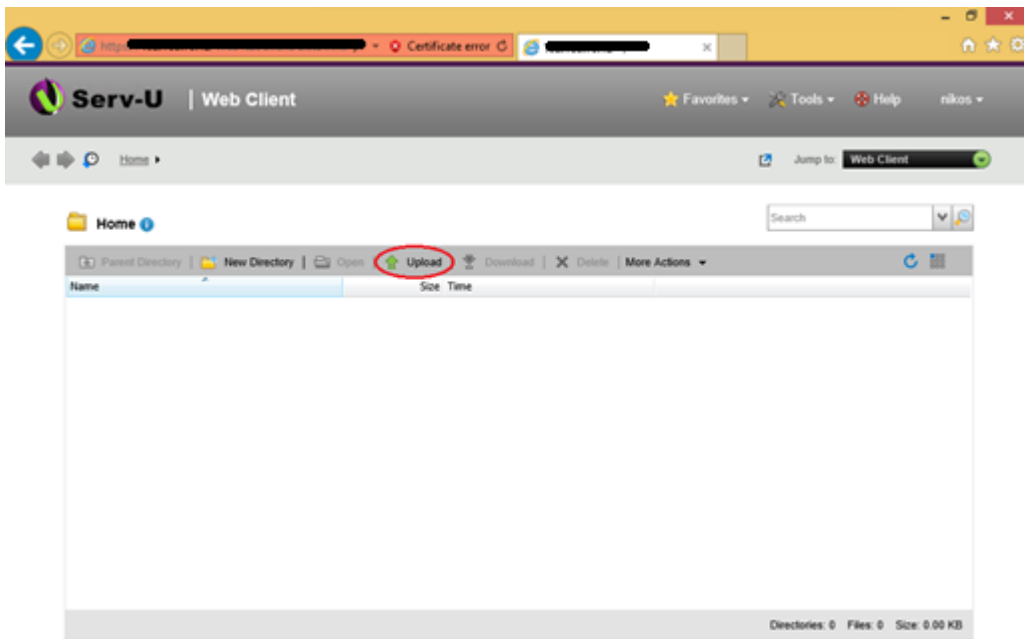
<https://ft.centralbank.gov.cy>

The user must then type in his credentials and click "Login".

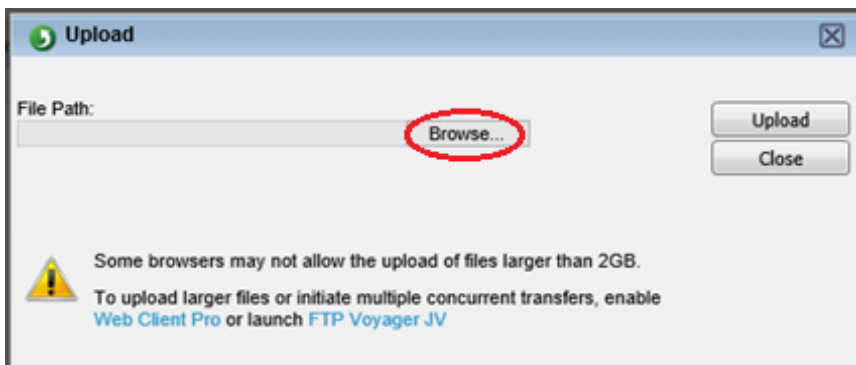
A screenshot of the login page for the Central Bank of Cyprus. The page has a light blue header with the bank's logo and the text "CENTRAL BANK OF CYPRUS" and "ΕΠΙΧΕΙΡΗΣΗ". Below the header, there are two input fields: "Login ID:" and "Password:". A red circle highlights the "Login" button located at the bottom right of the form.

## 6.1.2 HOW TO UPLOAD A FILE

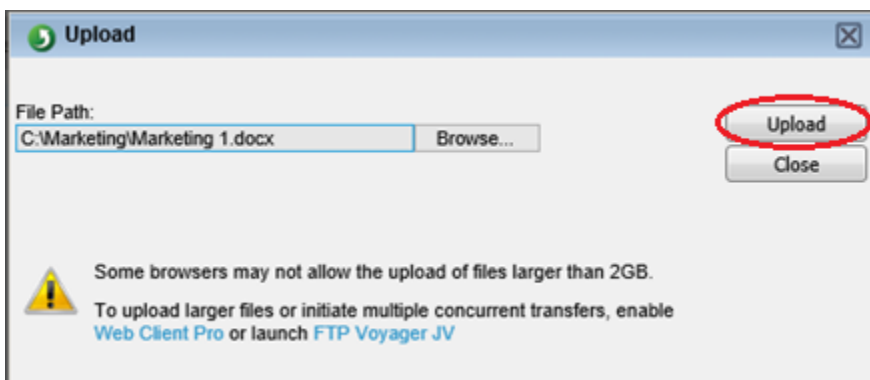
To upload a file the user must click "Upload".



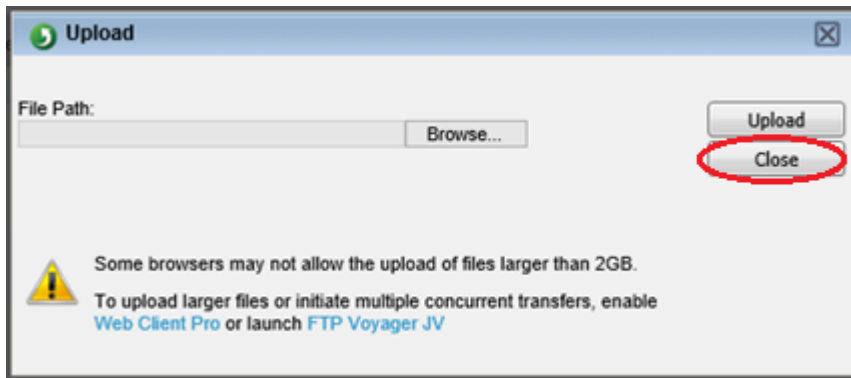
The user must click "Browse..." to point to the file he wants to upload.



The user must choose the file he wants to upload and click "Upload".

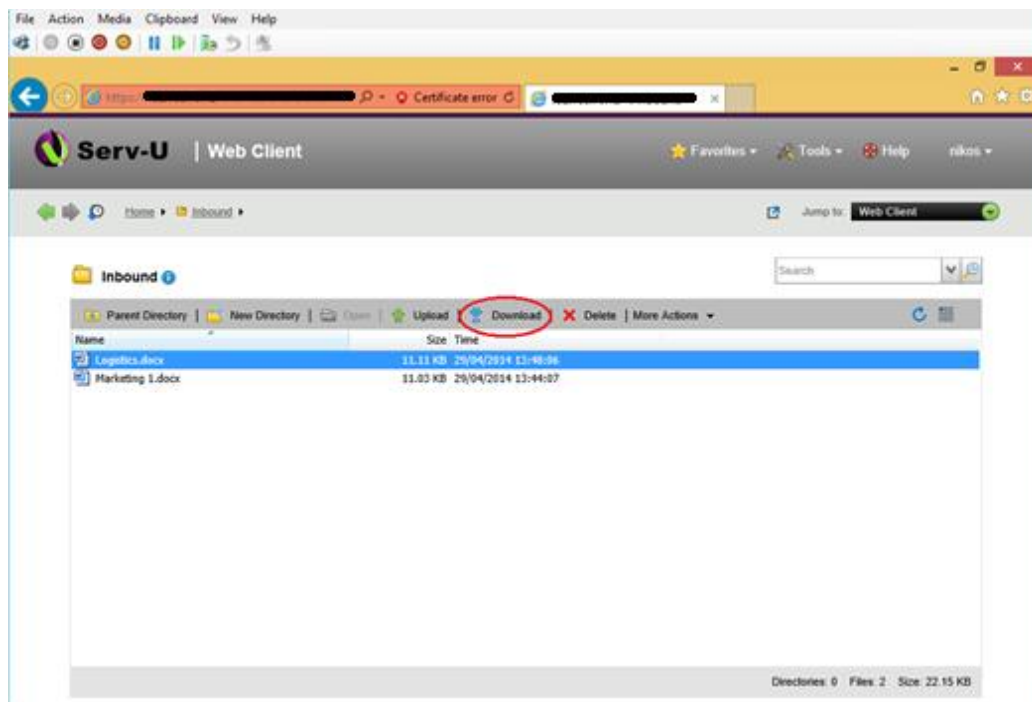


As soon as the upload finishes he must click "Close".

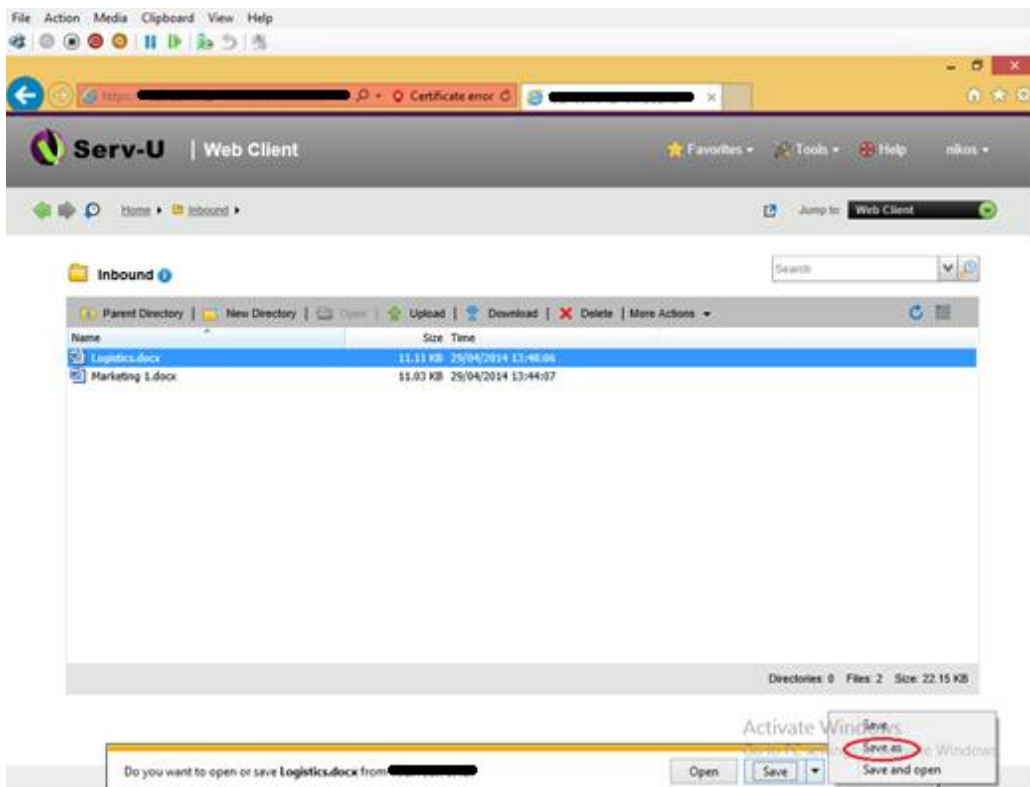


### 6.1.3 HOW TO DOWNLOAD A FILE

To download a file from the FTP server, the user must select the file he wants to download and Click "Download".

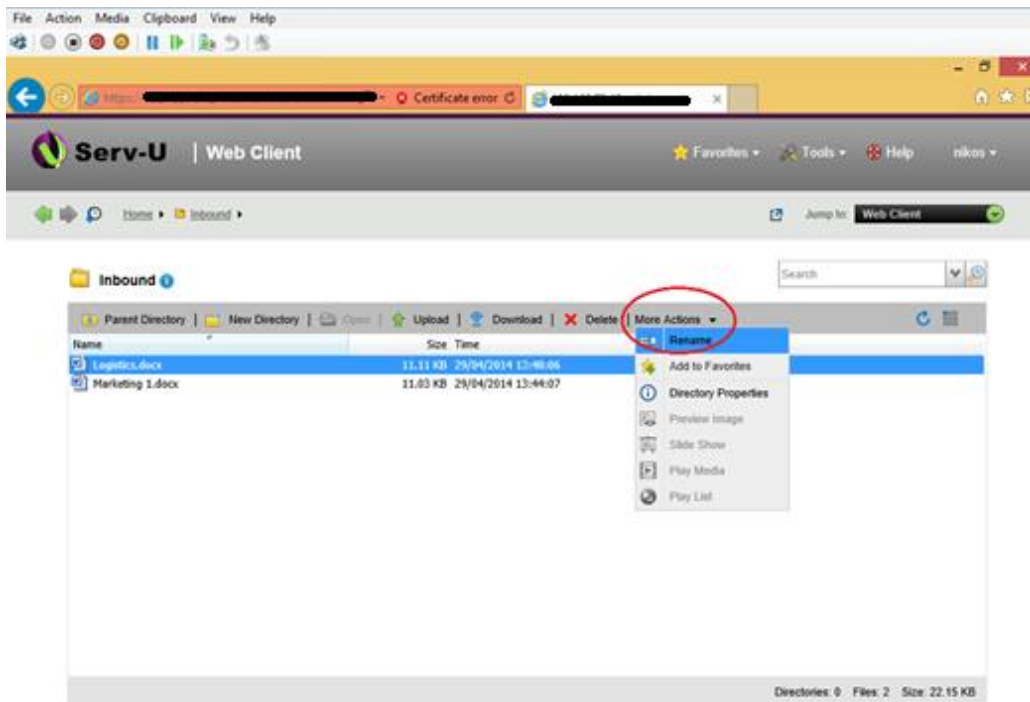


On the Internet Explorer prompt the user must click "Save As" and choose the folder where he wants the selected file to be downloaded.

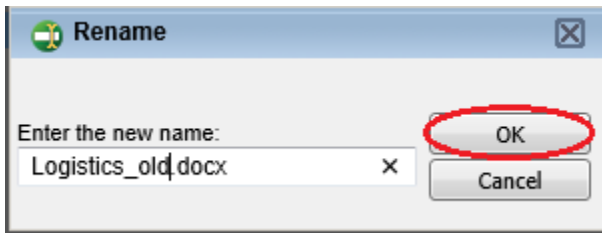


#### 6.1.4 HOW TO RENAME A FILE

To rename a file stored on the FTP Server, the user must choose the file and click "More Actions", "Rename".

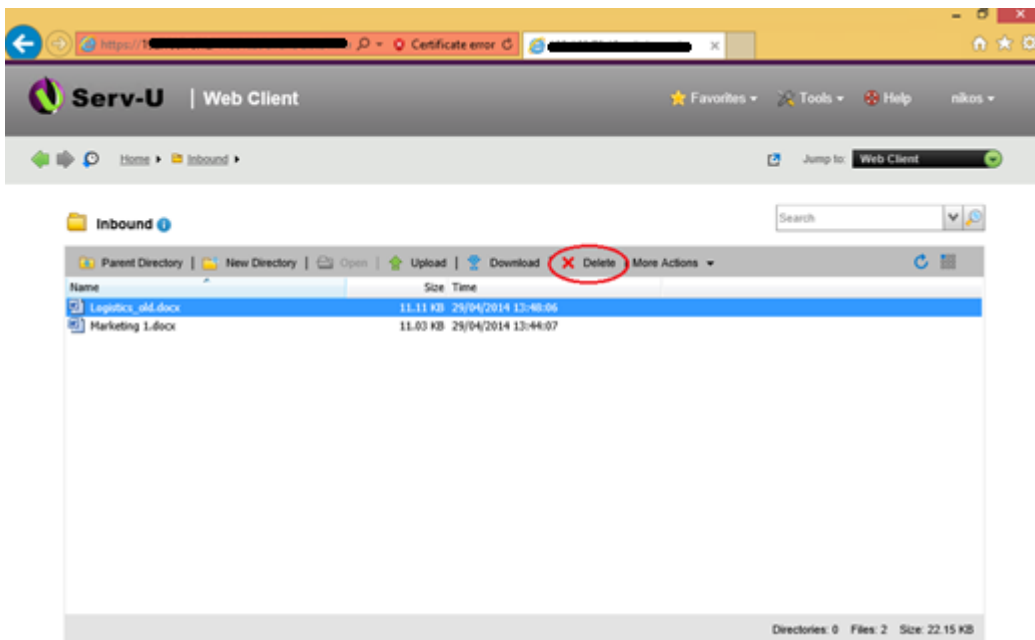


Rename the file and select OK

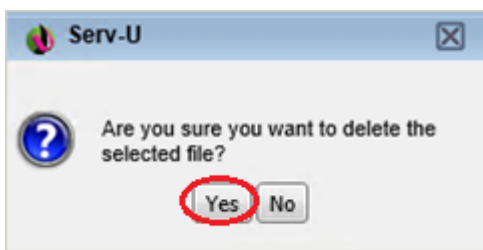


### 6.1.5 HOW TO DELETE A FILE

To delete a file, the user must select the file and click "Delete".

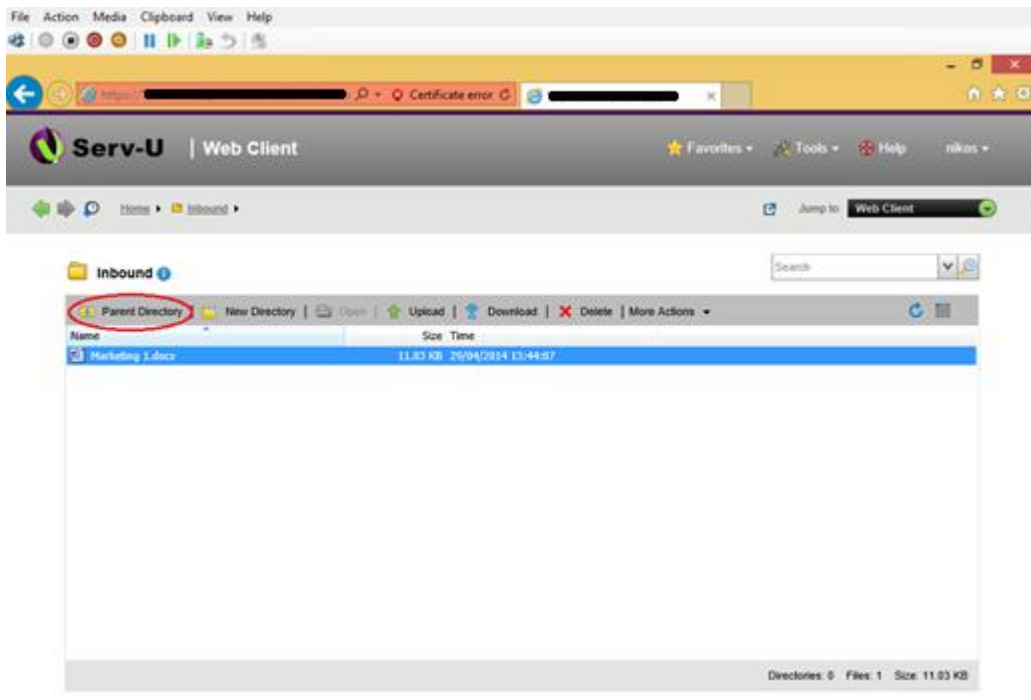


On the pop up window Click "Yes".



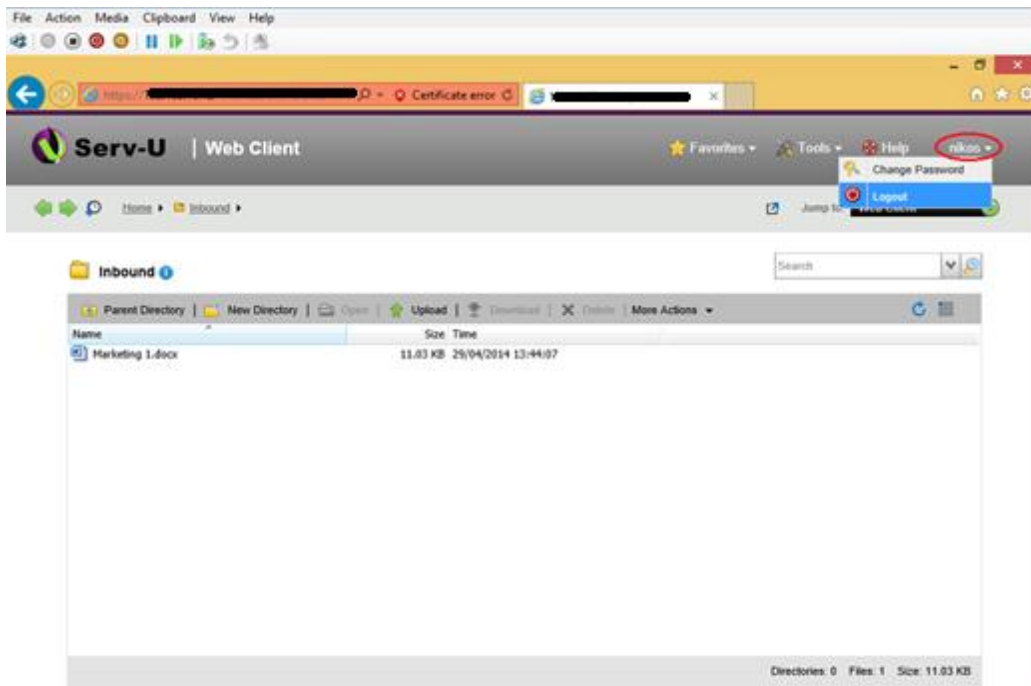
## 6.1.6 HOW TO BROWSE BETWEEN DIRECTORIES

If the user is in a directory and wants to browse up one level, he must click "Parent Directory".



## 6.1.7 HOW TO LOGOUT

To logout from the portal, the user must click on the arrow at the top right of the screen and click "Logout".



## 6.2 CONNECTING WITH AN SFTP CLIENT

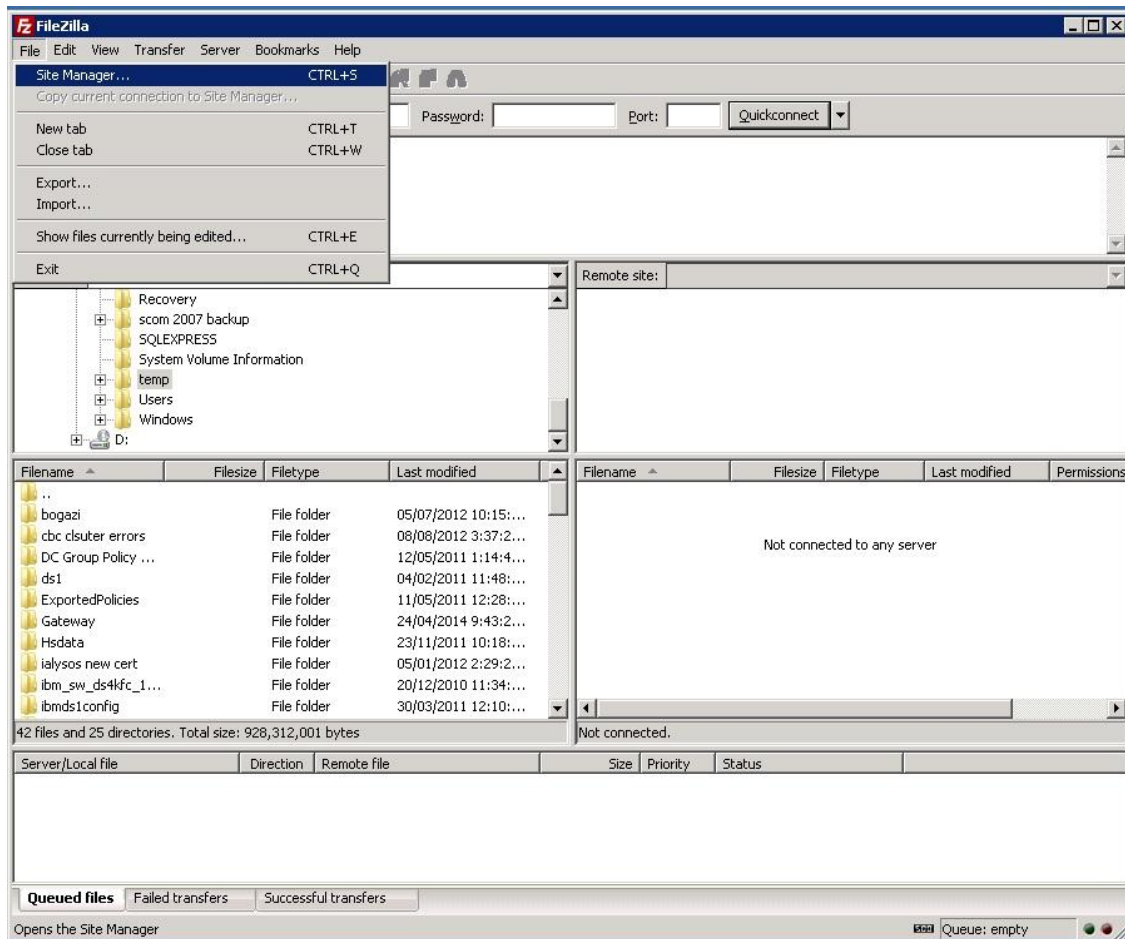
In order for users to be able to connect through SFTP, an FTP client (e.g. FileZilla) must be set up with the FTP Server internet address ([ft.centralbank.gov.cy](http://ft.centralbank.gov.cy)) using SFTP protocol (port 22). After set up the user can connect to the FTP server using his Login ID and password.

**Note1:** The first time the users try to connect to the FTP Server, they must use the Web Client in order to be able to change their password (See Section 4: Accessing the CBC FTP Server for the first time).

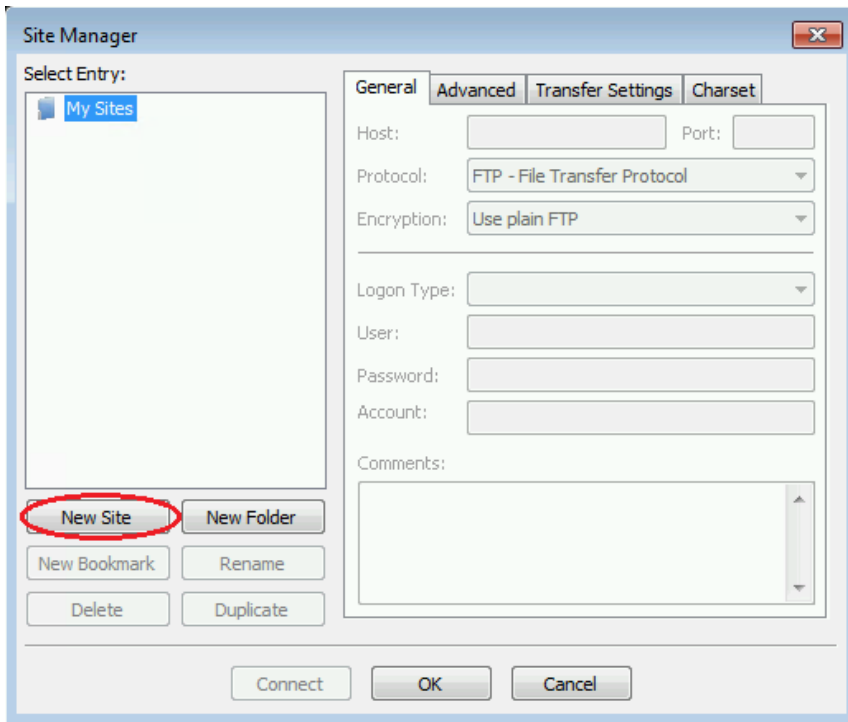
**Note2:** Every time the users' password expires, they must change it though the Web Client (See Section 4: Accessing the CBC FTP Server for the first time).

### 6.2.1 SETTING UP A CONNECTION IN THE SFTP CLIENT (FILEZILLA IS USED AS AN EXAMPLE)

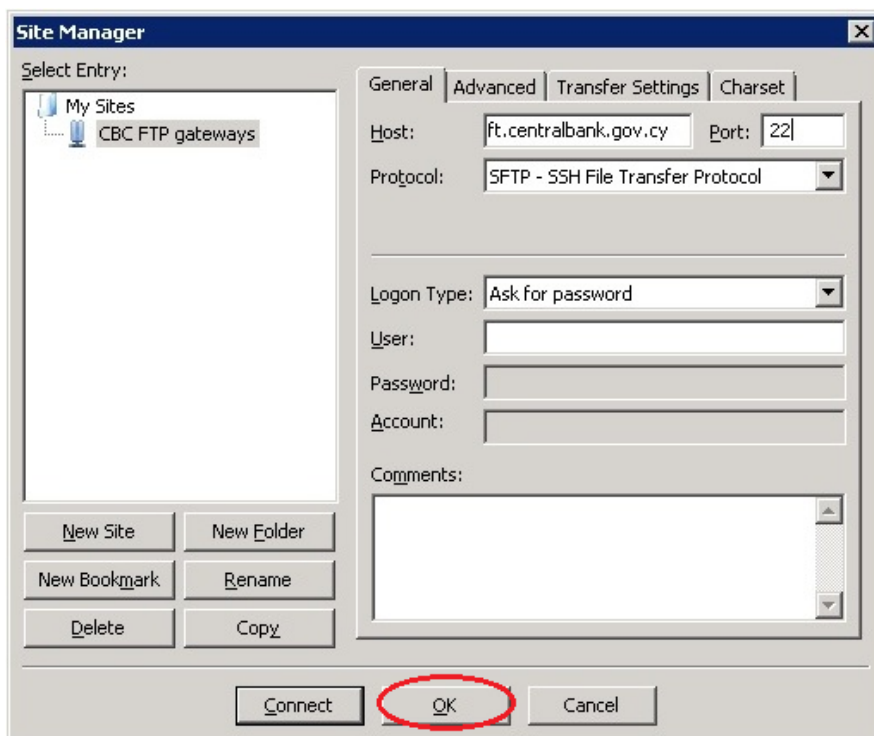
The user must click File and select Site Manager.



The user must click **"New Site"**

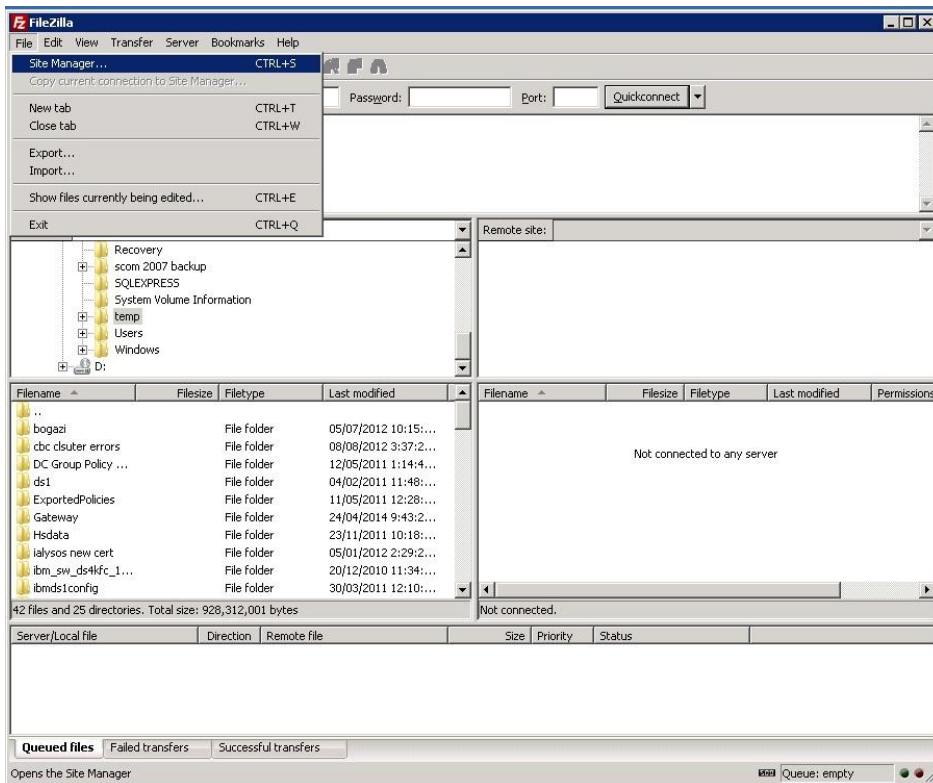


The user must type in the name of the connection (e.g. CBC FTP gateways). In the "Host" box the user must type in the FTP Server internet address ([ft.centralbank.gov.cy](http://ft.centralbank.gov.cy)). In the "Port" box the user must type in 22 and from the "Protocol" dropdown list the user must select **SFTP- SSH File Transfer Protocol**. From the "Logon Type" dropdown list the user must select **Ask for password**. In the "User" field the user must type in the username provided by CBC. The user must click on "OK" after filling the required fields.

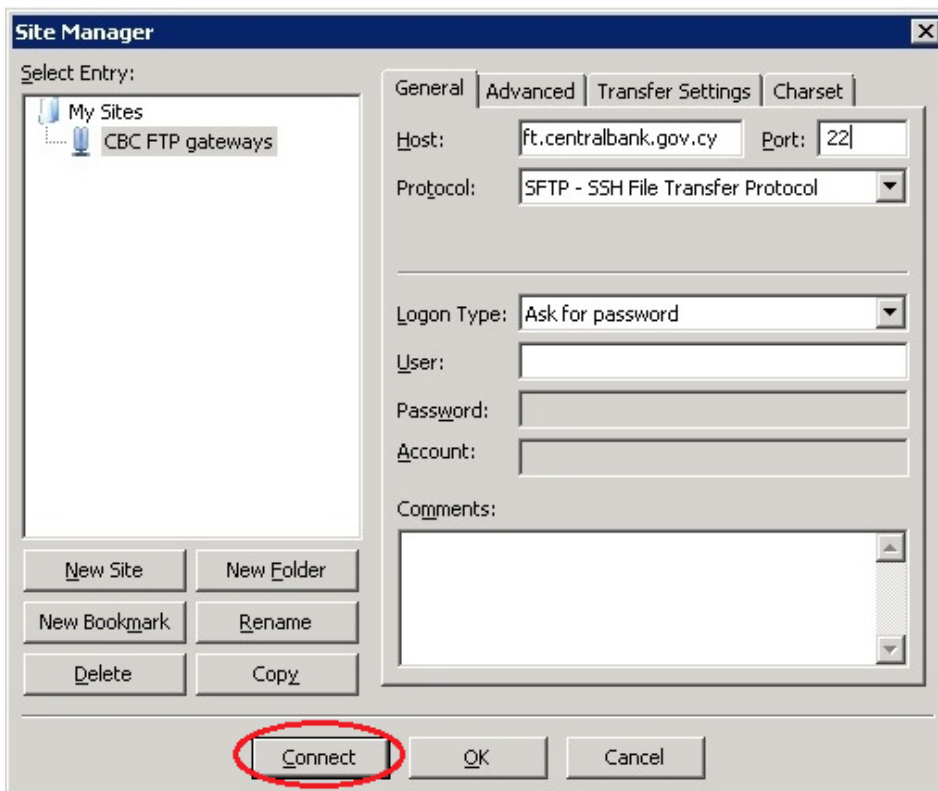


## 6.2.2 HOW TO LOGIN

The user must click File and select Site Manager.



In the Site Manager page the user must click "Connect".



In the prompt for password, the user must type in his password and click “OK”.



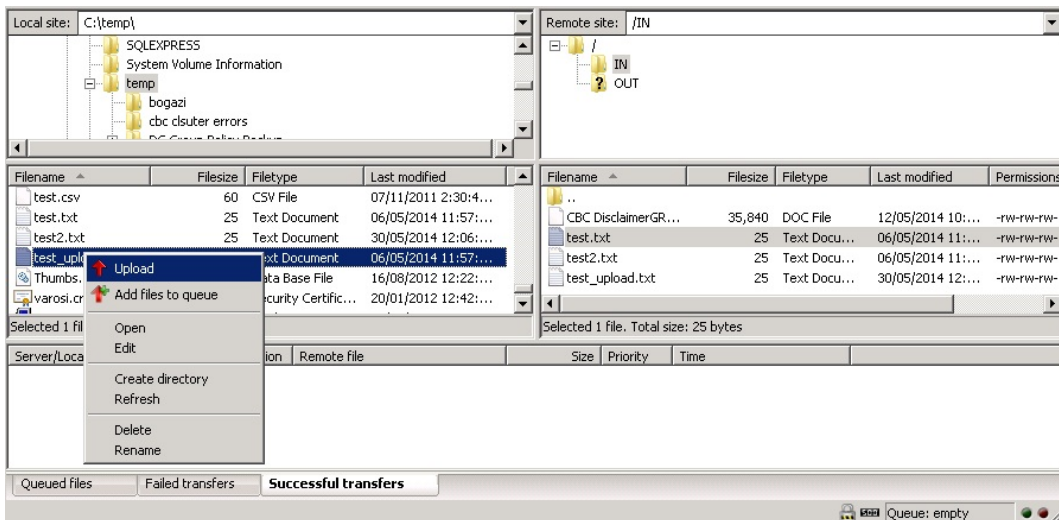
If the user needs to change his password (either his password has expired or it's the first time he connects to the FTP server) he will receive the following error:

Error: Server sent an additional login prompt. You need to use the interactive login type.  
Error: Critical error  
Error: Could not connect to server

In such a case the user must use the web browser to change his password (See Section 4: Accessing the CBC FTP Server for the first time).

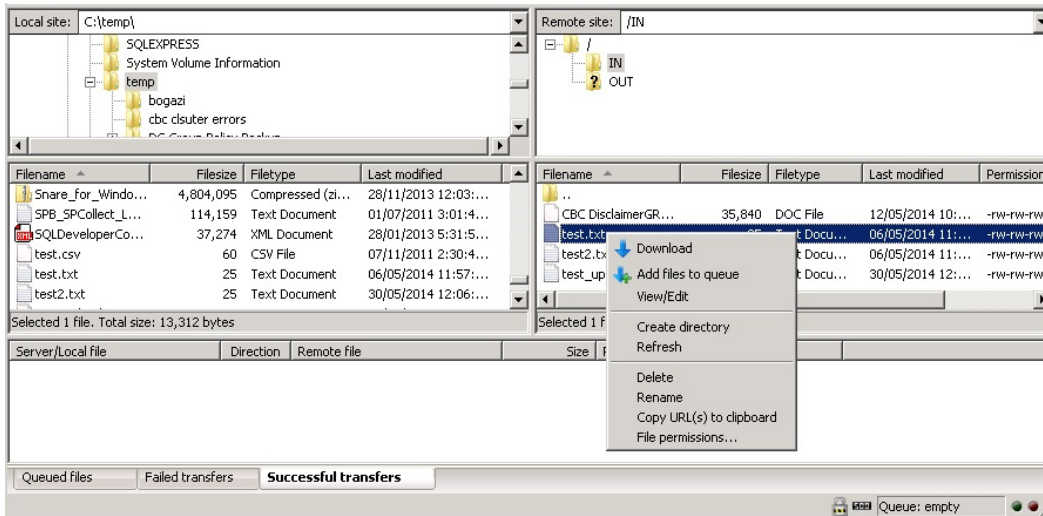
### 6.2.3 HOW TO UPLOAD A FILE

To upload a file the user must right click the desired file and select “**Upload**”.



## 6.2.4 HOW TO DOWNLOAD A FILE

To download a file the user must right click the desired file and select **"Download"**.



## 6.2.5 HOW TO LOGOUT

To logout, the user must click on the button "Disconnects from the currently visible server".

