Getting Started with Web Hosting at TechServ

http://www.dusers.drexel.edu/techserv/ techserv@drexel.edu
CollegiateLink: TechServ

Thank you for your interest in TechServ's Web and File Hosting Service. **Please do not get intimidated by the length of this guide as most of it consists of large screenshots.**

This is a **free service** provided to all Student Organizations at Drexel University by TechServ. The intent is to make it easier for Student Organizations to store data (i.e. documents, pictures, videos) and create/manage a public website. Although Drexel IRT provides personal accounts for similar purposes, these are limited in their storage size as well as their website flexibility. This is the reason this project was started by TechServ, with the assistance of the OCA, SAFAC, and IRT.

There are **two** main parts of this service: **File Hosting** and **Web Hosting**.

File Hosting simply means that Student Organizations are given a user account on the TechServ server, where they can store files. Data stored here is accessible to them 24/7 anywhere they have an internet connection. Also, there are no storage amount limits.

In addition to just storing files, it is also possible for Student Organizations to create a website and have it stored in this space; this is known as **Web Hosting**. Since TechServ has received feedback that many Student Organizations do not have web design experience, we have implemented **WordPress**, which is a popular, easy-to-use software package for building and maintaining websites. Users should be able to pick it up quickly by playing around with the features offered and by doing some simple internet searches.

This guide is divided into four main parts:

- **Part 1 – Requesting a Web Hosting Account**
- **Part 2 – File Hosting and Management**
- **Part 3 – Creating a Website using the WordPress Auto-installer**
- **Part 4 – Managing and Editing your WordPress Website**
- **Appendix A – Logging in from Off-campus (using VPN)**
- **Appendix B – Changing your Password**
- **Appendix C – Installing Updates, Themes, and Plugins in WordPress**

***Note**: For Parts 2 and 3, you must be connected to the internet using a Drexel Network. Any computer on Drexel's campus should work (i.e. Library, Dragofly, ResNet, Korman Center, etc.). If you are off-campus, it is possible to complete these steps, but there is a simple extra step you have to take before Part 2. See the Appendix A for details.*

Part 1– Requesting a Web Hosting Account

If you have already filled out a Web Hosting Request form, you can skip Part 1.

First, you need to fill out a TechServ **"Web Hosting Request form"**. This is a 1-page PDF that gives TechServ some basic information about your Student Organization.

The form is located on the same page as this guide, at the following link:
http://www.dusers.drexel.edu/techserv/index.php?page=hosting

You can fill this out electronically and e-mail back to us at **techserv@drexel.edu**.

After you fill out this form, TechServ will create an account for you on the TechServ Server (known as "Hellfire"). This information will be e-mailed to the Primary Contact Person (Webmaster) indicated on the form. You will receive the following information:

- **Server Username:** → this will be what you entered for "Desired URL" on the form.
- **Server Password:** → this will be auto-generated. You can change it later (see Appendix B).

You will also receive the following additional information regarding a **MySQL database**. In order to have a feature-rich website such as one powered by WordPress, you need to have a place to store the settings (i.e. layout, formatting, etc.), and this is what the MySQL database is used for. You do not directly interact with this database, as WordPress will do this automatically. **After this information is used to set up WordPress, you will most likely never have to use this database information again**.

TechServ will create a database for you if you indicated on the form that you do not have a website. If you already have a website, TechServ can import your database information if needed. Please contact us at **techserv@drexel.edu** to arrange this.

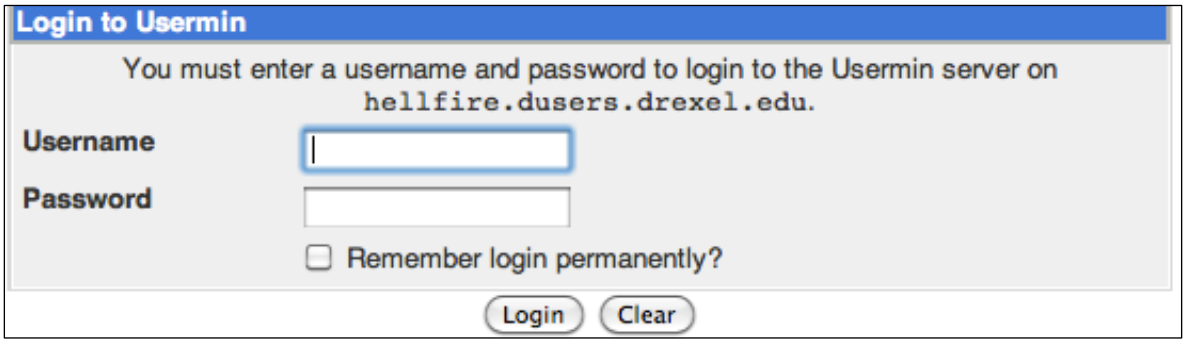
MySQL database information:

- **Database Username:** → this will be what you entered for "Desired URL" on the form (the same as your Server Username above).
- **Database PW:** → this will be auto-generated. You will only use this once, in Part 3, so you do not have to change it.
- **Database Name:** → this will be what you entered for "Desired URL" on the form (also the same as your Server Username).
- **Host:** localhost → this will remain as "localhost" for everyone.

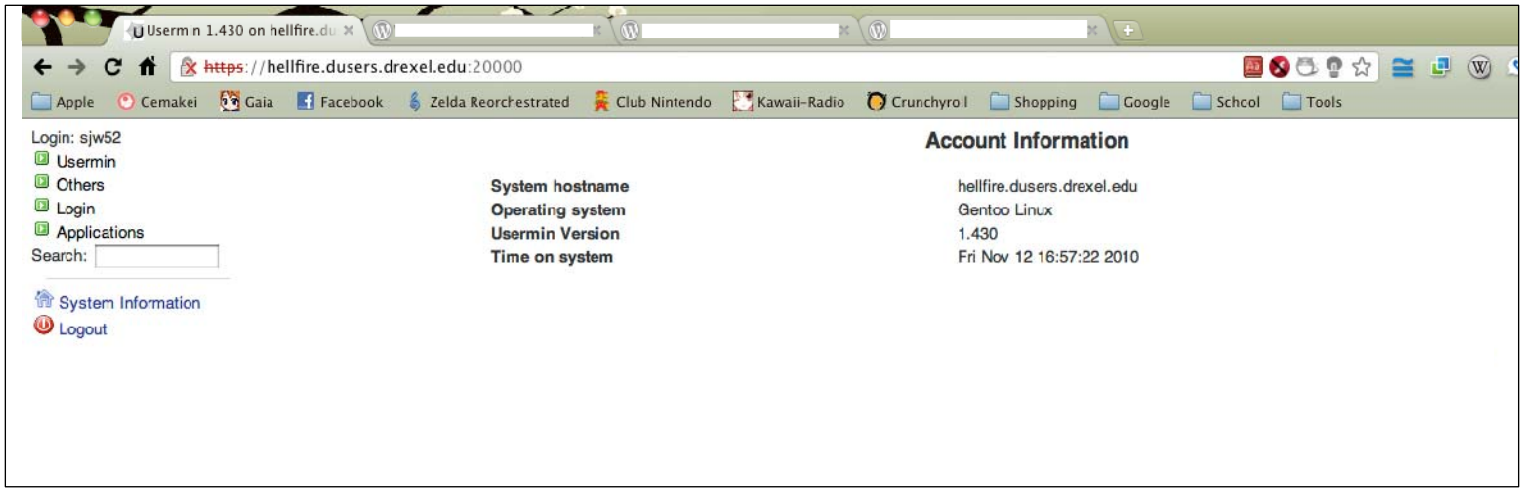
Part 2 – File Hosting Management (see Appendix A if off-campus)

Now that you have your Server Username and Password, you can log onto the TechServ Server to store files. We will first cover how to do this from your internet browser. Go to the following page, and enter your login credentials:

https://www.dusers.drexel.edu/login

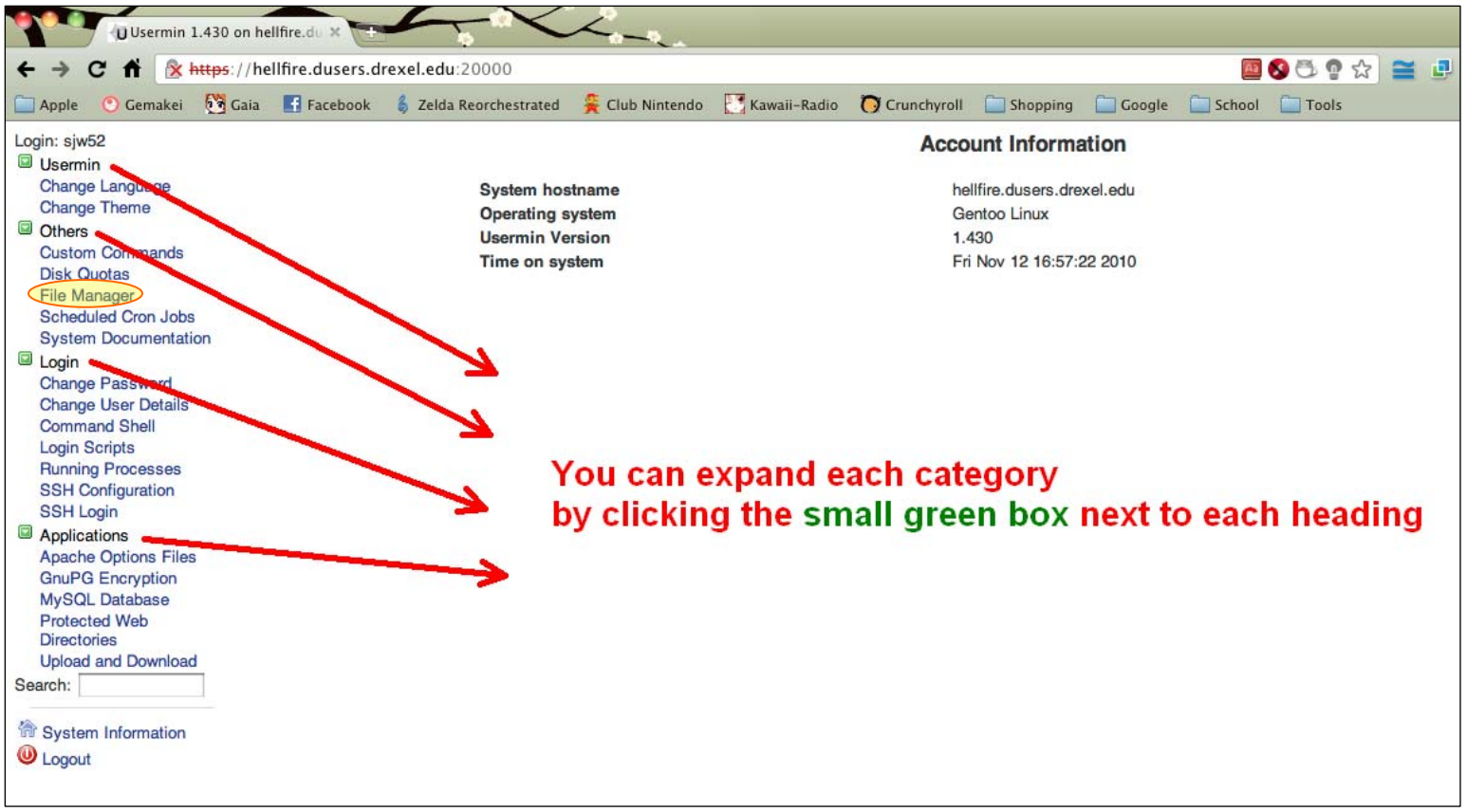


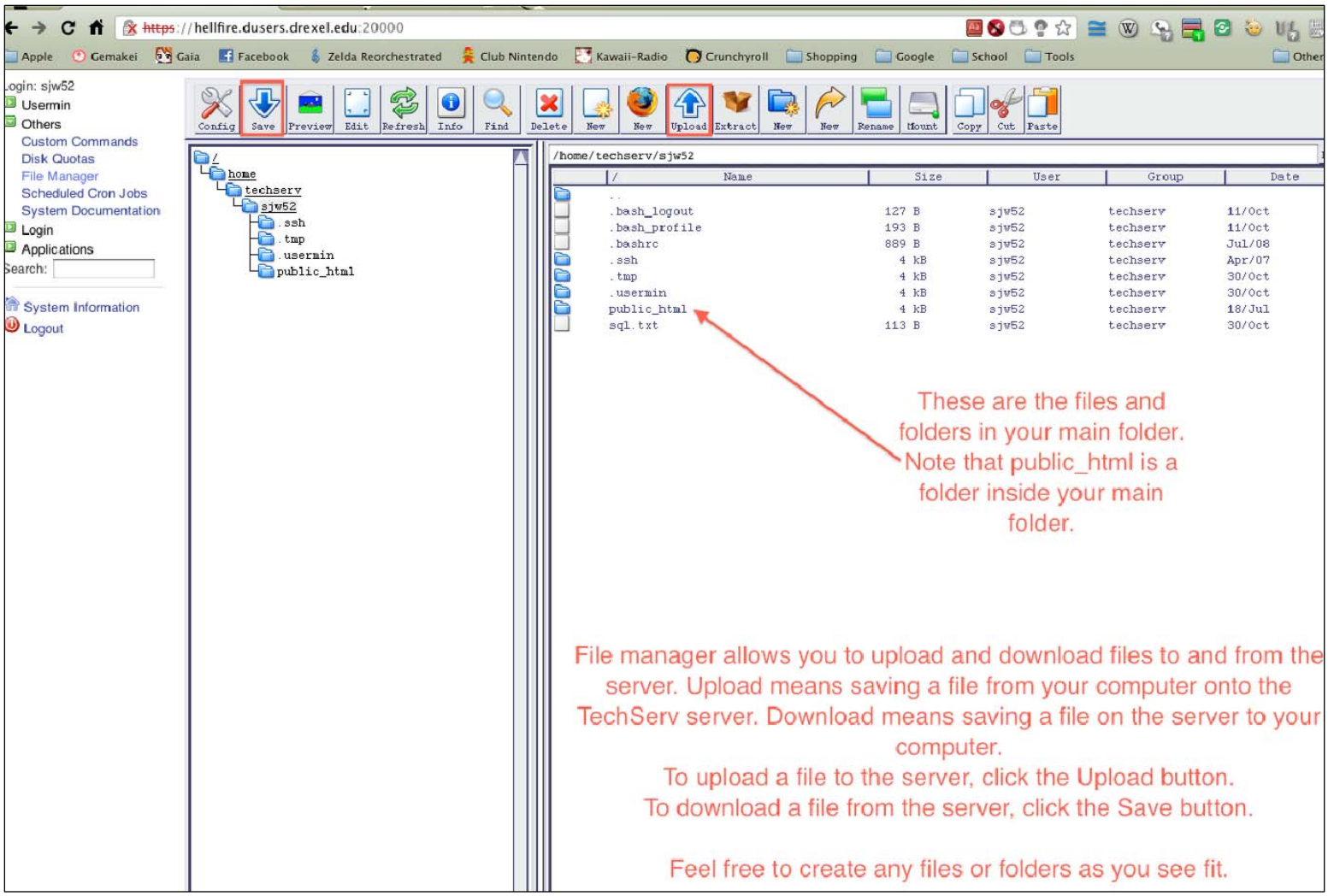
You can also reach this page from the "**Web and File Hosting**" page on the TechServ website. After logging in, you will see the **TechServ Usermin Web Interface**. This interface lets you interact with the TechServ Server. You can add and retrieve files from the server, automatically install a WordPress website (which we will cover in **Part 3**), and even change your Server password (see Appendix B).



In order to add or retrieve files from the server, click on the green box next to the "**Others**" link on the left-hand side. This will expand the category ***(see screenshots on next page)***. Then, click on "**File Manager**", and wait a few seconds for it to load. You will notice that there are already a few files and folders in your directory. The "**public_html**" folder is where your website will eventually be located. If you are going to install WordPress using the auto-installer (in **Part 3**), you do not need to modify it.

Use the "**Upload**" and "**Save**" buttons at the top of the File Manager (large blue arrows icons) to add or download files to your account. **This is all you need to start storing files on the server!**


Usermin 1.430 on hellfire.du
https://hellfire.dusers.drexel.edu:20000
Apple
Gemakei
Gaia
Facebook
Zelda Reorchestrated
Club Nintendo
Kawaii-Radio
Crunchyroll
Shopping
Google
School
Tools
Login: sjw52
Usermin
Change Language
Change Theme
Others
Custom Commands
Disk Quotas
File Manager
Scheduled Cron Jobs
System Documentation
Login
Change Password
Change User Details
Command Shell
Login Scripts
Running Processes
SSH Configuration
SSH Login
Applications
Apache Options Files
GnuPG Encryption
MySQL Database
Protected Web Directories
Upload and Download
Search:
System Information
Logout
Account Information
System hostname
hellfire.dusers.drexel.edu
Operating system
Gentoo Linux
Usermin Version
1.430
Time on system
Fri Nov 12 16:57:22 2010
You can expand each category
by clicking the small green box next to each heading

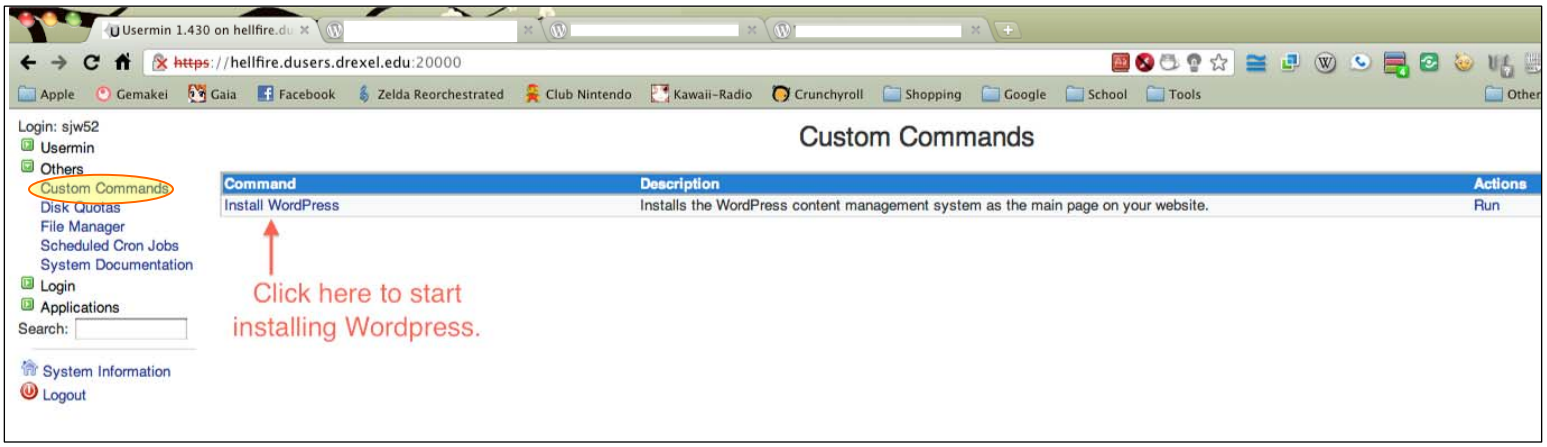

https://hellfire.dusers.drexel.edu:20000
Config
Save
Preview
Edit
Refresh
Info
Find
Delete
New
Upload
Extract
Rename
Mount
Copy
Cut
Paste
/home/techserv/sjw52
Name
Size
User
Group
Date
.bash_logout 127 B sjw52 techserv 11/Oct
.bash_profile 193 B sjw52 techserv 11/Oct
.bashrc 889 B sjw52 techserv Jul/08
.ssh 4 kB sjw52 techserv Apr/07
.tmp 4 kB sjw52 techserv 30/Oct
.usermin 4 kB sjw52 techserv 30/Oct
public_html 4 kB sjw52 techserv 18/Jul
sql.txt 113 B sjw52 techserv 30/Oct
These are the files and folders in your main folder. Note that public_html is a folder inside your main folder.
File manager allows you to upload and download files to and from the server. Upload means saving a file from your computer onto the TechServ server. Download means saving a file on the server to your computer.
To upload a file to the server, click the Upload button.
To download a file from the server, click the Save button.
Feel free to create any files or folders as you see fit.

Note: You can also log into the Server to add/remove files by using any FTP/SFTP software, like the **SSH Secure Shell client** (provided by Drexel at **https://software.drexel.edu**) or the **FileZilla** client (free, **http://filezilla-project.org/**). This method may be easier for people who manage multiple other SFTP accounts, such as DUNX1. After installing the SFTP software of your choice, you will be asked for the following information to connect to the server:

- **Host: hellfire.dusers.drexel.edu**
- **Username:** same as Server Username
- **Password:** same as Server Password
- **Port number: 22** → this usually defaults to 21 or 22. If 22 does not work, try 21.

Part 3– Creating a Website using the WordPress Auto-installer

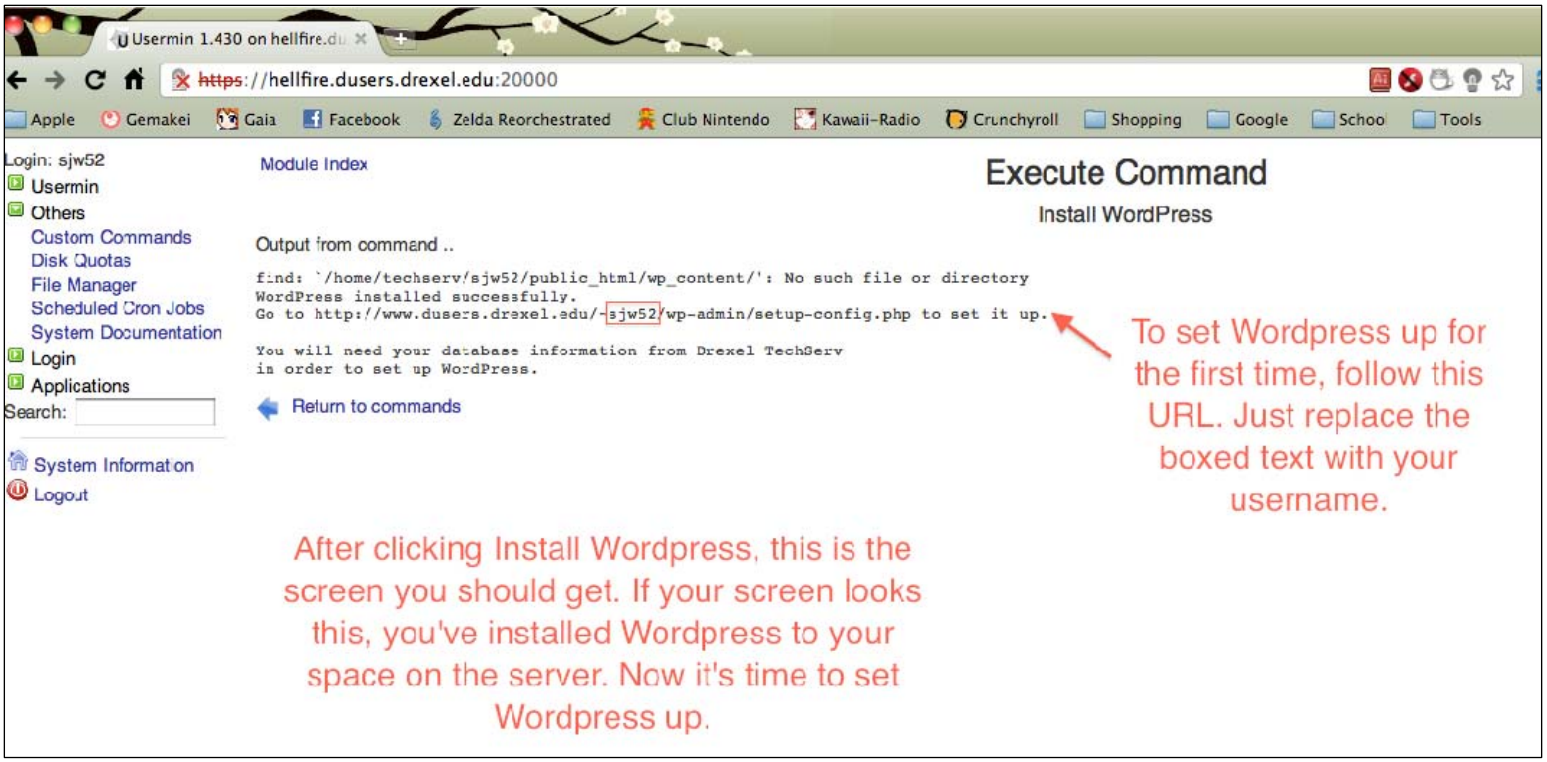
Now that you are familiar with the Usermin Web Interface, it is time to create your website. Once you are logged into Usermin, click on **"Custom Commands"**, which is also under the **"Others**" link. You will then see a "**Install WordPress**" command, which you should click.



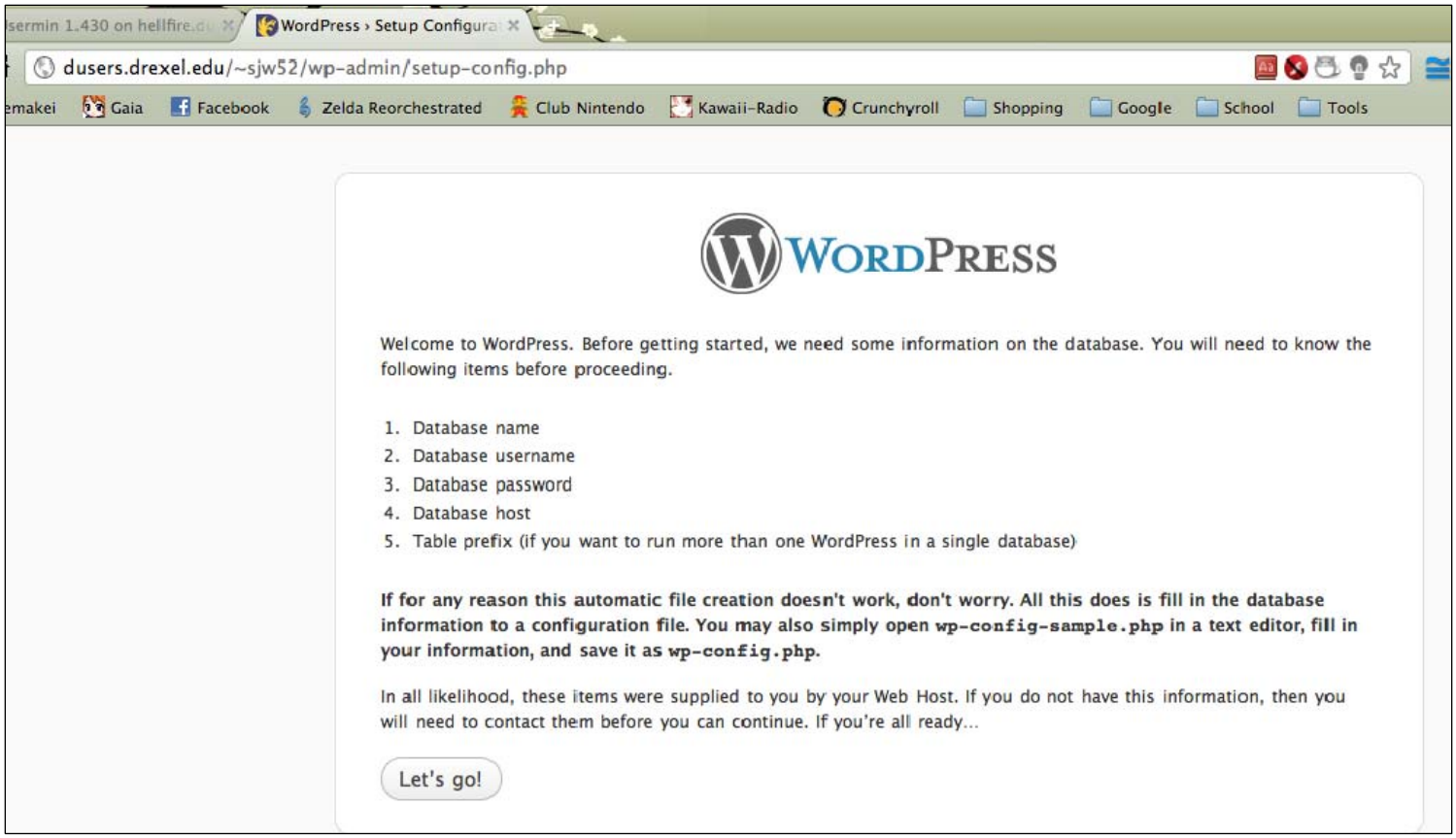
After clicking "**Install WordPress**" from the "**Custom Commands**" page, you will see the output from the command (see the screenshot on the next page). This should not take more than 1-2 minutes.

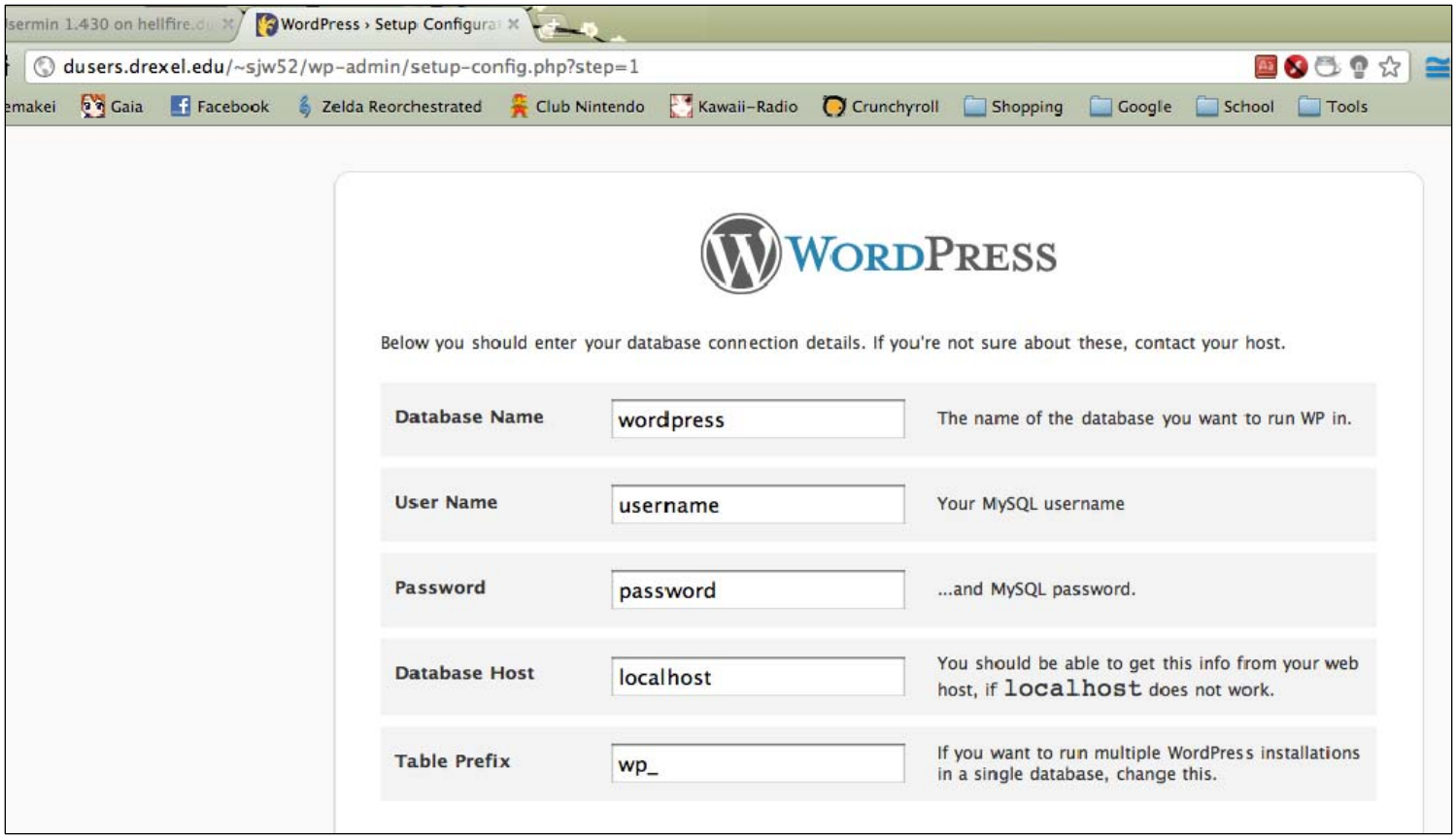
The output will tell you that WordPress has been installed successfully, and will provide you with a URL to finish setting up the WordPress website. **Copy-and-paste the URL shown into your browser to continue.**

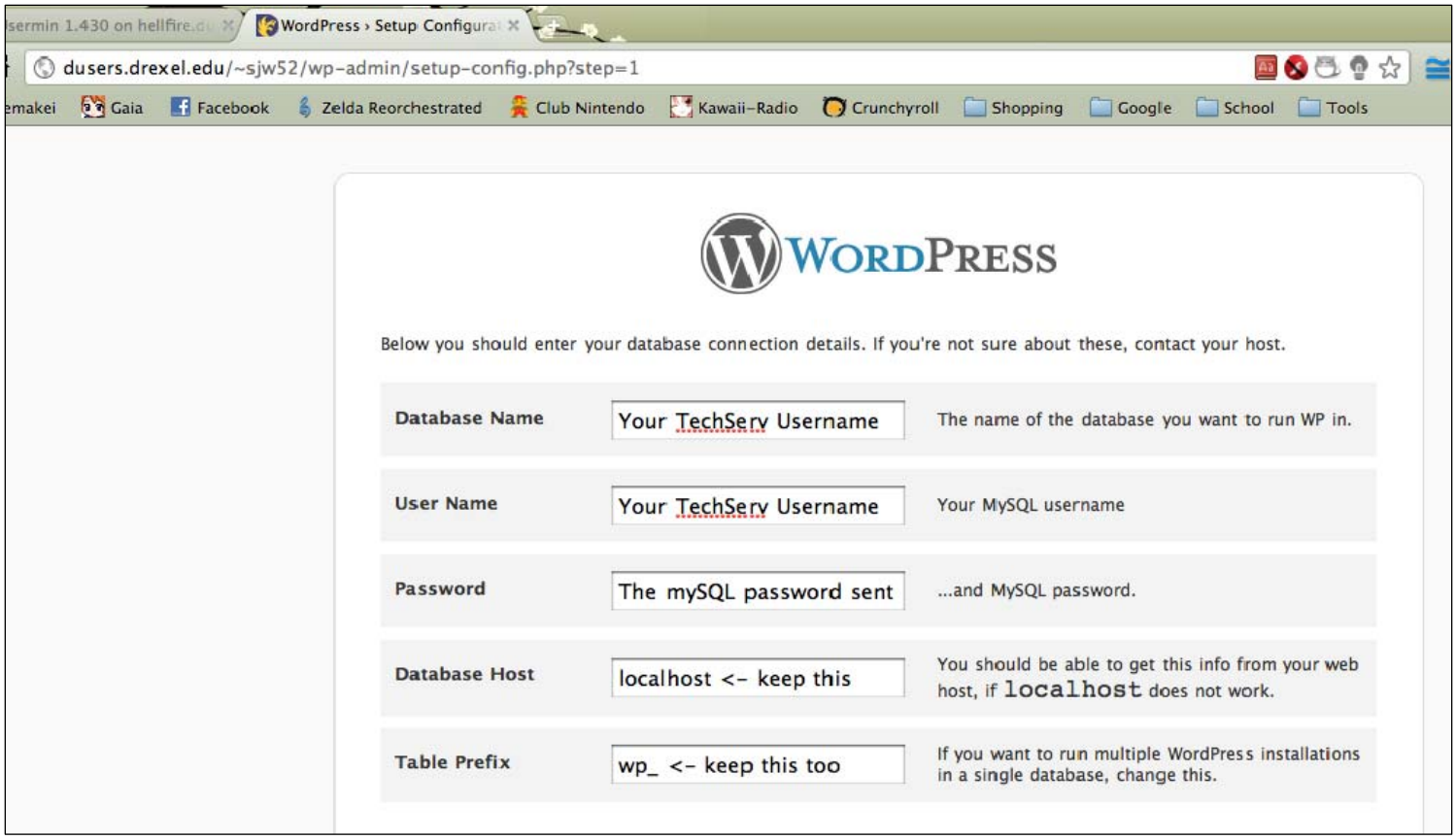
The URL will be similar to this:
http://www.dusers.drexel.edu/~your username/wp-admin/setup-config.php



You will then arrive at a WordPress Welcome Page. It notifies you that you will need a few pieces of information before continuing. This is the information that was explained in **Part 1** of this guide, so have it ready. Click the "**Let's go!"** button at the bottom to continue, and enter the necessary information on the subsequent page.

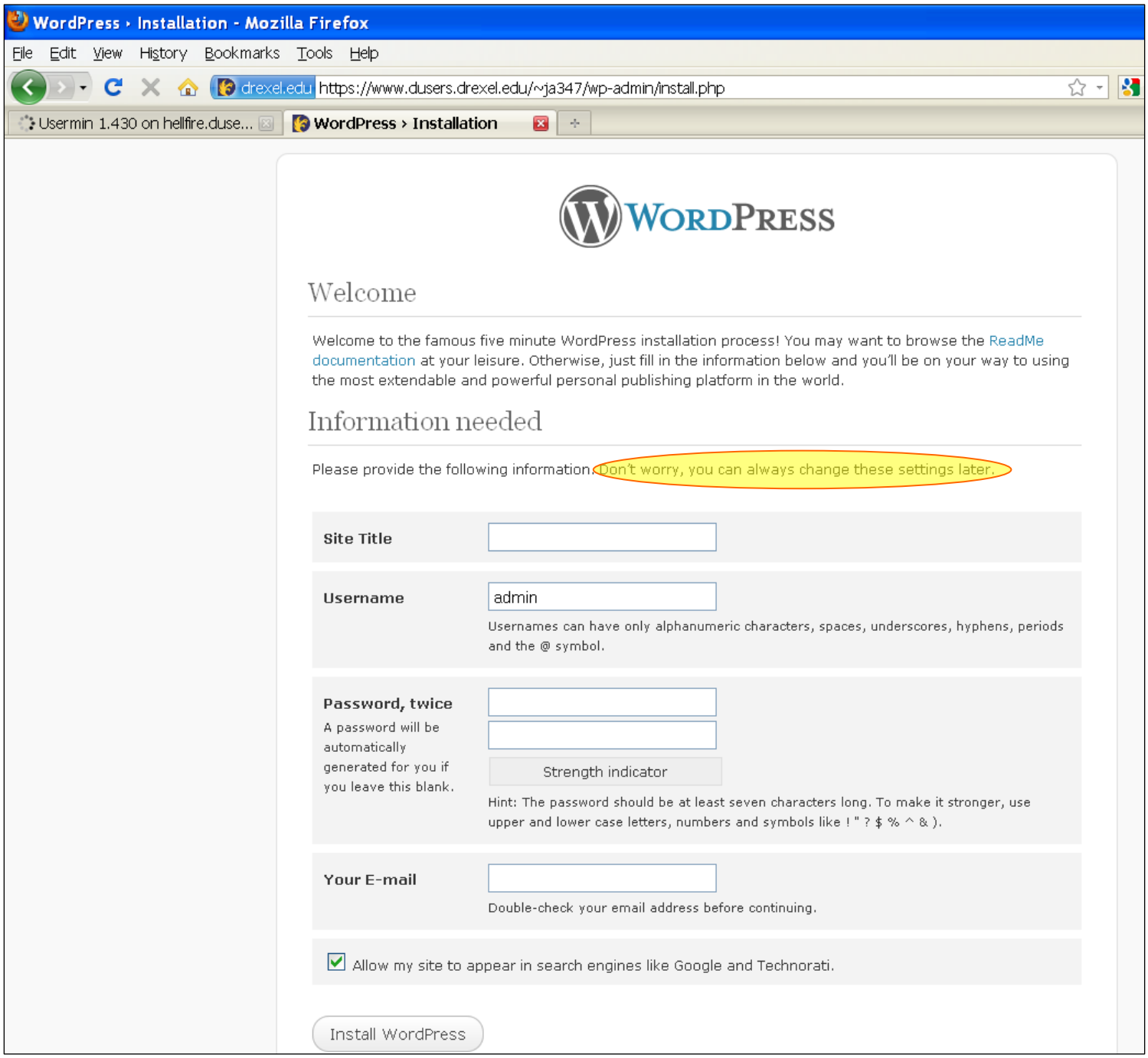


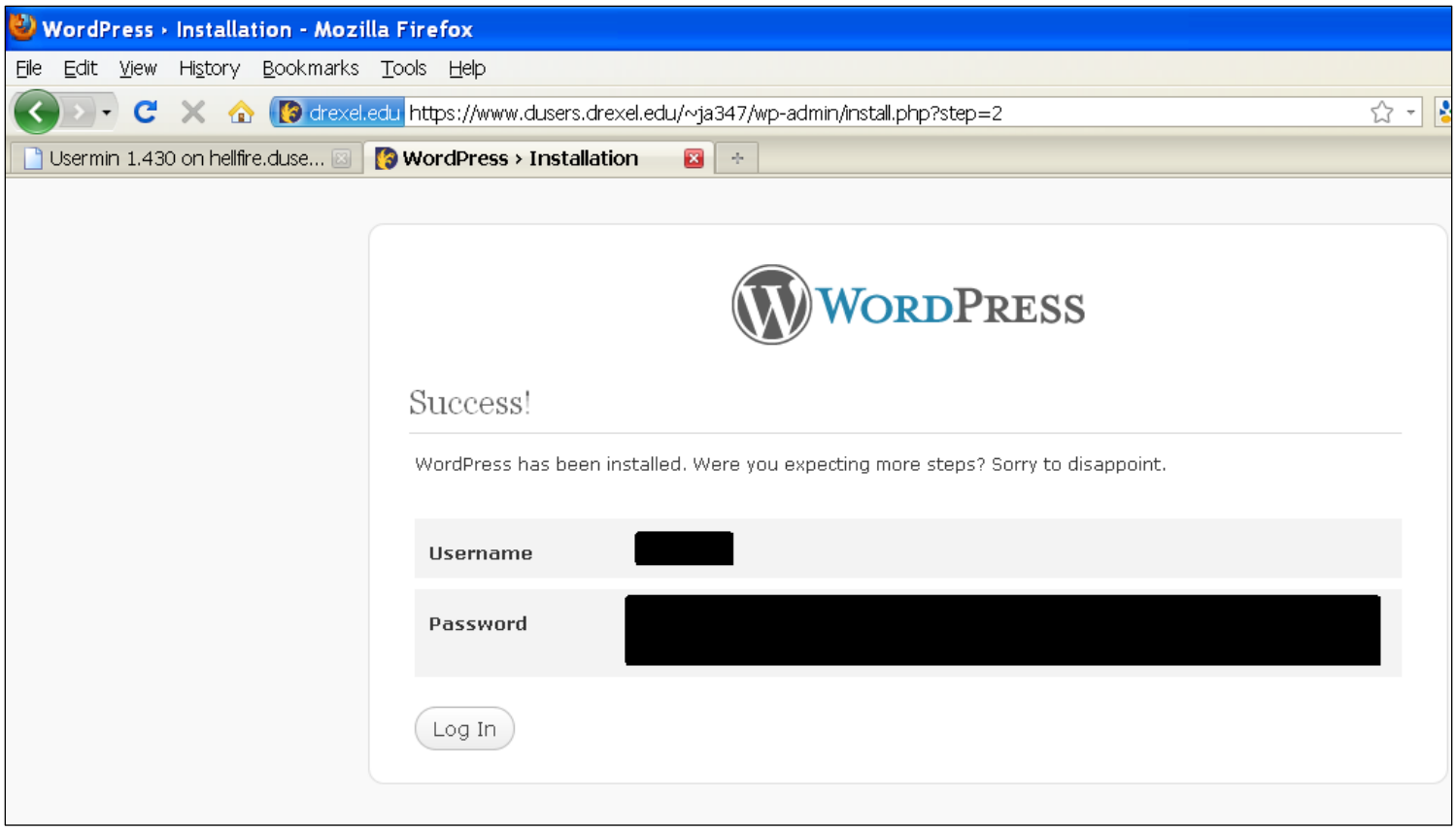

WordPress › Setup Configura
dusers.drexel.edu/~sjw52/wp-admin/setup-config.php?step=1
Gaia
Facebook
Zelda Reorchestrated
Club Nintendo
Kawaii-Radio
Crunchyroll
Shopping
Google
School
Tools
WordPress
Below you should enter your database connection details. If you're not sure about these, contact your host.
Database Name
wordpress
The name of the database you want to run WP in.
User Name
username
Your MySQL username
Password
password
...and MySQL password.
Database Host
localhost
You should be able to get this info from your web host, if localhost does not work.
Table Prefix
wp_
If you want to run multiple WordPress installations in a single database, change this.


WordPress › Setup Configura
dusers.drexel.edu/~sjw52/wp-admin/setup-config.php?step=1
Gaia
Facebook
Zelda Reorchestrated
Club Nintendo
Kawaii-Radio
Crunchyroll
Shopping
Google
School
Tools
WordPress
Below you should enter your database connection details. If you're not sure about these, contact your host.
Database Name
Your TechServ Username
The name of the database you want to run WP in.
User Name
Your TechServ Username
Your MySQL username
Password
The mySQL password sent
...and MySQL password.
Database Host
localhost <- keep this
You should be able to get this info from your web host, if localhost does not work.
Table Prefix
wp_ <- keep this too
If you want to run multiple WordPress installations in a single database, change this.

After this step, you will come to a confirmation screen. Accept the confirmation, and then you will proceed to a page where you create a WordPress login account. This will be the account used to manage and edit your website. **This is totally unrelated to the Server account you have been using up till now**.

You can create whatever username and password you wish. You can also use whatever e-mail address you want, but we recommend using the e-mail listed on the Web Hosting Request form.





This means that after you finish creating your WordPress account, you will be able to access your website directly, without having to log into the TechServ Usermin Web Interface (more details in **Part 4**).

At this point, we have created two accounts, one for accessing the TechServ Server, and one for editing your WordPress website (which resides on the server).

- The **Server account** allows you to**:**
  - Manage files on the Server
  - Install WordPress
  - Install updates, plugins, and themes for WordPress using the WordPress Dashboard
  - Is the username located at the end of your website's URL

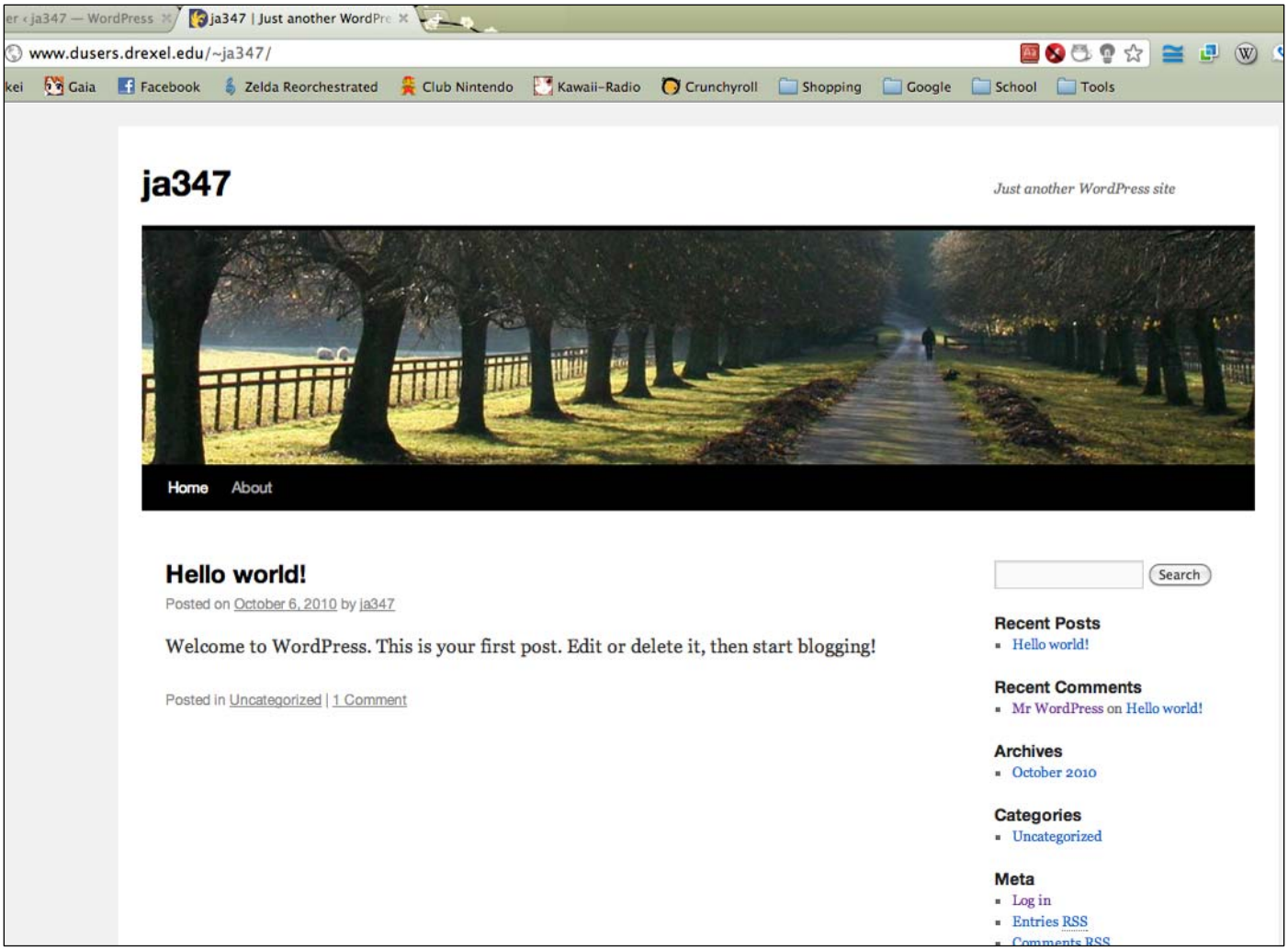
- The **WordPress account** allows you to:
  - edit and manage your website

One important note: For major updates to your WordPress website (such as installing updates, plugins or themes), WordPress will prompt you for a Username and Password when you click on the "Updates" area on the WordPress Dashboard. For these updates, you need to enter your TechServ Server account credentials, not the credentials you use for logging in to edit your WordPress website. See **Appendix C** for details.

Part 4– Managing and Editing your WordPress Website

Congratulations! You have finished creating your Student Organization website template!

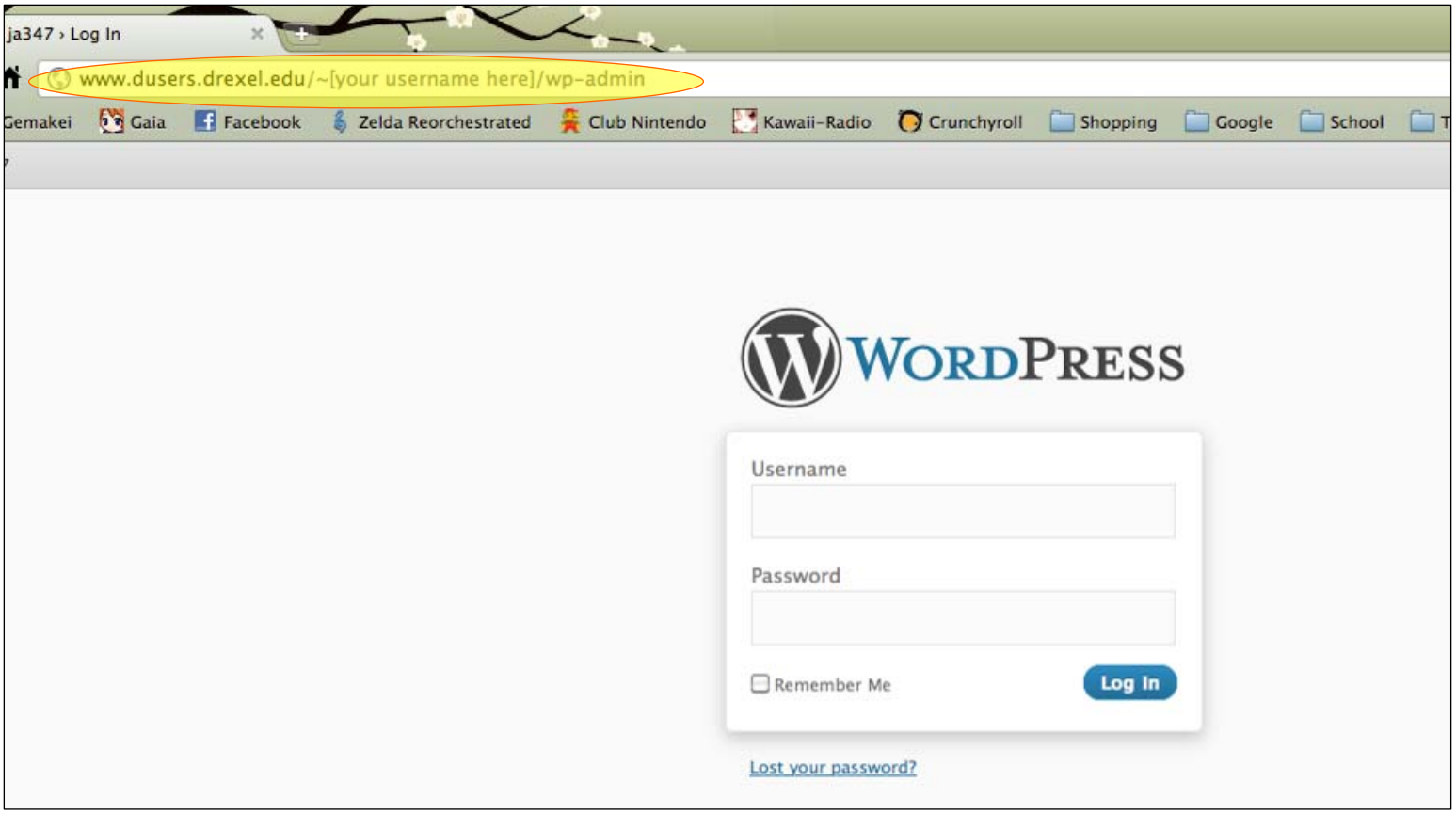
The URL for your website will be:
http://www.dusers.drexel.edu/~your TechServ Server username

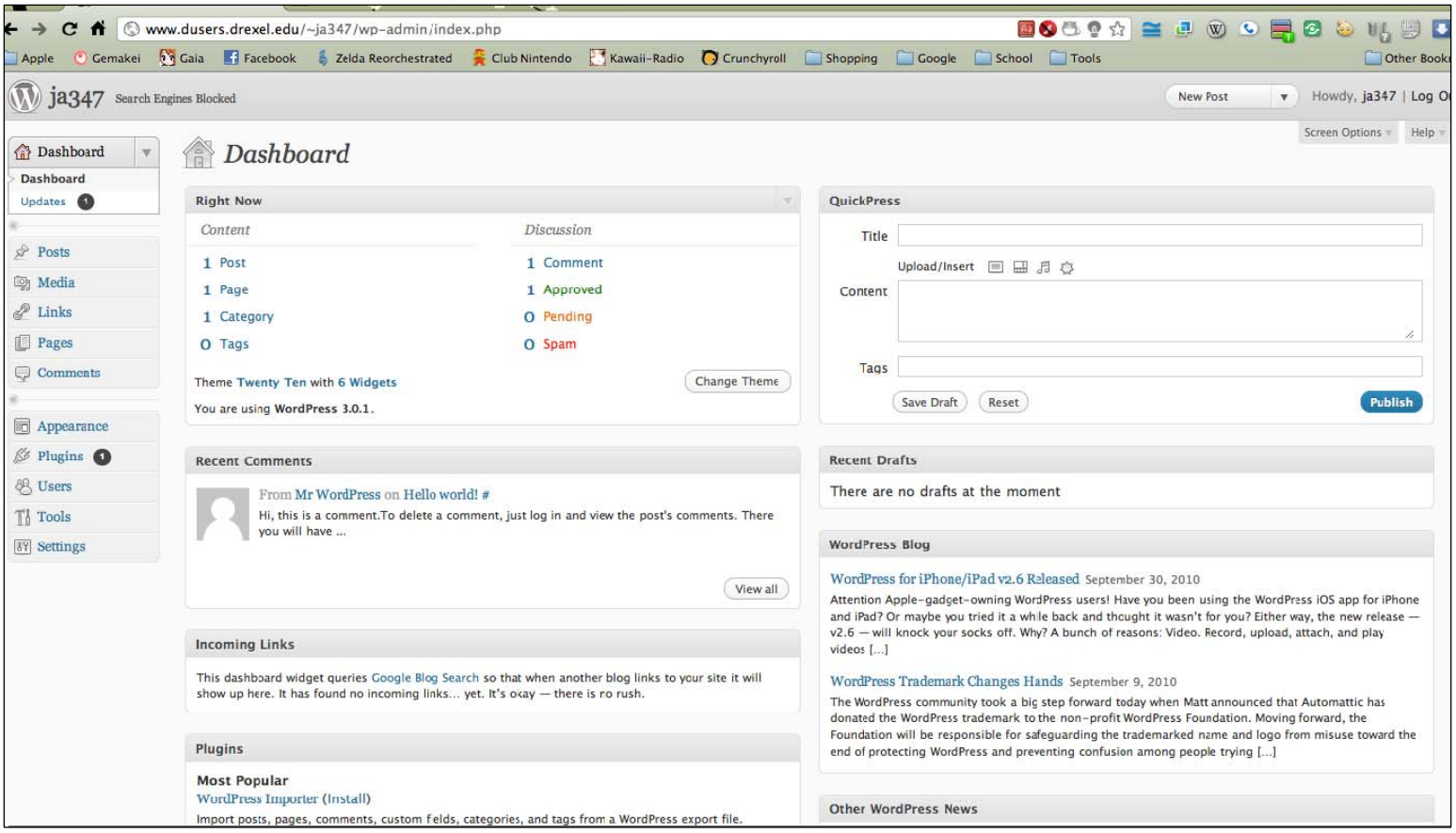


To manage your website, you just need to add "**/wp-admin**" to the end of the URL:
http://www.dusers.drexel.edu/~your TechServ Server username/wp-admin

Important note: You do NOT have to be on the Drexel Network or use the VPN to edit your website. That is only for logging into the Usermin web interface.

Log in with the WordPress Username and Password that you created, and you should then see the WordPress Dashboard (see screenshot on next page). The Dashboard is where you can add new pages, edit existing pages, change the style, and add content. WordPress was chosen for this project due to its popularity and ease of use. With some experimenting and Google research, you should be able to customize your website to your liking.


ja347 › Log In
www.dusers.drexel.edu/~[your username here]/wp-admin
Gemakei
Gaia
Facebook
Zelda Reorchestrated
Club Nintendo
Kawaii-Radio
Crunchyroll
Shopping
Google
School
WordPress
Username
Password
Remember Me
Log In
Lost your password?


www.dusers.drexel.edu/~ja347/wp-admin/index.php
ja347
Search Engines Blocked
New Post
Howdy, ja347 | Log O
Screen Options
Help
Dashboard
Dashboard
Updates 1
Posts
Media
Links
Pages
Comments
Appearance
Plugins 1
Users
Tools
Settings
Dashboard
Right Now
Content
1 Post
1 Page
1 Category
0 Tags
Discussion
1 Comment
1 Approved
0 Pending
0 Spam
Theme Twenty Ten with 6 Widgets
Change Theme
You are using WordPress 3.0.1.
QuickPress
Title
Upload/Insert
Content
Tags
Save Draft
Reset
Publish
Recent Comments
From Mr WordPress on Hello world! #
Hi, this is a comment.To delete a comment, just log in and view the post's comments. There you will have ...
View all
Recent Drafts
There are no drafts at the moment
WordPress Blog
WordPress for iPhone/iPad v2.6 Released September 30, 2010
Attention Apple-gadget-owning WordPress users! Have you been using the WordPress iOS app for iPhone and iPad? Or maybe you tried it a while back and thought it wasn't for you? Either way, the new release — v2.6 — will knock your socks off. Why? A bunch of reasons: Video. Record, upload, attach, and play videos [...]
WordPress Trademark Changes Hands September 9, 2010
The WordPress community took a big step forward today when Matt announced that Automattic has donated the WordPress trademark to the non-profit WordPress Foundation. Moving forward, the Foundation will be responsible for safeguarding the trademarked name and logo from misuse toward the end of protecting WordPress and preventing confusion among people trying [...]
Incoming Links
This dashboard widget queries Google Blog Search so that when another blog links to your site it will show up here. It has found no incoming links... yet. It's okay — there is no rush.
Plugins
Most Popular
WordPress Importer (Install)
Import posts, pages, comments, custom fields, categories, and tags from a WordPress export file.
Other WordPress News

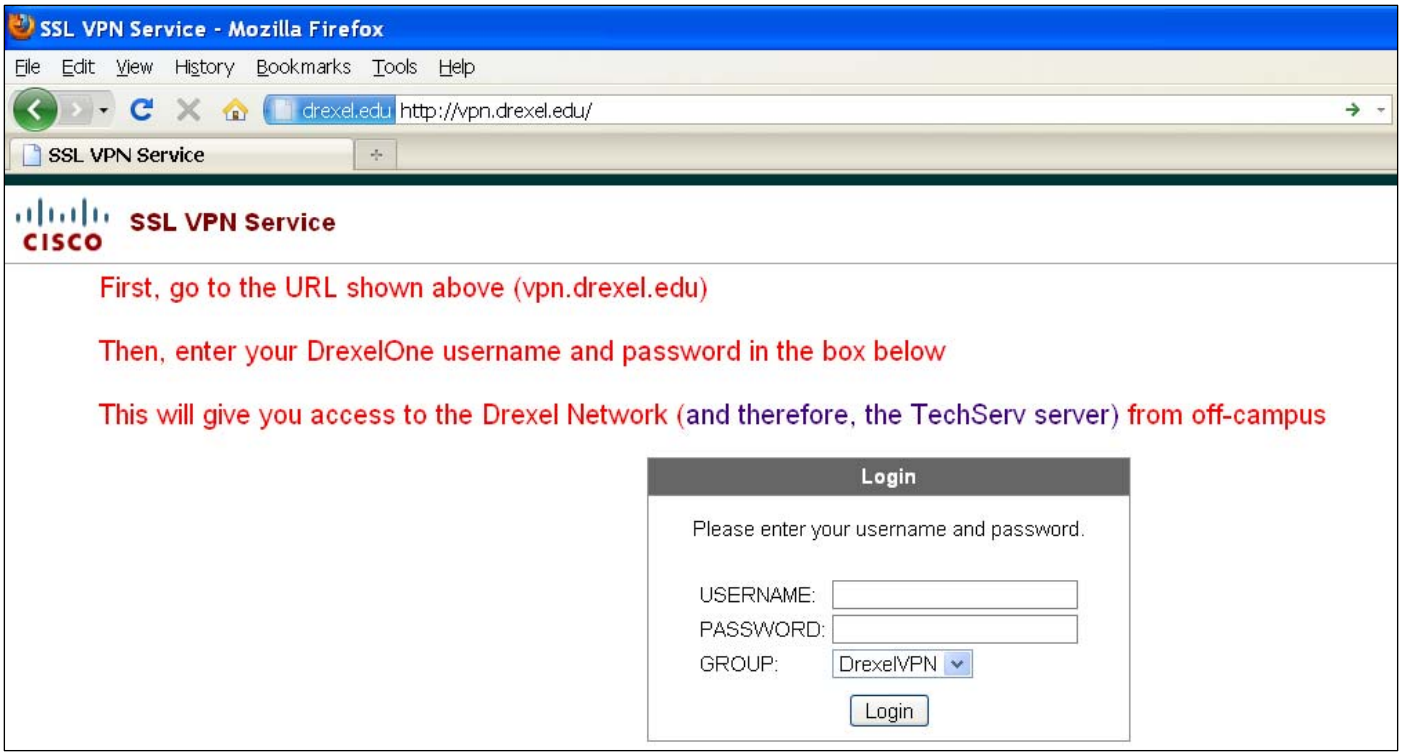
Appendix A– Logging in from Off-Campus using VPN

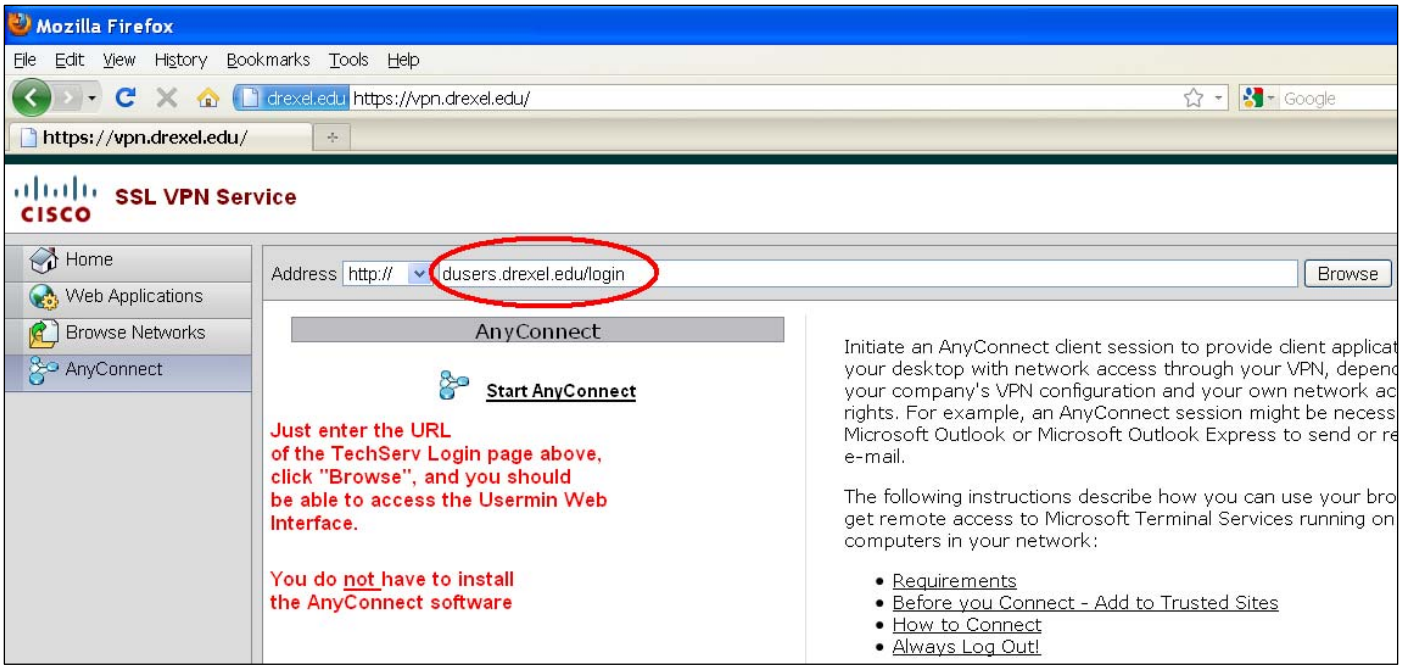
In order to use the TechServ Usermin Web Interface from off-campus, you need to first log into the Drexel network. Drexel has set up a Virtual Private Network, or VPN, for this purpose.

This is a simple process, which can be done by going to the following URL and entering your DrexelOne credentials:

http://vpn.drexel.edu

Note that you do NOT need to do this to for log into and edit your WordPress site.





Appendix B – Changing your TechServ Server Account Password

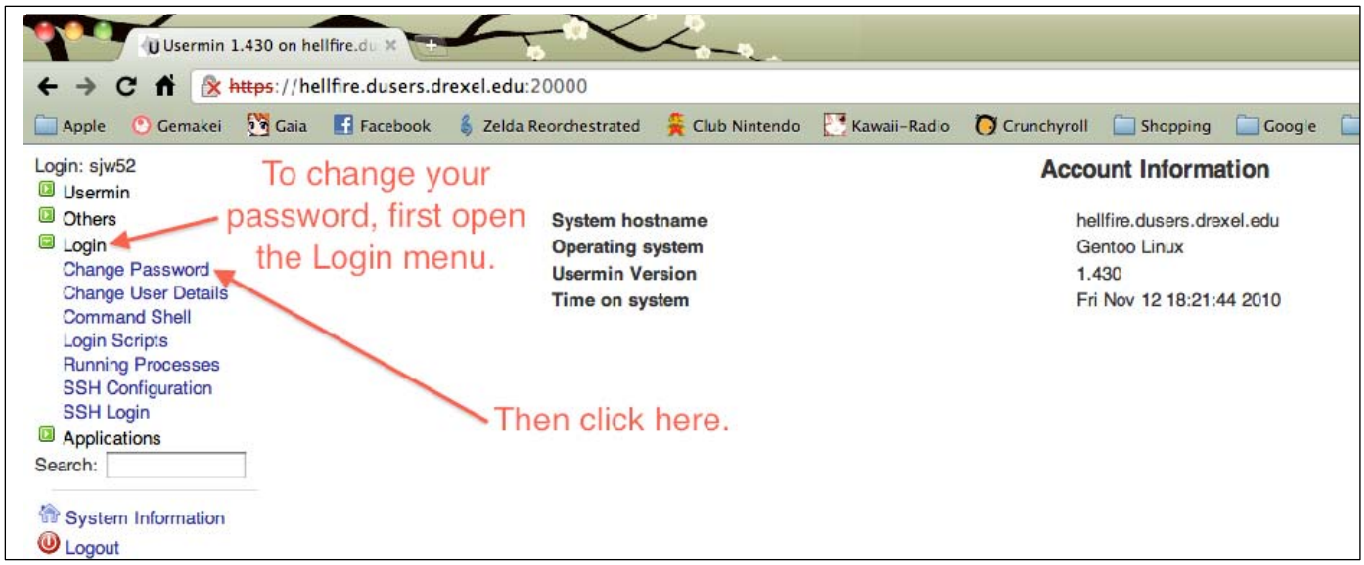
If you plan on frequently managing files on the TechServ Server, you will probably want to change your TechServ Server Password. This can be done at any time, however, we suggest doing this AFTER your WordPress website is set up and working.

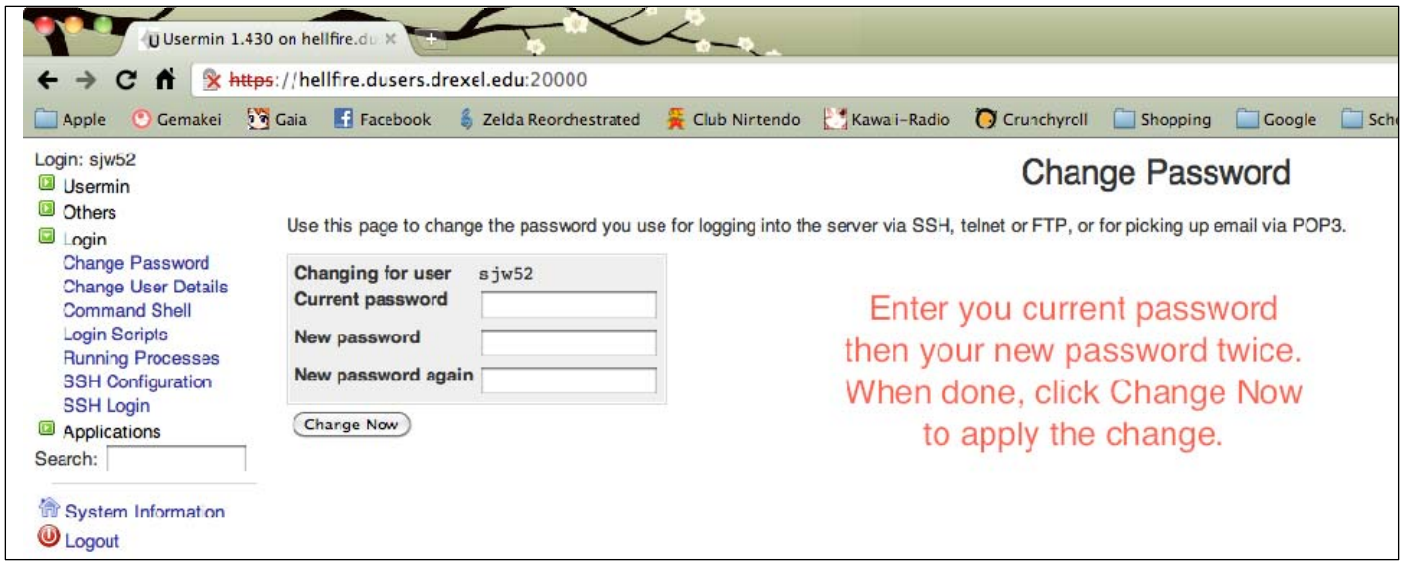
(**Note:** To change your WordPress password, log into your Dashboard, and click the "Users" link on the right-hand side)

To change your TechServ Server password, you will need to log into the Usermin Web Interface (from **Part 2**). From there, you will have to click the small green box next to "**Login**" and then click "**Change Password**". After entering your new password, you should get a confirmation message stating that it was changed successfully.

Try logging out and logging back in with the new password to confirm the change.

If you are having trouble, send an e-mail to techserv@drexel.edu to have your password reset.





Appendix C – Installing Updates, Themes, and Plugins in WordPress

One of the main reasons for going with WordPress for this project was due to the wide variety of plugins and themes available. These enable you to customize your website with relative ease.

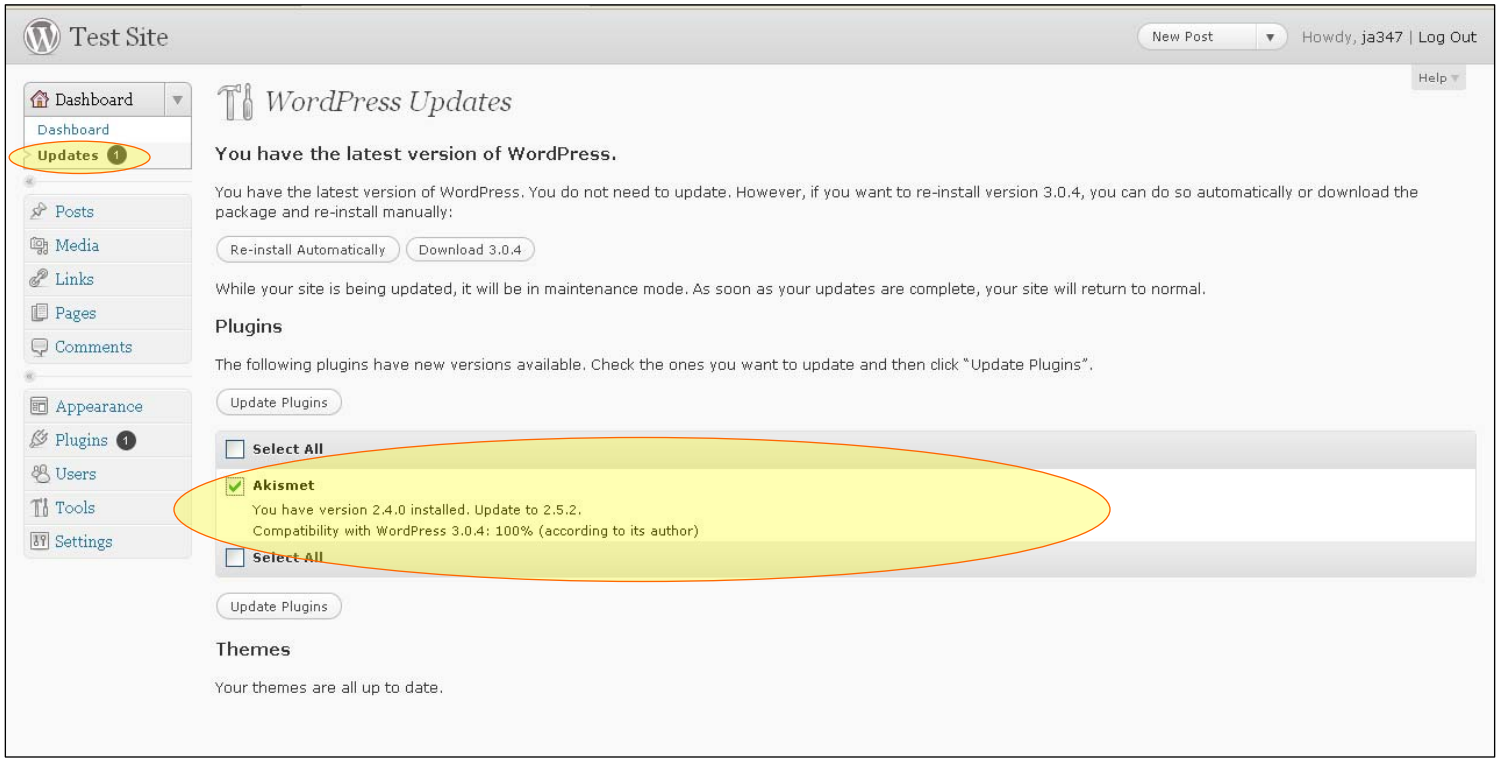
However, because WordPress is actively developed, there are often updates to themes, plugins, and even WordPress itself.

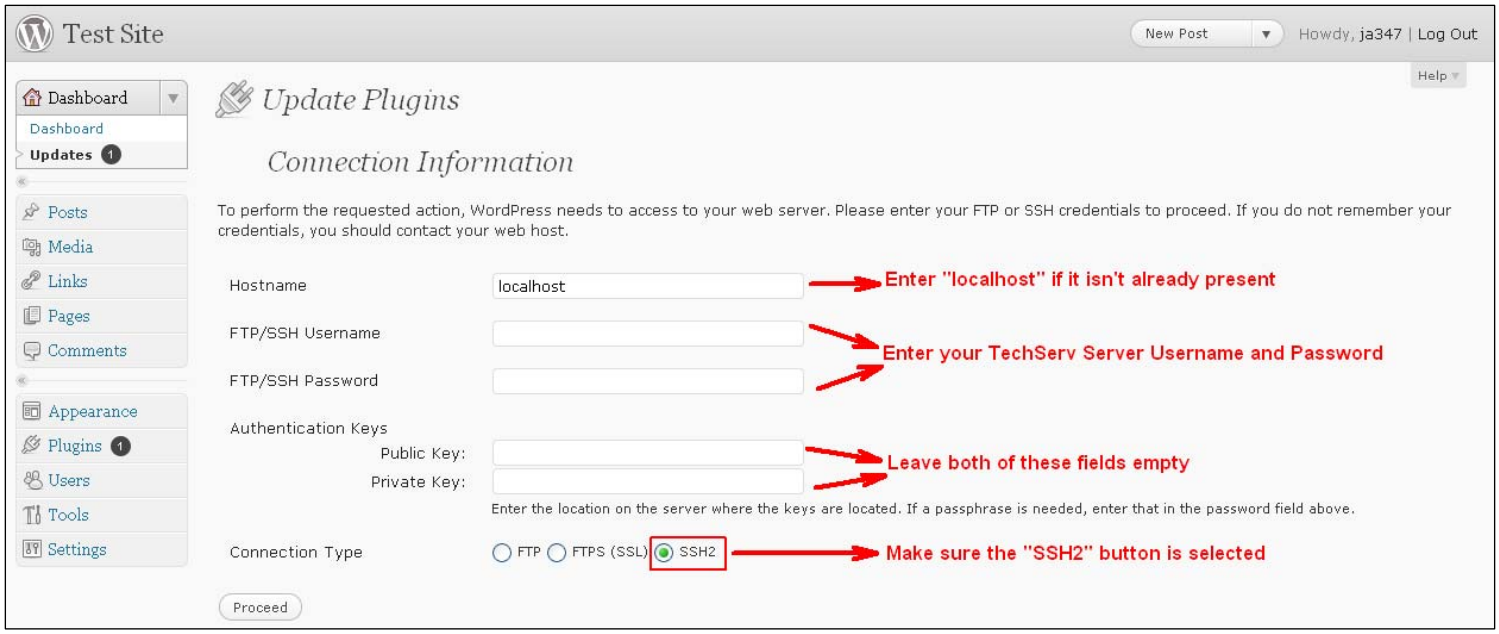
There will be an icon with a number near the "**Updates**" section of the Dashboard, which indicates the number of updates available. The general procedure for updating is the same, whether it is a plugin, theme, or just a general update.

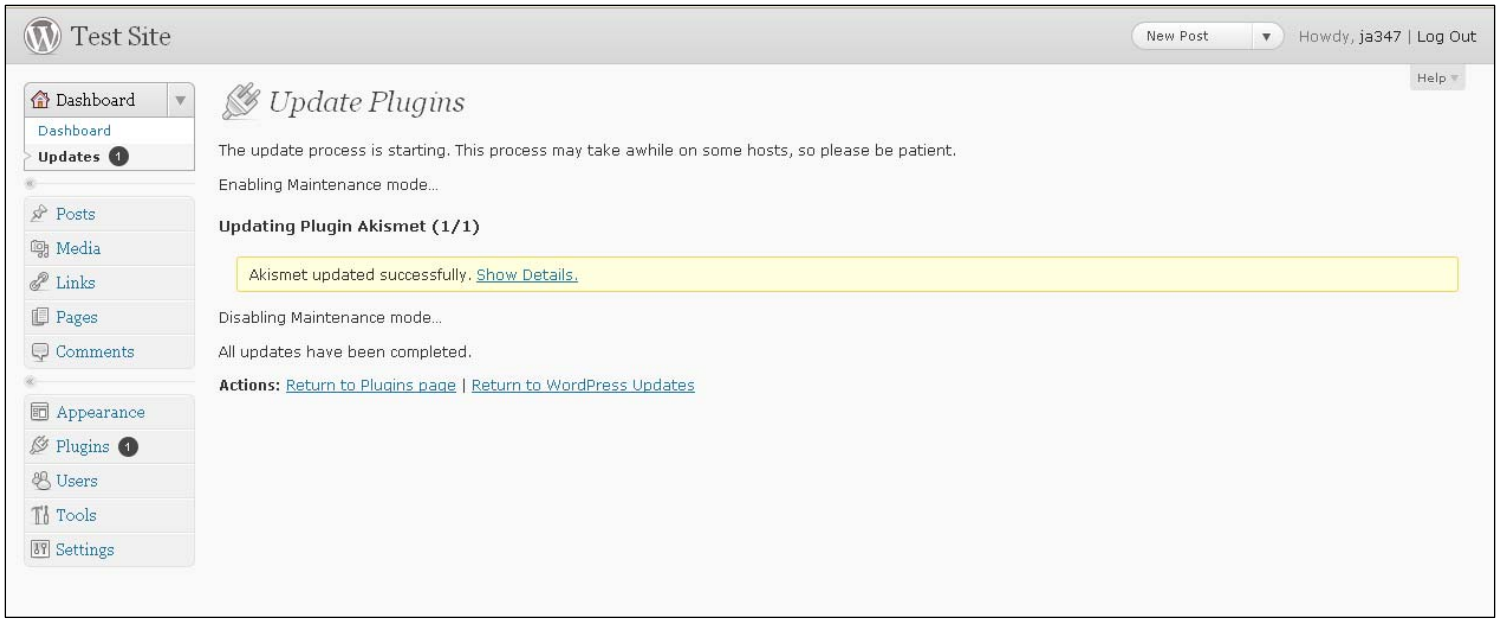
These steps are outlined in the screenshots below, using "Akismet**"** as an example plugin (it is one of the defaults).

Since these are significant changes to your website, WordPress does them over a secure connection, and asks for your Server Username and Password (They call these "FTP/SSH" credentials). **These are the credentials you use to log into the TechServ Usermin Web Interface**, NOT the ones you use to edit your WordPress site.

The method of secure connections that TechServ uses for this major updates is "**SSH2**". WordPress will prompt for Public and Private Authentication Keys when this option is selected, but these fields should be left blank.







Note that after their initial installation, plugins and themes can be "**Activated**" or "**Disabled**". Most are disabled by default, and can be activated using the appropriate Dashboard link (either "**Plugins**" for plugins or "**Appearance**" for themes). This enables making quick changes to your website, and avoids the need for installing/deleting these items multiple times.