



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.

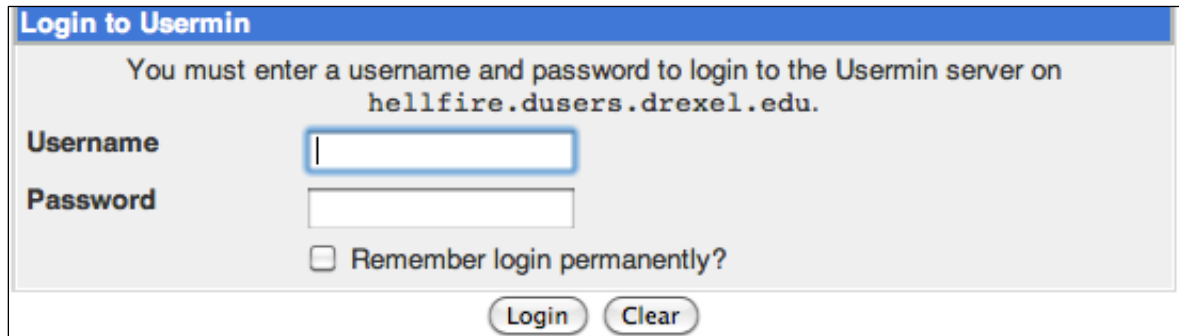
MySQL database information:

- **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.

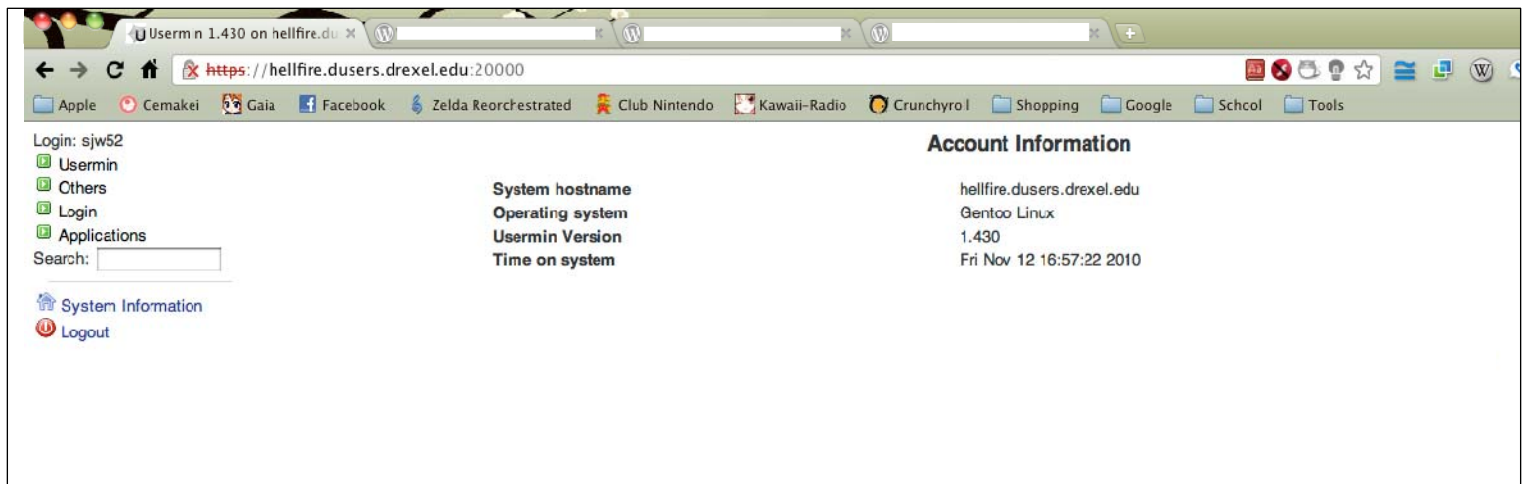
Part 2 – File Hosting Management (see Appendix A if off-campus)

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!**

UUsermin 1.430 on hellfire.du x

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

Apple Gemakei Gaia Facebook Zelda Reorchestrated Club Nintendo Kawaii-Radio Crunchyroll Shopping Google School Tools

login: sjw52

- Usermin
- Others
 - Custom Commands
 - Disk Quotas
 - File Manager**
 - Scheduled Cron Jobs
 - System Documentation
- Login
- Applications

Search:

System Information Logout

Config Save Preview Edit Refresh Info Find Delete New New Upload Extract New New Rename Mount Copy Cut Paste

home

- techserv
 - sjw52
 - ssh
 - tmp
 - usermin
 - public_html

/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.

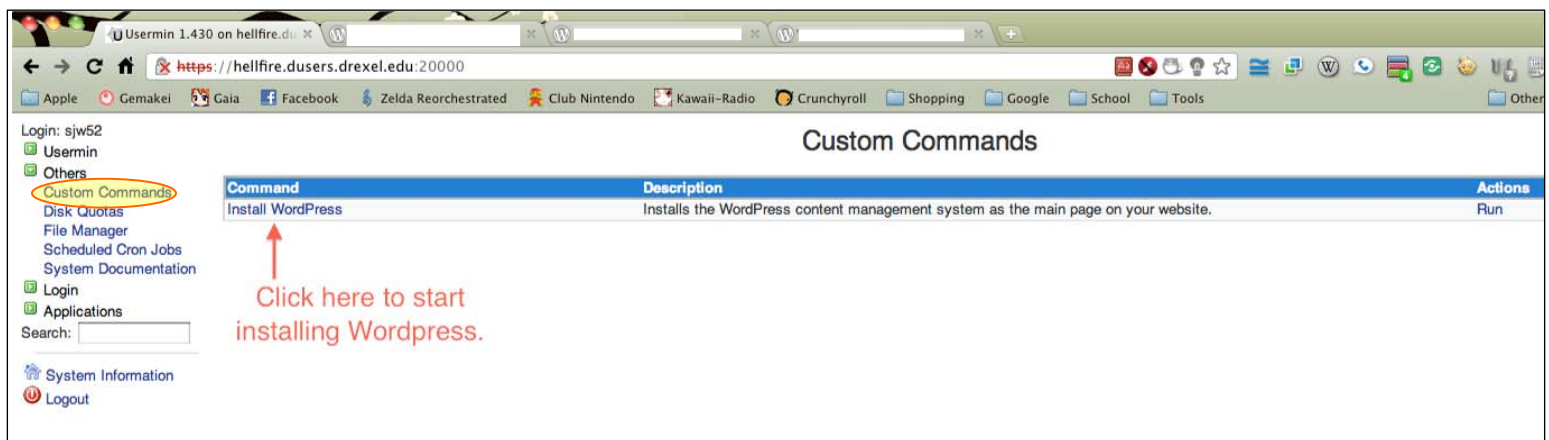
Feel free to create any files or folders as you see fit.

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

Browser window: Usermin 1.430 on hellfire.du...
URL: https://hellfire.dusers.drexel.edu:20000

Module Index

Execute Command

Install WordPress

Output from command ..

```
find: `/home/techserv/sjw52/public_html/wp_content/': No such file or directory
WordPress installed successfully.
Go to http://www.dusers.drexel.edu/~sjw52/wp-admin/setup-config.php to set it up.
```

You will need your database information from Drexel TechServ in order to set up WordPress.

Return to commands

Search:

System Information

Logout

After clicking Install Wordpress, this is the screen you should get. If your screen looks this, you've installed Wordpress to your space on the server. Now it's time to set Wordpress up.

To set Wordpress up for the first time, follow this URL. Just replace the boxed text with your username.

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.

Browser window: Usermin 1.430 on hellfire.du...
WordPress Setup Configuration
URL: dusers.drexel.edu/~sjw52/wp-admin/setup-config.php

WordPress

Welcome to WordPress. Before getting started, we need some information on the database. You will need to know the following items before proceeding.

1. Database name
2. Database username
3. Database password
4. Database host
5. Table prefix (if you want to run more than one WordPress in a single database)

If for any reason this automatic file creation doesn't work, don't worry. All this does is fill in the database information to a configuration file. You may also simply open `wp-config-sample.php` in a text editor, fill in your information, and save it as `wp-config.php`.


In all likelihood, these items were supplied to you by your Web Host. If you do not have this information, then you will need to contact them before you can continue. If you're all ready...

Let's go!

sermin 1.430 on hellfire.du X WordPress Setup Configurat X

dusers.drexel.edu/~sjw52/wp-admin/setup-config.php?step=1

emakei 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	<input type="text" value="wordpress"/>	The name of the database you want to run WP in.
User Name	<input type="text" value="username"/>	Your MySQL username
Password	<input type="text" value="password"/>	...and MySQL password.
Database Host	<input type="text" value="localhost"/>	You should be able to get this info from your web host, if localhost does not work.
Table Prefix	<input type="text" value="wp_"/>	If you want to run multiple WordPress installations in a single database, change this.

sermin 1.430 on hellfire.du X WordPress Setup Configurat X

dusers.drexel.edu/~sjw52/wp-admin/setup-config.php?step=1

emakei 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	<input type="text" value="Your TechSery Username"/>	The name of the database you want to run WP in.
User Name	<input type="text" value="Your TechSery Username"/>	Your MySQL username
Password	<input type="text" value="The mySQL password sent"/>	...and MySQL password.
Database Host	<input type="text" value="localhost <- keep this"/>	You should be able to get this info from your web host, if localhost does not work.
Table Prefix	<input type="text" value="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.

WordPress > Installation - Mozilla Firefox

File Edit View History Bookmarks Tools Help

drexel.edu https://www.dusers.drexel.edu/~ja347/wp-admin/install.php

Usermin 1.430 on hellfire.duse... WordPress > Installation



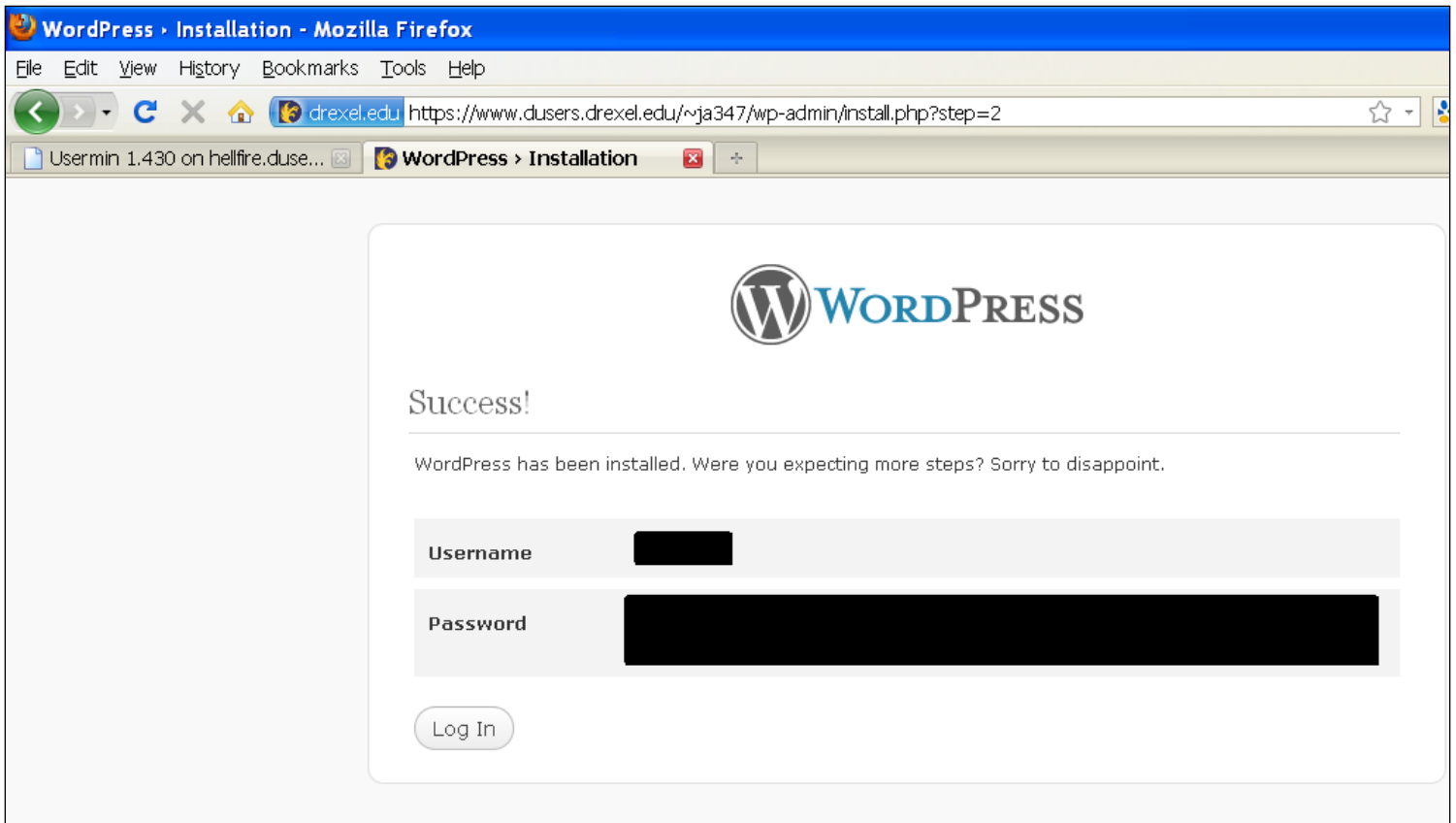
Welcome

Welcome to the famous five minute WordPress installation process! You may want to browse the [ReadMe documentation](#) at your leisure. Otherwise, just fill in the information below and you'll be on your way to using the most extendable and powerful personal publishing platform in the world.

Information needed

Please provide the following information. **Don't worry, you can always change these settings later.**

Site Title	<input type="text"/>
Username	<input type="text" value="admin"/> <small>Usernames can have only alphanumeric characters, spaces, underscores, hyphens, periods and the @ symbol.</small>
Password, twice <small>A password will be automatically generated for you if you leave this blank.</small>	<div><input type="password"/> <input type="password"/> <div>Strength indicator</div></div> <small>Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &).</small>
Your E-mail	<input type="text"/> <small>Double-check your email address before continuing.</small>
<input checked="" type="checkbox"/> Allow my site to appear in search engines like Google and Technorati.	
<input type="button" value="Install WordPress"/>	



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

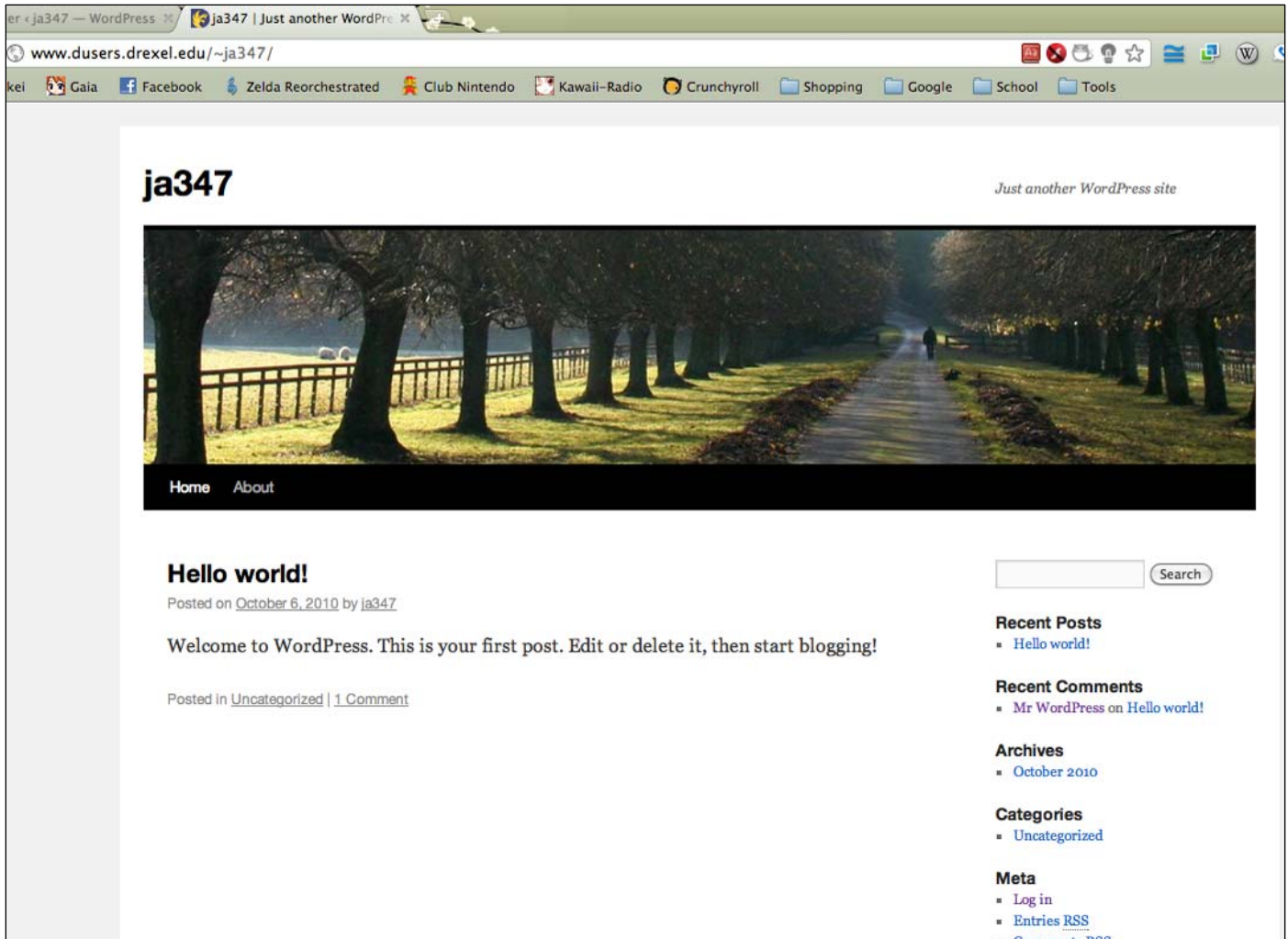
One important note: For major updates to your WordPress website (such as installing updates, plugins or themes), WordPress will prompt you for a Username and Password when you click on the “Updates” area on the WordPress Dashboard. For these updates, you need to enter your TechServ Server account credentials, 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>

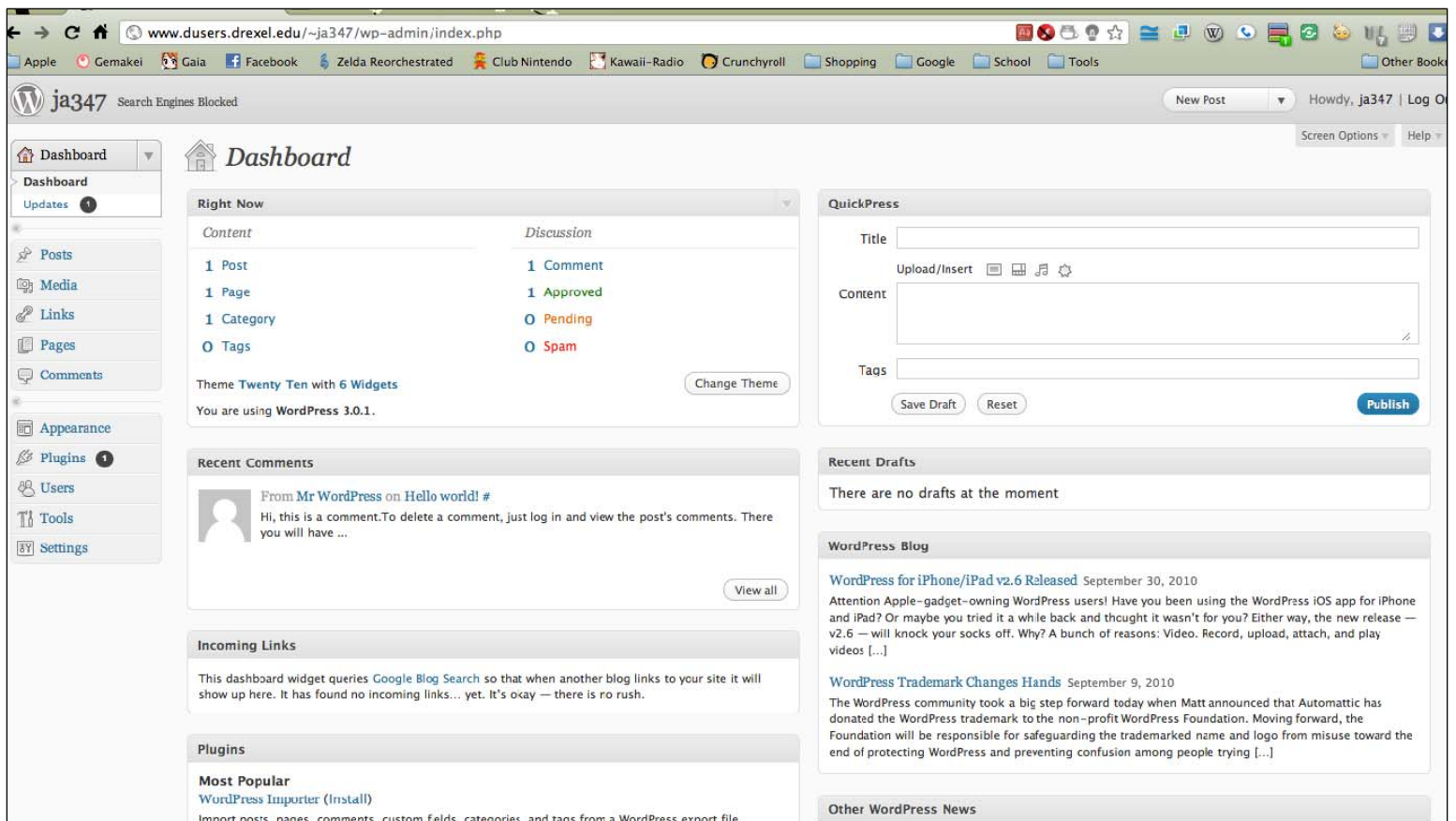
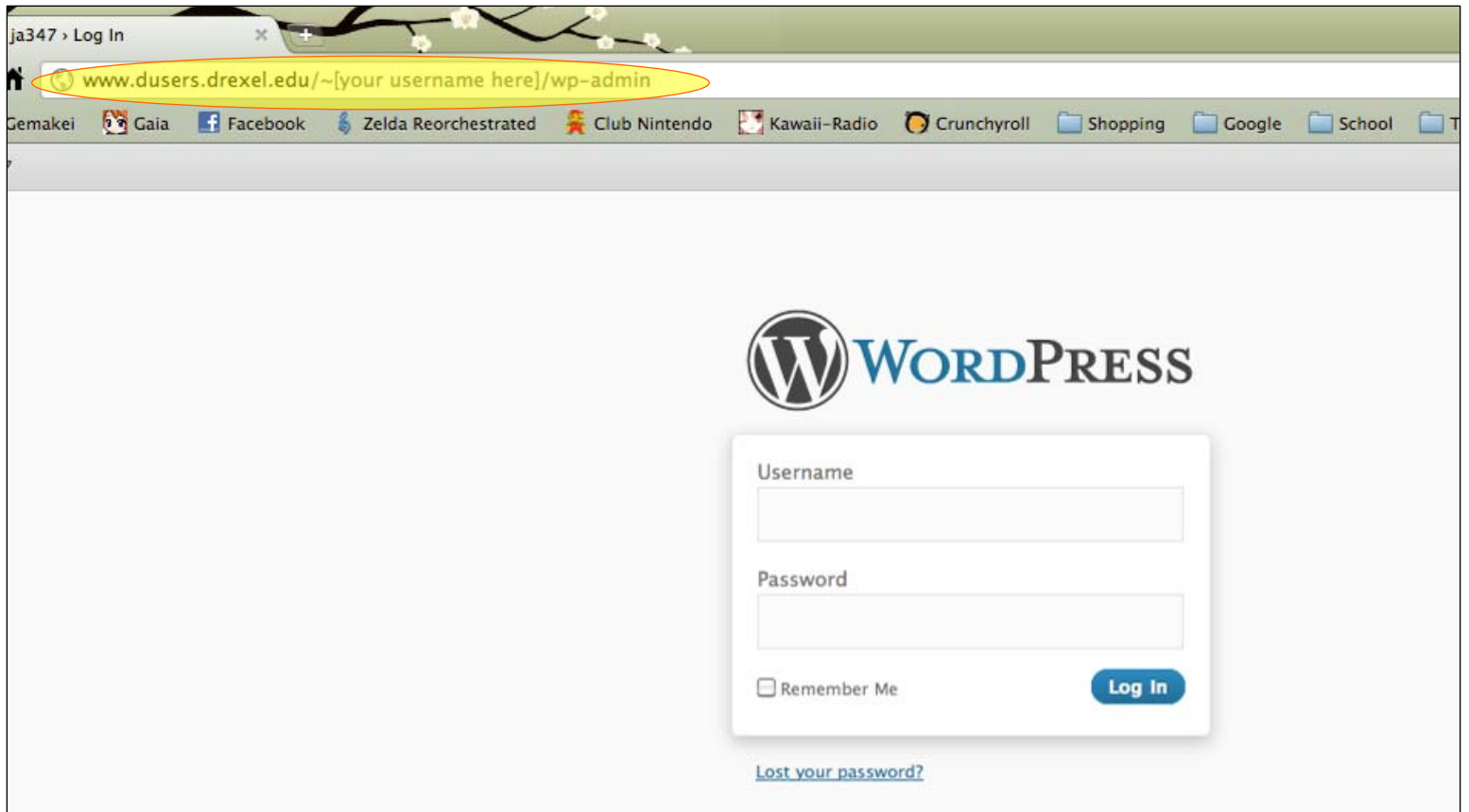


To manage your website, you just need to add “/wp-admin” to the end of the URL:

<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.



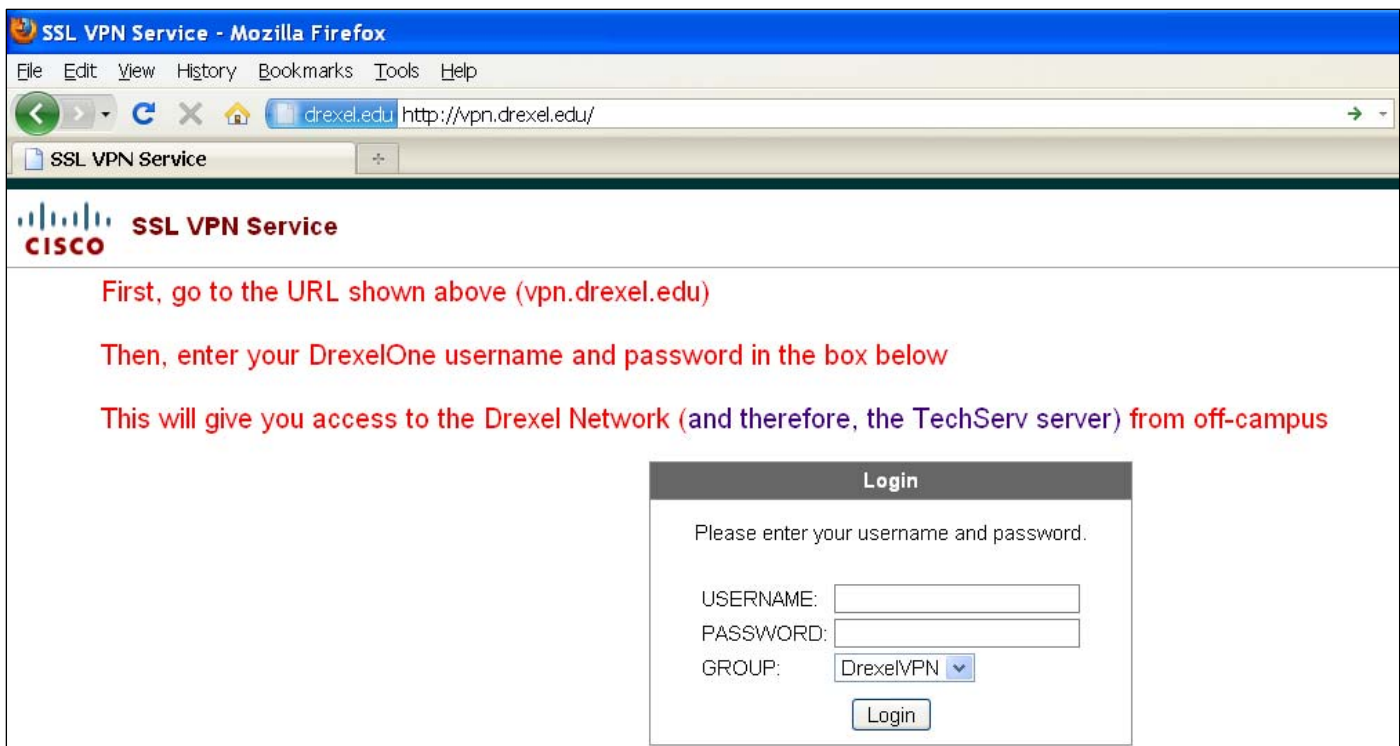
Appendix A– Logging in from Off-Campus using VPN

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.

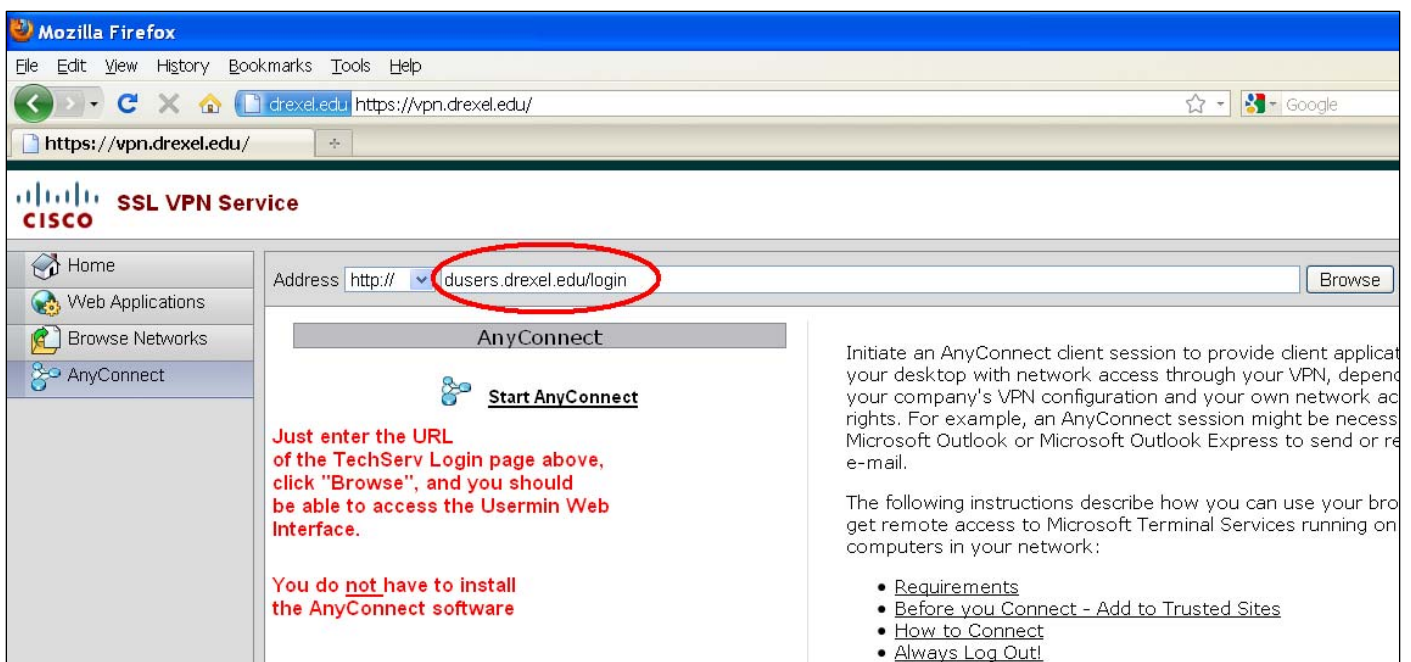
This is a simple process, which can be done by going to the following URL and entering your DrexelOne credentials:

<http://vpn.drexel.edu>

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



The screenshot shows the Mozilla Firefox browser window with the title "SSL VPN Service - Mozilla Firefox". The address bar shows the URL "http://vpn.drexel.edu/". The page content includes the Cisco logo and the text "SSL VPN Service". Below this, there are instructions in red text: "First, go to the URL shown above (vpn.drexel.edu)", "Then, enter your DrexelOne username and password in the box below", and "This will give you access to the Drexel Network (and therefore, the TechServ server) from off-campus". A login form is displayed with the following fields: "USERNAME:", "PASSWORD:", and "GROUP:" (with a dropdown menu showing "DrexelVPN"). A "Login" button is at the bottom of the form.



The screenshot shows the Mozilla Firefox browser window with the title "Mozilla Firefox". The address bar shows the URL "https://vpn.drexel.edu/". The page content includes the Cisco logo and the text "SSL VPN Service". On the left, there is a navigation menu with links: "Home", "Web Applications", "Browse Networks", and "AnyConnect". The main content area has a heading "AnyConnect" and a link "Start AnyConnect". Below this, there is a red text instruction: "Just enter the URL of the TechServ Login page above, click 'Browse', and you should be able to access the Usermin Web Interface." Another red text instruction says: "You do not have to install the AnyConnect software". On the right, there is a text block explaining the AnyConnect client session and a list of links: "Requirements", "Before you Connect - Add to Trusted Sites", "How to Connect", and "Always Log Out!". The address bar shows the URL "http://dusers.drexel.edu/login" which is circled in red.

Appendix B – Changing your TechServ Server Account Password

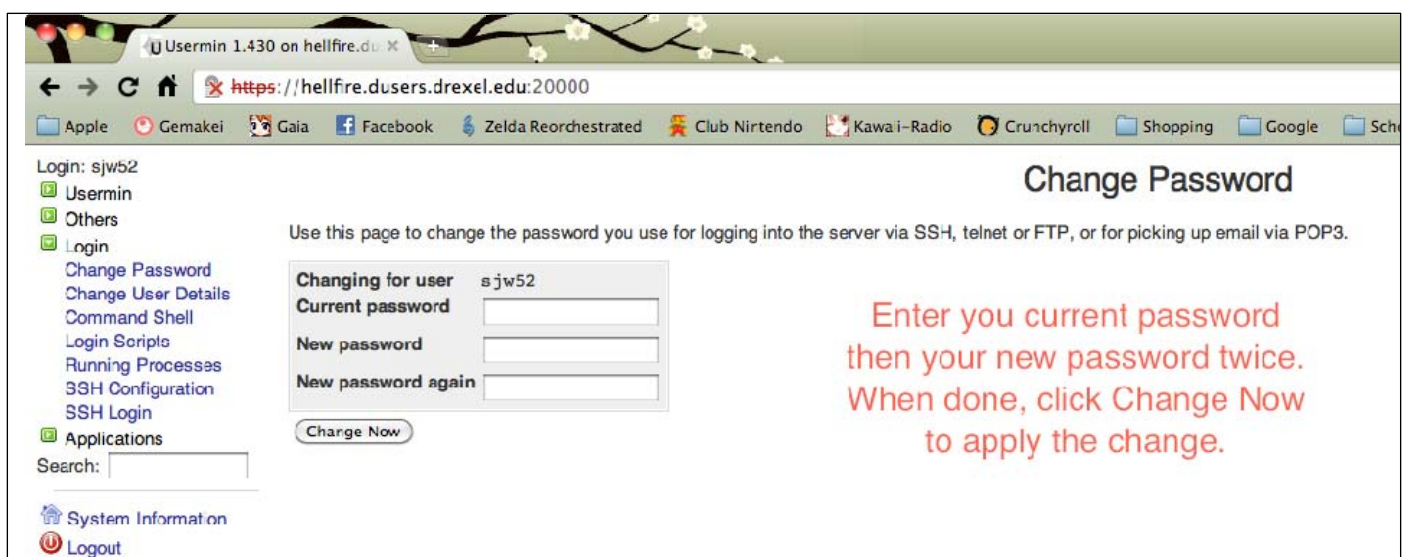
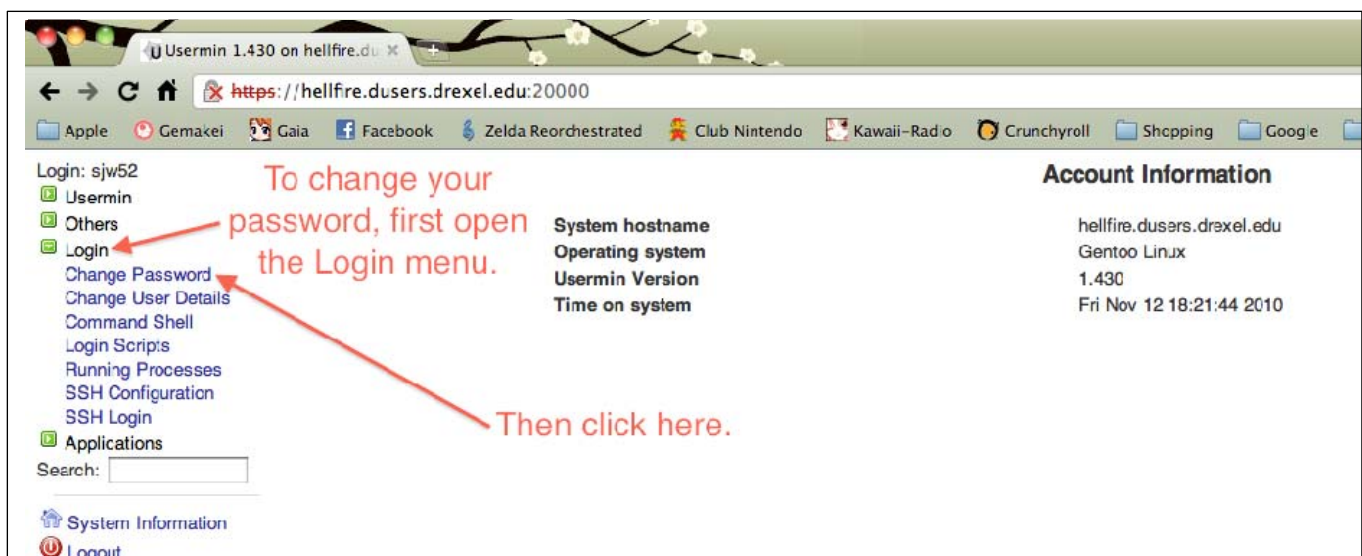
If you plan on frequently managing files on the TechServ Server, you will probably want to change your TechServ Server Password. This can be done at any time, however, we suggest doing this AFTER your WordPress website is set up and working.

(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.

The screenshot displays the WordPress Dashboard for a 'Test Site'. The top navigation bar includes a 'New Post' button and a user profile 'Howdy, ja347 | Log Out'. The left sidebar contains a menu with 'Dashboard' (selected), 'Updates' (highlighted with a yellow circle and a notification icon), 'Posts', 'Media', 'Links', 'Pages', 'Comments', 'Appearance', 'Plugins' (with a notification icon), 'Users', 'Tools', and 'Settings'. The main content area is titled 'WordPress Updates' and states 'You have the latest version of WordPress.' It provides options to 'Re-install Automatically' or 'Download 3.0.4'. Below this, the 'Plugins' section indicates that new versions are available for some plugins. A table lists the 'Akismet' plugin, showing it is version 2.4.0 installed and needs an update to 2.5.2, with 100% compatibility. The 'Akismet' row is highlighted with a yellow oval. The 'Themes' section at the bottom confirms that all themes are up to date.

WordPress Test Site interface showing the "Update Plugins" screen. The left sidebar contains navigation links: Dashboard, Updates (1), Posts, Media, Links, Pages, Comments, Appearance, Plugins (1), Users, Tools, and Settings. The main content area is titled "Update Plugins" and "Connection Information". It includes a warning: "To perform the requested action, WordPress needs to access to your web server. Please enter your FTP or SSH credentials to proceed. If you do not remember your credentials, you should contact your web host." The form fields are: Hostname (localhost), FTP/SSH Username, FTP/SSH Password, Authentication Keys (Public Key, Private Key), and Connection Type (FTP, FTPS (SSL), SSH2). Red arrows point to the Hostname field with the text "Enter 'localhost' if it isn't already present", to the Username and Password fields with "Enter your TechServ Server Username and Password", to the Public and Private Key fields with "Leave both of these fields empty", and to the SSH2 radio button with "Make sure the 'SSH2' button is selected". A "Proceed" button is at the bottom.

WordPress Test Site

New Post | Howdy, ja347 | Log Out

Dashboard | Updates 1 | Posts | Media | Links | Pages | Comments | Appearance | Plugins 1 | Users | Tools | Settings

Update Plugins

Connection Information

To perform the requested action, WordPress needs to access to your web server. Please enter your FTP or SSH credentials to proceed. If you do not remember your credentials, you should contact your web host.

Hostname: localhost

FTP/SSH Username:

FTP/SSH Password:

Authentication Keys

Public Key:

Private Key:

Enter the location on the server where the keys are located. If a passphrase is needed, enter that in the password field above.

Connection Type: ☐ FTP ☐ FTPS (SSL) ☒ SSH2

Proceed

Annotations:

- Enter "localhost" if it isn't already present
- Enter your TechServ Server Username and Password
- Leave both of these fields empty
- Make sure the "SSH2" button is selected

WordPress Test Site interface showing the "Update Plugins" screen after the update process. The left sidebar is the same. The main content area shows the progress: "The update process is starting. This process may take awhile on some hosts, so please be patient.", "Enabling Maintenance mode...", "Updating Plugin Akismet (1/1)", "Akismet updated successfully. [Show Details.](#)", "Disabling Maintenance mode...", "All updates have been completed.", and "Actions: [Return to Plugins page](#) | [Return to WordPress Updates](#)".

WordPress Test Site

New Post | Howdy, ja347 | Log Out

Dashboard | Updates 1 | Posts | Media | Links | Pages | Comments | Appearance | Plugins 1 | Users | Tools | Settings

Update Plugins

The update process is starting. This process may take awhile on some hosts, so please be patient.

Enabling Maintenance mode...

Updating Plugin Akismet (1/1)

Akismet updated successfully. [Show Details.](#)

Disabling Maintenance mode...

All updates have been completed.

Actions: [Return to Plugins page](#) | [Return to WordPress Updates](#)

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.