Rensselaer Union Club Webhosting CPanel Guide
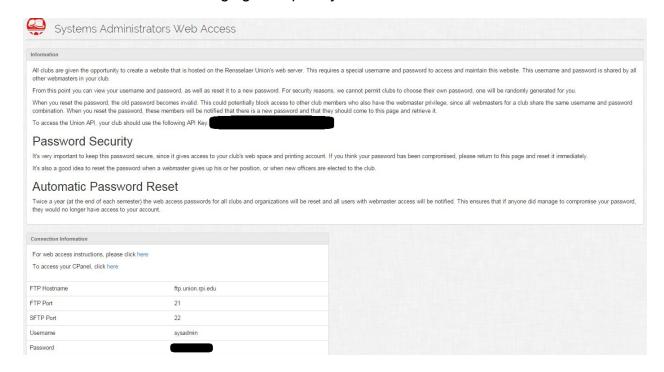
Introduction:

One of the many services the Systems Administrators offer Union recognized clubs is website hosting with a union.rpi.edu subdomain. The service is completely free to clubs and is is managed by CPanel. This website is meant to complement the landing page each club gets on the main Union website.

A Note about Compromised Sites:

The Sysadmins have monitoring tools installed on the server to detect potentially malicious activity going on sites. If we detect that your site has been hacked or otherwise compromised, we reserve the right to immediately suspend your website's hosting in order to protect the other sites that run on the server. If we do that, we will be in contact to discuss how you can recover and fix your website. That being said, it is every club's primary responsibility to ensure that their site stays free of malware and the Sysadmins will only intervene when absolutely needed.
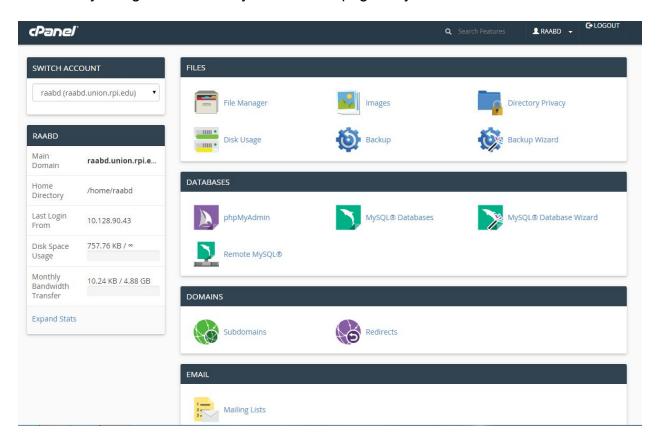
Getting Club CPanel Credentials:

- Sign into CMS and select your club. If you are listed as an officer there will be an option for you to select called Web Portal.
- The web portal link brings you to the page below. It lists your club's username and password to CPanel and the password to our ftp (or sftp) server.
  - Note that this password is shared amongst all officers of your club so we recommend changing it frequently.

Systems Administrators Web Access

Information

All clubs are given the opportunity to create a website that is hosted on the Rensselaer Union's web server. This requires a special username and password to access and maintain this website. This username and password is shared by all other webmasters in your club.

From this point you can view your username and password, as well as reset it to a new password. For security reasons, we cannot permit clubs to choose their own password, one will be randomly generated for you.

When you reset the password, the old password becomes invalid. This could potentially block access to other club members who also have the webmaster privilege, since all webmasters for a club share the same username and password combination. When you reset the password, these members will be notified that there is a new password and that they should come to this page and retrieve it.

To access the Union API, your club should use the following API Key: ▮▮▮▮▮▮▮▮▮▮▮

Password Security

It's very important to keep this password secure, since it gives access to your club's web space and printing account. If you think your password has been compromised, please return to this page and reset it immediately.

It's also a good idea to reset the password when a webmaster gives up his or her position, or when new officers are elected to the club.

Automatic Password Reset

Twice a year (at the end of each semester) the web access passwords for all clubs and organizations will be reset and all users with webmaster access will be notified. This ensures that if anyone did manage to compromise your password, they would no longer have access to your account.

Connection Information

For web access instructions, please click here
To access your CPanel, click here

FTP Hostname	ftp.union.rpi.edu
FTP Port	21
SFTP Port	22
Username	sysadmin
Password	▮▮▮▮▮▮

If you have questions about these instructions, please contact the System Administrators at sysadmin@union.rpi.edu.

Signing into CPanel:

- Use the username and password provided by the CMS Web portal to log into the Union CPanel at https://union.rpi.edu:2083
    - Please note that you can only access CPanel if you are on the RPI network. If you are off campus, you need to sign into the VPN first.Once you sign into CPanel you will see a page very similar to the one below.

Services Available Through CPanel:

- There are numerous aspects of your website that you can configure. Below are of the most often used parts.
    - MySQL Databases
        - i) If you use software such as Wordpress or any other Content Management System, databases are what actually store the content you create in the back end admin panel of your site.
    - Direct File Uploads
        - i) You can either use ftp/sftp at ftp.union.rpi.edu or you can use this web based file uploader to move content onto your site.
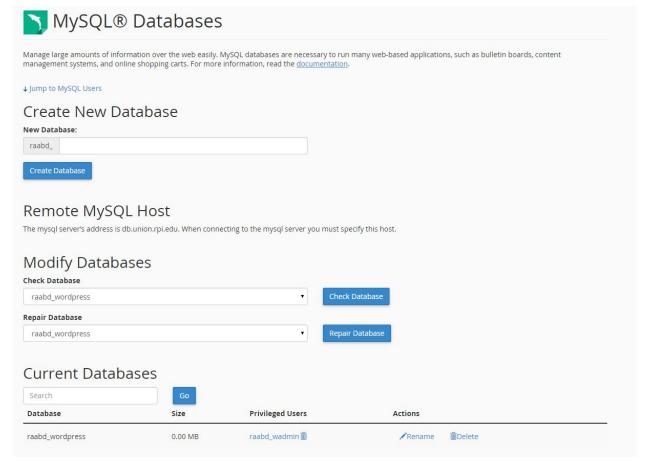
- ○ Used Disk Space
  - i) The amount of space all of the files on your account take up on the server. This can be adjusted based on your site's needs. Contact the Sysadmins if you find that your site is running low on space.
- ○ Used Bandwidth Transfer
  - i) This is how much, to simplify things, "Internet" your site uses. It varies based upon how big your site is and how many people visit your site.
  - ii) If you find that your site is approaching this limit, please optimize your site by reducing the size of pictures and limiting how many files you have people directly download from the site. This is by far the most taxing resource on our servers that sites can use. We can be flexible with this limit, but we will suggest ways for you to optimize your site before we raise the limit. Among other things, excessive bandwidth transfer can be a sign that your site has been compromised and can lead to hosting suspension.
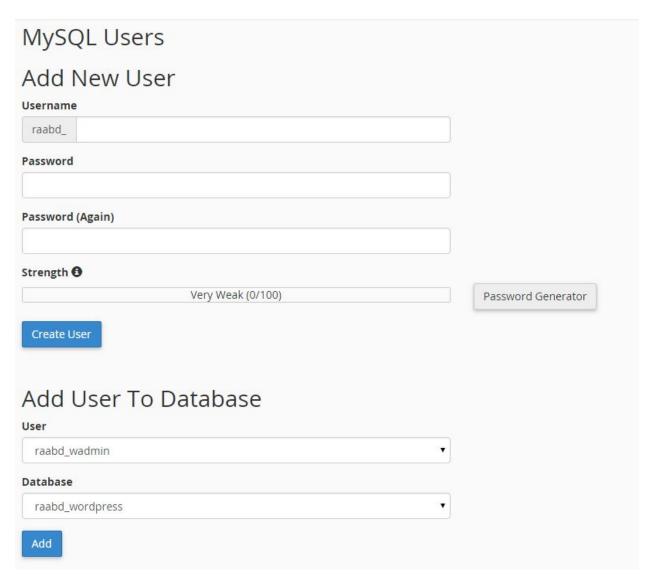
MySQL Databases:

- In order to make a new database, you have to select the MySQL Databases link under the Databases tab on the CPanel home page.

MySQL® Databases

Manage large amounts of information over the web easily. MySQL databases are necessary to run many web-based applications, such as bulletin boards, content management systems, and online shopping carts. For more information, read the documentation.

↓ Jump to MySQL Users

Create New Database
New Database:

| raabd_ | |

Create Database

Remote MySQL Host
The mysql server's address is db.union.rpi.edu. When connecting to the mysql server you must specify this host.

Modify Databases
Check Database

| raabd_wordpress ▾ | Check Database |

Repair Database

| raabd_wordpress ▾ | Repair Database |

Current Databases

| Search | Go |

Database	Size	Privileged Users	Actions
raabd_wordpress	0.00 MB	raabd_wadmin 🗑	✏Rename 🗑Delete

If you have questions about these instructions, please contact the System Administrators at sysadmin@union.rpi.edu.
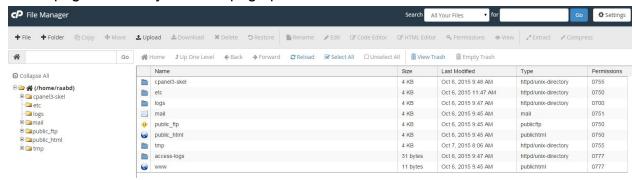
- The first step is to create a new database. Name it whatever you want and remember that your database name will automatically prepended by your username followed by an underscore. This allows the Sysadmins to know at a glance who owns what databases.
- After making the database, you have to create a MySQL user that has the rights to read and write to your database.

MySQL Users

Add New User

Username

raabd_

Password

Password (Again)

Strength ℹ

Very Weak (0/100)

Password Generator

Create User

Add User To Database

User

raabd_wadmin ▾

Database
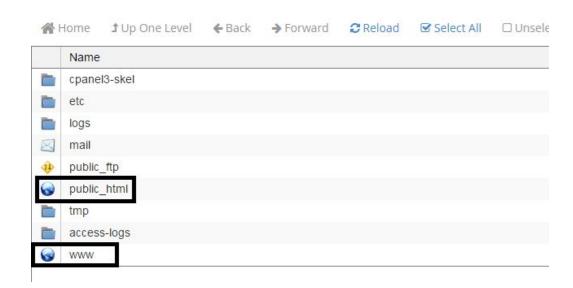
raabd_wordpress ▾

Add

- At this point, you are ready to enter your new database credentials into whatever application is going to be using them. Remember that the database server is **db.union.rpi.edu**. It is an external server so saying localhost for the database server name like many applications recommend by default will not work.

Direct File Uploads:

- From the CPanel Homepage, click on File Manager which is on the top of the page will take you to the page pictured below.

- Every hosting account on the server is actually a Linux account so the File Manager by default brings you to your home directory.
- To see the contents of your website you can select either public_html or www. Both of those link to the exact same child directory.

- By default, there is nothing in the public_html folder and you can now upload your site. It can be all static html files or php and ruby scripts are supported as well. There will be a button in the upper part of screen called "Upload" to add files to your site.