Using Vault to Host a Website

Students, Faculty and Staff

Logging in to Vault

Point your web browser* to vault.pacificu.edu. You will be prompted for your PUnet ID username and password. If asked, choose to ‘Trust’ the site.

*There are known issues with the bulk uploader tool when using Firefox on the Mac, so we suggest Mac users use Safari for this operation.

Uploading the Website

1. Your website should be formatted as a single folder containing your site files, with an index.html file inside this folder. Your website links between pages in the site should be ‘relative’.

2. Click the ‘Upload’ button at the top right of the screen. When asked, choose to ‘Trust’ the site.

3. Click on the link for the ‘Advanced Upload’.

4. Drag your website folder onto the large box. You should see a list of all of the files and folders in your website appear. Click on ‘Start Upload’.

Setting the Permissions

By default, the only person who can view your website is you, and only when you are signed in to Vault. To allow more people to be able to view your site:

1. Click on the checkbox next to the website folder and then click Manage (upper-right) and choose ‘Permissions’.

2. There are two ways to make your website available for viewing (choose either a or b):

   a. To allow anyone in the world to view your site, check the ‘Viewer (Read-Only)’ choice for ‘Public’, and press ‘Apply’.

   b. To allow only authenticated Pacific Students, Faculty, and Staff to view your site (the visitor will be prompted for a username and password when they try to view your site), check the ‘Viewer (Read-Only)’ choice for ‘Authenticated Users’, and press ‘Apply’.

3. Make sure the choice for ‘Apply the changed permissions to this folder as well as its sub-folders and files’ is selected, and press ‘OK’, and then ‘Exit’.

Getting the Web Address

1. Right-click (or hold down the ctrl key and click, if you don’t have a two-button mouse) on the name of the website folder, and choose ‘Copy Link Location’. For Internet Explorer users, when asked choose to allow the website access to the clipboard.

2. Write down or copy the URL for your website. This is the address to give people to allow them to get to your site.

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