Website management

Versão em português

Websites hosted by the IT services of **DEEC, ISR, IT and INESC Coimbra** are now updated in a single place, **sites.deec.uc.pt**. You sign in with your institutional account and, for security, with two-step verification. It replaces FTP access and the shared accounts each website used to have.

Who it is for

Faculty, researchers, projects and student groups who have a website hosted by us and need to update its files (pages, images, documents).

To get access to a website, or to give access to someone else, write to **suporte@deec.uc.pt** with the website address and each person's username. Access is personal: everyone signs in with their own account, and no passwords are shared.

Signing in

1. Open **https://sites.deec.uc.pt**.
2. In **Utilizador** (username), type only your **username**, **without @domain**. For example `jsilva`, not `jsilva@deec.uc.pt`.
3. In **Password**, use your institutional e-mail password.
4. Click **Iniciar sessão** (sign in).

If you do not remember your password, contact support.

Turning on two-step verification (first time only)

Two-step verification (2FA) is mandatory on your first sign-in. You only do it once, and it takes about two minutes. You need a phone with an authenticator app, such as **Microsoft Authenticator** or **Google Authenticator**, both free on the App Store and Google Play.

1. After signing in, you see the page **"Two-factor authentication using Authenticator apps"**, saying your account requires 2FA. **Do not change "Configuration"** (leave it as *Default*) or **"Require 2FA for"** (leave it as *HTTP*). Click **"Enable"**.
2. The **"Set up two-factor authentication"** window opens with a **QR code**. On your phone, open the authenticator app and add an account:
   - **Microsoft Authenticator: "+" → "Other account (Google, Facebook, etc.)"**;
   - **Google Authenticator: "+" → "Scan a QR code"**.

   Point the camera at the QR code. The app now shows a **Sites DEEC** entry with a 6-digit code that changes every 30 seconds.
   If the camera does not work, choose "enter a setup key" in the app and type the letters and numbers shown below the QR code.
3. Type the **6-digit code the app is showing at that moment** in the field below the QR code and confirm. If you see "*Failed to validate the provided authentication code*", wait for the next code and try again.
4. Two-step verification is now on. On the same page, in **"Recovery codes"**, click **"Generate new recovery codes"** and **keep those codes somewhere safe**, for example printed or in a password manager. Each one lets you sign in once if you lose or replace your phone.

From then on, every sign-in asks for your password and then for the app's **6-digit code**.

Managing your website files

After signing in, you see one folder for each website you have access to. Inside it you can **upload, replace, rename, create folders and delete** files. To upload, drag the files onto the window or use the upload button.

Changes go live immediately on the website. Before deleting or replacing anything, keep a copy of important files: changes cannot be undone from the interface.

Connecting with WinSCP or another program

Programs such as **WinSCP** or **Cyberduck** connect over **WebDAV**, which does not support two-step verification. For that reason this kind of connection **only works from the internal networks of DEEC, ISR, IT and INESC Coimbra**, or with the **VPN** connected.

Field	Value
Protocol	**WebDAV**

Field	Value
Encryption	**TLS/SSL Implicit encryption**
Host	`sites.deec.uc.pt`
Port	`443`
User / password	your username (without @domain) and your e-mail password
Remote directory (WinSCP: *Advanced* → *Directories*)	`/dav`

This kind of connection does not ask for the 6-digit code.

FTP has been discontinued and is not available.

Limitations

- For security, **executable files cannot be uploaded**, such as `.php`, `.phtml`, `.phar`, `.htaccess` or `.user.ini`, and files cannot be renamed to those extensions.
- **WordPress** sites, or sites with other server-side code, are handled case by case. Please contact support.
- The WordPress website hosting Terms and Conditions apply where relevant.

Common problems

Situation	What to do
Your password is not accepted	Make sure you typed your **username without @domain**.
The 6-digit code is rejected	Make sure your phone's clock is set automatically, and use the next code.
You replaced or lost your phone	Sign in with one of your recovery codes. If you do not have them, contact support to reset two-step verification.
You cannot see your website's folder	Access has not been granted yet. Contact support.
WinSCP will not connect	You are outside the internal networks: connect the VPN or use the browser.

Support: **suporte@deec.uc.pt**

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