

# Lab: Accessing WordPress. Admin UI & Server Files.

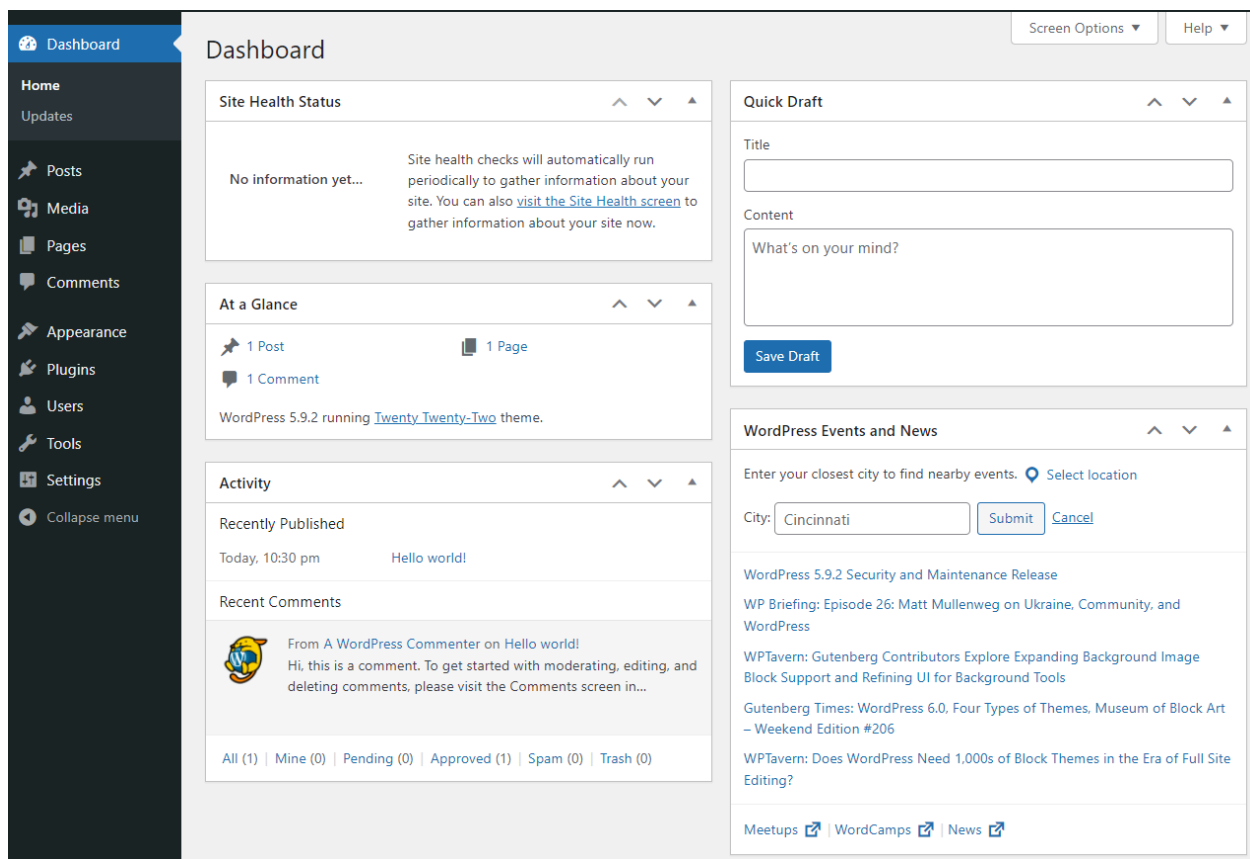
## Purpose

Before you customize anything, you need reliable access to both sides of a WordPress site:

- the **Admin Dashboard** (content, settings, themes, plugins)
- the **filesystem** (themes, uploads, configuration files)

This lab makes sure everyone can log in successfully and understands what they're looking at.

## Part A – Log in to the WordPress Admin UI



1. Open your site's admin URL: <https://your-site-url/wp-admin>
2. Log in using the **WordPress credentials** provided to you (these are **not** your FileZilla credentials).
3. Once logged in, confirm you see:
  - Left sidebar menu (Posts, Pages, Appearance, Plugins)
  - Dashboard home screen

4. Navigate briefly to:
  - **Pages** → **All Pages**
  - **Appearance** → **Themes**

You are not changing anything yet. This step is about orientation.

The admin UI is where non-code changes happen. Later labs will intentionally split work between “UI-only” changes and “filesystem-level” changes so you understand the boundary.

## Part B – Connect to the Server via FileZilla (SFTP)

### 1. Open FileZilla

Download if needed: <https://filezilla-project.org/>

### 2. Open Site Manager

- Click **File** → **Site Manager**
- Click **New Site**
- Name it something like: INF270

### 3. Enter connection details

Use the credentials provided to you.

Typical settings:

- **Protocol:** SFTP – SSH File Transfer Protocol
- **Host:** sftp://174.142.170.99
- **Port:** 22
- **Logon Type:** Normal
- **Username:** (provided)
- **Password:** (provided)

Click **Connect**.

If you see a host key warning, accept it.

## Part C – Locate the WordPress Files

Once connected, look at the **right-hand (remote)** panel.

Navigate until you see:

wp-content/

```
|— themes/  
|— plugins/  
|— uploads/
```

Open:

wp-content → themes

You should see:

- One or more theme folders
- Possibly a default theme (e.g., twentytwenty-something)

Do **not** edit anything yet.

This is where theme files live. Every visual customization we do later ultimately comes from files in this directory, even when changes start in the admin UI.

## Part D – Verify You Have Full Access

You are done when you can confirm all three:

- You can log in to **/wp-admin**
- You can connect via **FileZilla using SFTP**
- You can see the **wp-content/themes** folder

If any of these fail, stop and ask for help providing the following information:

- what step failed
- the exact error message

## Submission

- **The file name must include your last name (example: Smith\_Lab1\_screenshot1.png).**
  - Screenshot 1 – WordPress Admin Login
    - Log in at /wp-admin
    - Screenshot must show:
      - WordPress Dashboard
      - Left admin menu
      - URL containing /wp-admin
  - Screenshot 2 – FileZilla SFTP Connection
    - Connect to the server using SFTP in FileZilla

- Screenshot must show:
  - Successful connection (no errors)
  - Local and Remote panels visible
  - Files/folders listed on the Remote side
- Screenshot 3 – Theme Directory

In FileZilla, navigate to wp-content/themes. Screenshot must show:

- themes folder open
- Theme folders visible
- Folder path visible