CPCE Web Hosting Services

User Guide

College of Professional and Continuing Education

The Hong Kong Polytechnic University

Version 2.0

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Overview

The Internet Web Server staffweb.cpce-polyu.edu.hk allows academic units, administrative offices and staff from different units within CPCE to publish information targeted for the general public, which is accessible via the Internet.

Publishers at the CPCE are responsible for the contents of the pages they publish and are expected to take the highest standards of quality and responsibility. These responsibilities apply to all publishers, from academic units, administrative offices to individual staff. In addition, publishers should make sure that the use of resources is tied firmly to the mission of the CPCE and all web activities must support research, education, administrative processes. They are also required to comply with the PolyU and CPCE rules and policies, and international and local laws concerning appropriate use of computers, information and data security.

Related Policies

Copyright and Intellectual Property Rights

Publishers are reminded that they have to bear responsibility for intellectual property rights infringement. Works communicated in electronic forms are subject to copyright unless specifically stated to the contrary. Publishers should not assume that they have the right to forward or distribute these works as such action may violate the copyright law. Utilization of any electronically transmitted information should be within the "fair use" principle unless permission has been obtained from the original author.

The same standards of intellectual and academic honesty and plagiarism apply to electronic information as to other forms of published work. For example, published material must include source information if external materials are referenced.

No Commercial Advertising

No advertisements or promotional materials regarding private ventures, products, or services should be included in CPCE's internet resource.

No Indecent Materials

Absolutely no indecent, vulgar, pornographic materials are allowed in the college web hosting service. Should such pages be discovered, they will be deleted without the consensus from the originator and the case will be reported to the CPCE management.

General Web hosting Policy

1. In order to provide a stable environment for the web services already hosted, no development activities will be allowed in these web servers. Users are expected to do all developments and testing on their own machines before uploading to the central Web hosting servers.

2. To achieve the best security protection, the server will regularly apply security patches issued by the vendors. The patches normally will not affect the user's web applications hosted in the server. If your application was affected, it will be the responsibilities of the user to ask your developer to resolve the problem. To protect the server and the other web applications hosted, security patches applied will normally

not be removed even though they cause problem with some web applications.

3. FTP and web site account owners will be allocated a default directory to hold their contents. Accounts will be given out for web or FTP content owners for maintenance purpose. It is the responsibility of the account owners to protect the account information including the use of proper password. In order to enhance the protection of server, users could only use the FTP services to connect the web hosting server within the WK and HHB campus. It is not recommended for web site owners to pass the account information to external developers.

4. The following file types is not allowed to host in the web hosting server:
   - Audio (MP3, AAC, WMA, etc.)
   - Video (AVI, MOV, MPEG, etc.)
   - Executables (EXE, BAT, etc.)

   If you need to host these file types, full details on the service and formal request must be made with justification and obtain the approval from ITU.

5. Web site account owner should take extra care to avoid putting up virus-infected software, or any applications which may cause undesirable effects on the data, files and computer system of the users.

6. If the web service developed is expected to generate heavy loading on bandwidth such as video/audio streaming or serve a large number of concurrent access, full details on the service and formal request must be made with justification and obtain the approval from ITU.

7. Web site account owner should fully aware of the security and legal implication if you provide a form script on your web page and let user to submit some kind of data especially for the personal privacy information and store in your database.

8. Web site or FTP account owners are solely responsible for the accuracy and the propriety of their web contents.

9. Web site owner are advised to maintain a copy of their own content (both program and data). ITU is not responsible for site content. Requests to restore individual files will be dealt with on each case and is not guaranteed.

Service Rights and Termination

With proper justification, ITU staff may examine system accounting logs and/or access any account's directories to investigate and/or resolve system problems.

When the hosted web sites or FTP become the target of a network attack or a target of the investigation arisen from a security incident, ITU reserves the right to take any necessary actions e.g. temporary suspension of the account holder's account in order to restore normal server or network operation.

ITU may without prior notice to terminate a hosted web or FTP service, if such service violates of the college policies. ITU will not be liable for any damages or loss resulted from such termination.

If execution of web applications/scripts crashes or affects the overall stability and availability of the web hosting server, ITU will quarantine the relevant applications/scripts and then inform the corresponding web account owner to fix the problem.

If the user no longer employed by CPCE, the web hosting services would be terminated automatically after the end of the servicing period. User should take the responsibility to back up all the files and data before the last day of the employment. All the related files and data would be removed on a regular base.

Web Hosting Server Services Overview

Server host name:	staffweb.cpce-polyu.edu.hk
Operating system:	Ubuntu 22.04
Web server version:	Apache 2.4.52, Tomcat 9.0.73
Programming language support:	PHP8.1, Java 17.0.8
Database	mySQL ver 15.1 distrib 10.6.12-mariadb
Database access:	phpMyAdmin 5.2.1
Services	Basic FTP
Storage quota for each account (including database):	200MB

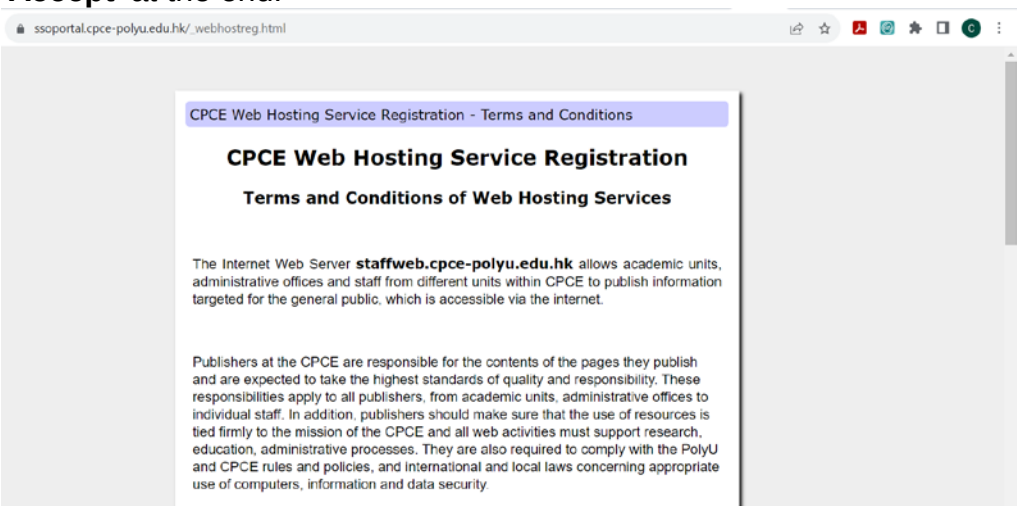
Subscribe and Activate Web Hosting Service

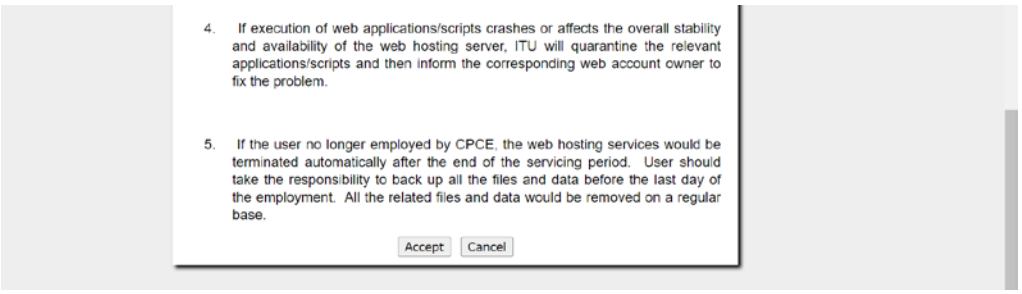
Service Subscription for Individual Staff

1. Login the CPCE Portal (http://portal.cpce-polyu.edu.hk) web page

2. Click the Web Hosting Service [Registration] icon

3. Go through the Terms and Conditions of Web Hosting Services. Click '**Accept**' at the end.



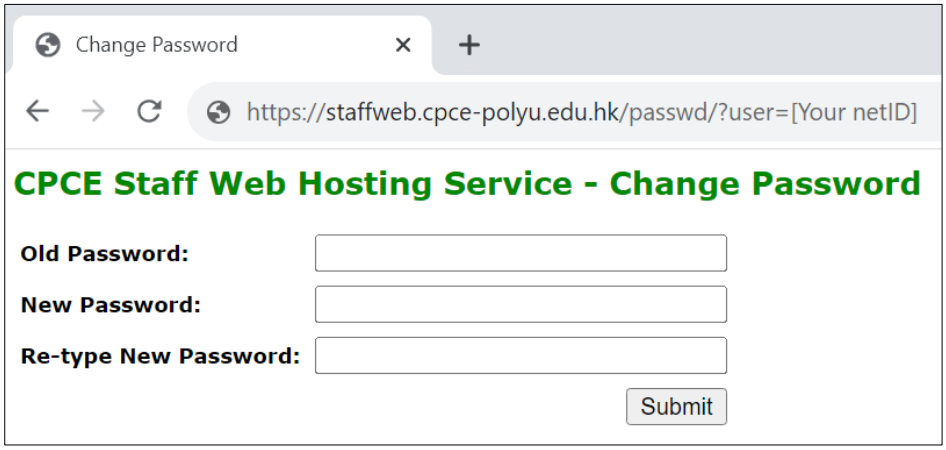


4. Email with your user login name and initial password will be sent to you on next day.

Service Activation

In order to activate the web hosting service, you **MUST** change the initial password to your own password by clicking the URL link in the email, for e.g. **https://staffweb.cpce-polyu.edu.hk/passwd/?user=[*your netID*]**.

Old Password is the initial password in the email also. Click "Submit" to apply changes.



Your **MYSQL database** login user name and password are same as the web hosting user name and the new changed password for this service.

If your login user name is "dchan" and you have uploaded the webpage files with index.html.
You can view web site's URL link would be:
https://staffweb.cpce-polyu.edu.hk/~dchan/

Subscription for Units and Project Based

If units and project team who want to place the web site on the web host server, please complete the **Web Hosting Request Form** (at the appendix) and then email to itu.serveradmin@cpce-polyu.edu.hk

Upload/publish my web page to the web server

In order to enhance the protection of server, users could use the FTP service to connect the web hosting server within the **WK and HHB** campus.

FileZilla Client is recommended to manage files between local computers and web server.

Install FileZilla Client

1. Go to FileZilla webpage (https://filezilla-project.org/) and click “Download FileZilla Client”.

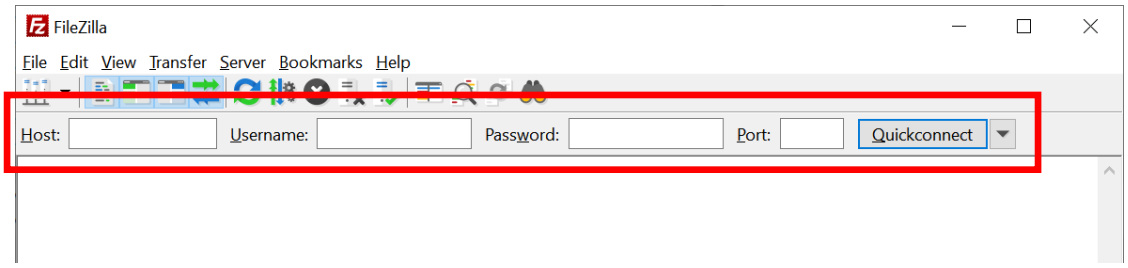
2. Select “Download FileZilla Client”. We will use Windows version as an example.

3. Double click the downloaded executable file and install the software on your Window platform

Run FileZilla

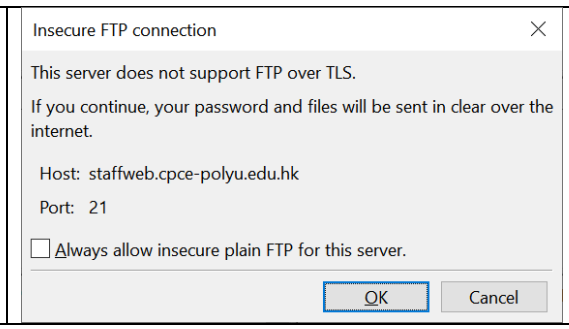
After installed the FileZilla Client, you can run the FileZilla and follow the steps below to establish the *FTP* connect to the web hosting server.

1. Enter the following information in the following fields:
   Host: **staffweb.cpce-polyu.edu.hk**
   Username: Your web hosting account user name
   Password: Your web hosting account password
   Port: **21**

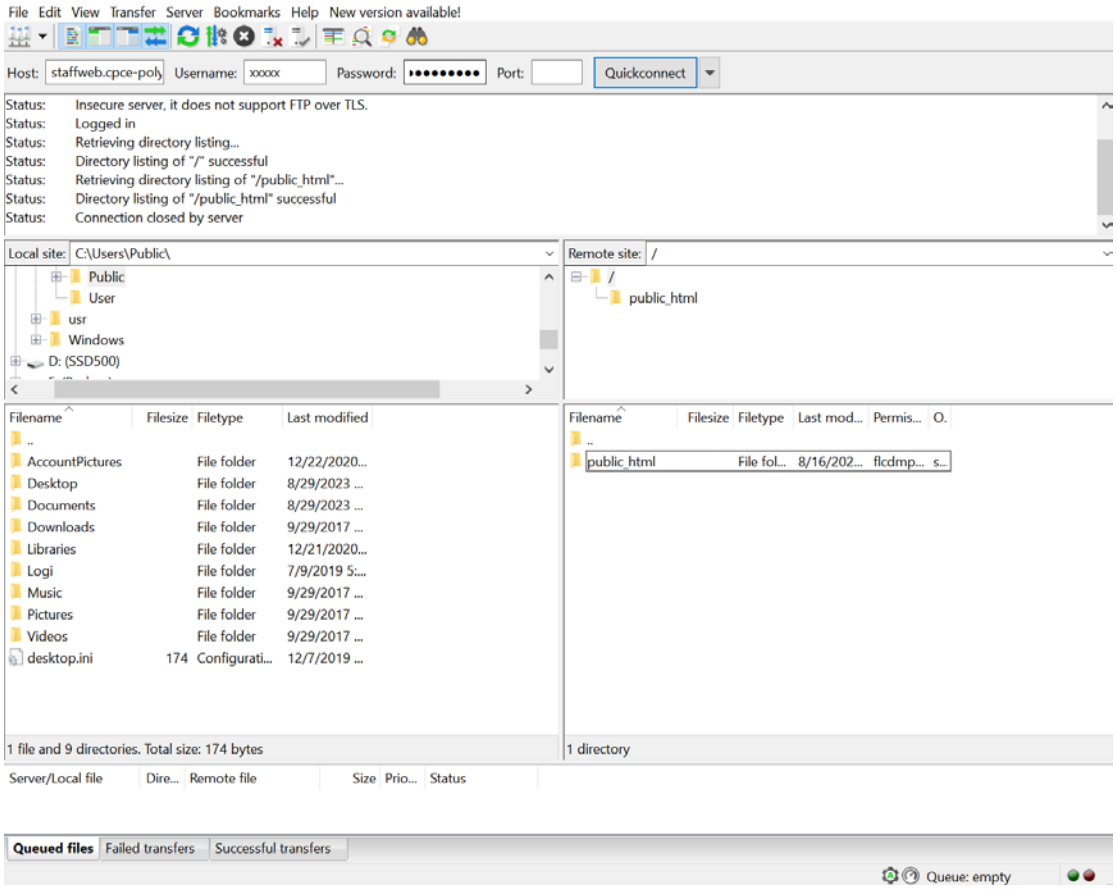


   Press the '**Quickconnect**' button

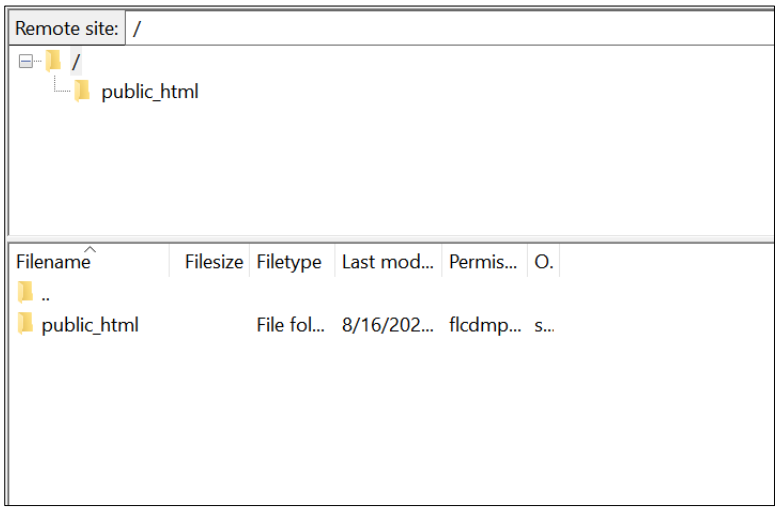
2. Click **Ok** if any alerts are prompted when connecting to the server.

FTP		

3. If the connection is fine, you would see the root directory "/" on remote site column.



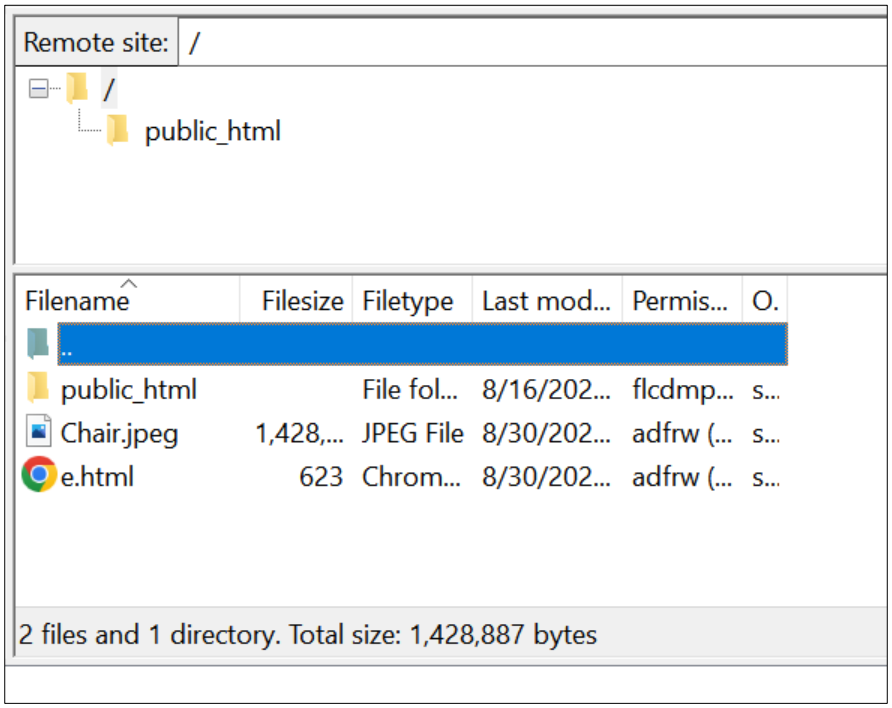
4. You may see the default folder **public_html** in root folder. Contents saved to public_html folder will be published to the public.



You can select the files and drag and drop them into the folder.
*No file or folder could be saved on the root level.

Check total file size on the web server

The used storage of the web server will be shown after selecting the root "…".



<u>The size is shown in bytes, you may convert it into MB:</u>

<u>Convert bytes to MB</u>
1,048,576 bytes = 1MB

<u>Total used storage (MB)</u>
= 1,428,887 bytes / 1,048,576 bytes
= **1.26 MB**

On the other hand, **200MB** storage quota for each user is equivalent to **204,800,000 bytes**.

Controlling Access

This section covers web-based user authentication using **htaccess**. Web-based authentication denies web access to visitors who do not give a valid username and password. This feature allows users to restrict access to certain directories. The usernames and encrypted passwords are kept in a user-maintained file.

To authorise access to the website folders for authorised users only, both **.htaccess** and **.htpasswd files** must be created instead.

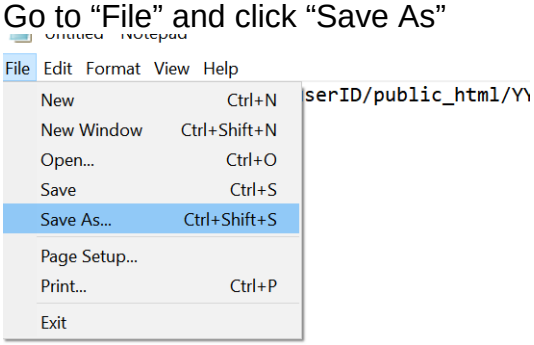
The following is an example to use .htaccess and .htpasswd to a directory "YYYY" directory on website.

Create .htaccess file

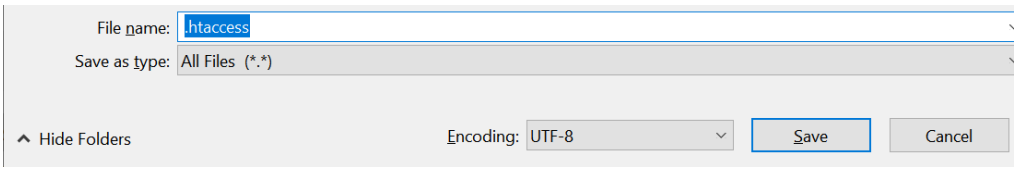
1. Open the text editor program, e.g. Notepad with following content. Change the following information:

   a) **userID**: your login user name
   b) **YYYY**: name of your protected folder
   c) **AuthUserFile**, location to save the **.htpasswd** file

2. Go to "File" and click "Save As"

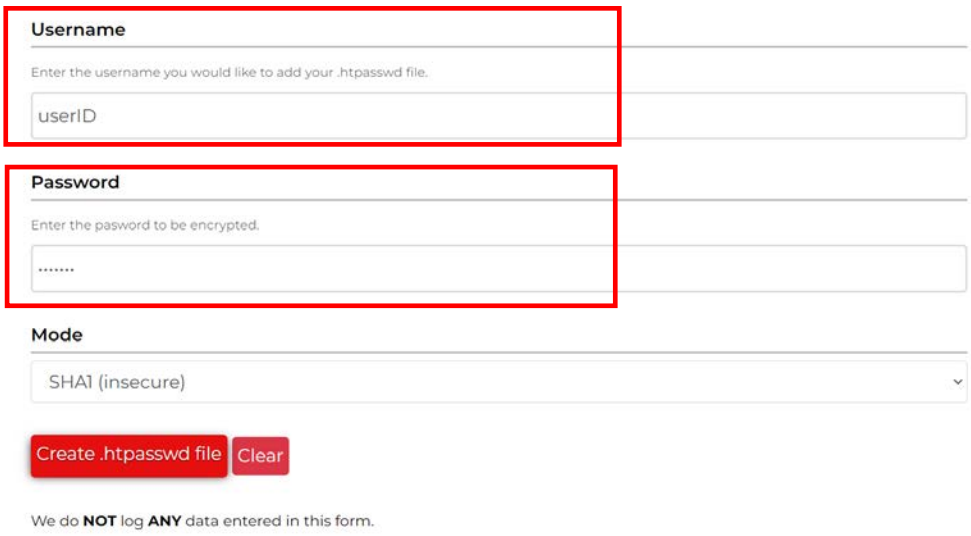


3. Save the file name as "**.htaccess**" and Select the Save as type to "**All files**".



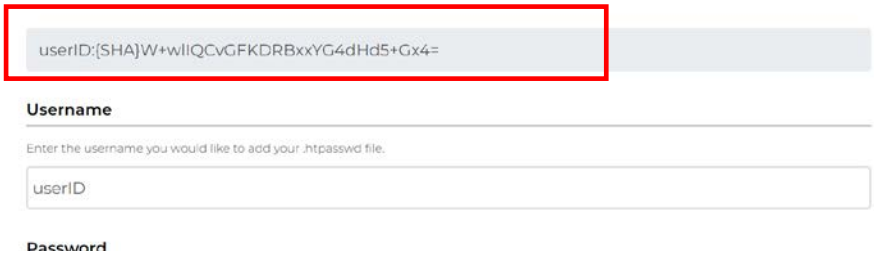
Create the .htpasswd file

1. Access the online tool on the web page https://hostingcanada.org/htpasswd-generator/ in order to generate an encrypted password
   i. Input the name e.g. userID which you want the user to use to login your web page
   ii. Input the random password e.g. 1234ABC for this login name to use

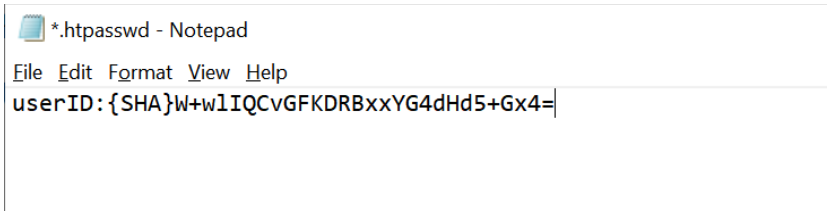


2. Click “Create **.htpasswd** file”

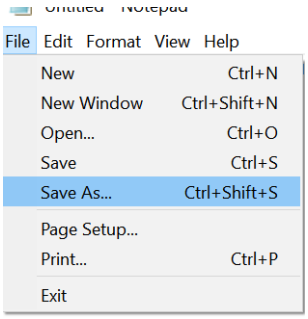
3. A string will generated above Username. Copy the whole string.



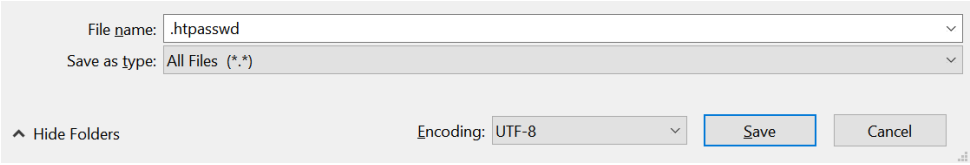
4. Open the Notepad and paste the string into it.



5. Go to “File” and click “Save As”

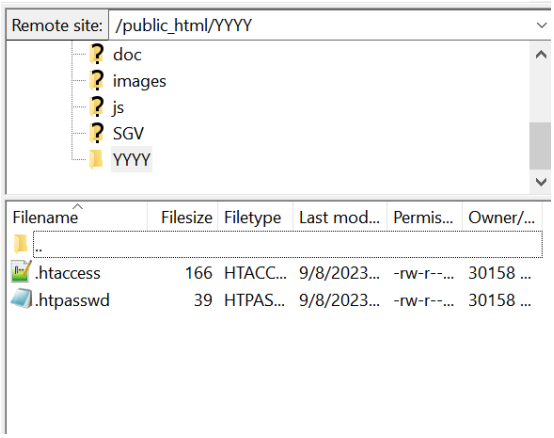


6. Save the file name as "**.htpasswd**" and Select the Save as type to "**All files**".

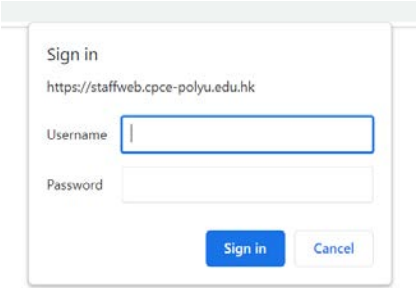


Webpage Protection

To protect the '**YYYY**' directory, upload the prepared **.htaccess** and **.htpasswd** files under the 'YYYY' directory via the FileZilla program.



Any visitor accesses the page **http://staffweb.cpce-polyu.edu.hk/~userID/YYYY** needs an authentication request.



The **.htaccess** file affects the directory in /public_html/YYYY which it is placed. It also affects directories recursively below it.

Therefore, if you would like to allow the authorized user access the **whole webpage**:

1. Set the directive of AuthUserFile in .htaccess as:

   AuthUserFile /home/STAFF/userID/public_html/.htpasswd

2. Save the .htaccess and .htpasswd files under "public_html" folder

To add more users in the future, you can access the URL https://hostingcanada.org/htpasswd-generator/ and generate the other username and encrypted password string. Then append the whole string into the "**.htpasswd**" file

To delete users, open the **.htpasswd** file and delete the appropriate lines.

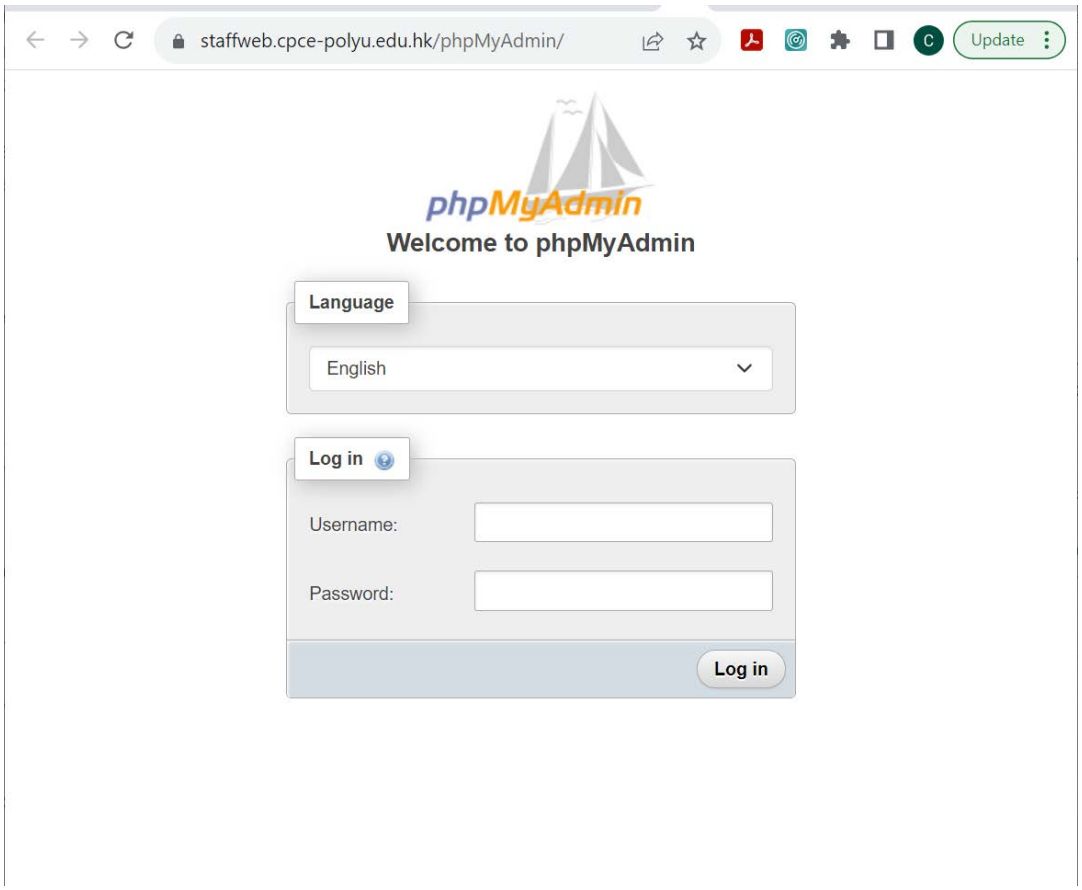
Accessing your MYSQL database

Before writing programs to access MySQL database from the web hosting server, you may to create the required tables using the phpMyAdmin interface if the web hosting account had been created for this service.

You can easily manipulate your database like:
- Create new table,
- Flush the table to reclaim spaces from deleted records,
- Export your database to file, etc.

Access phpMyAdmin

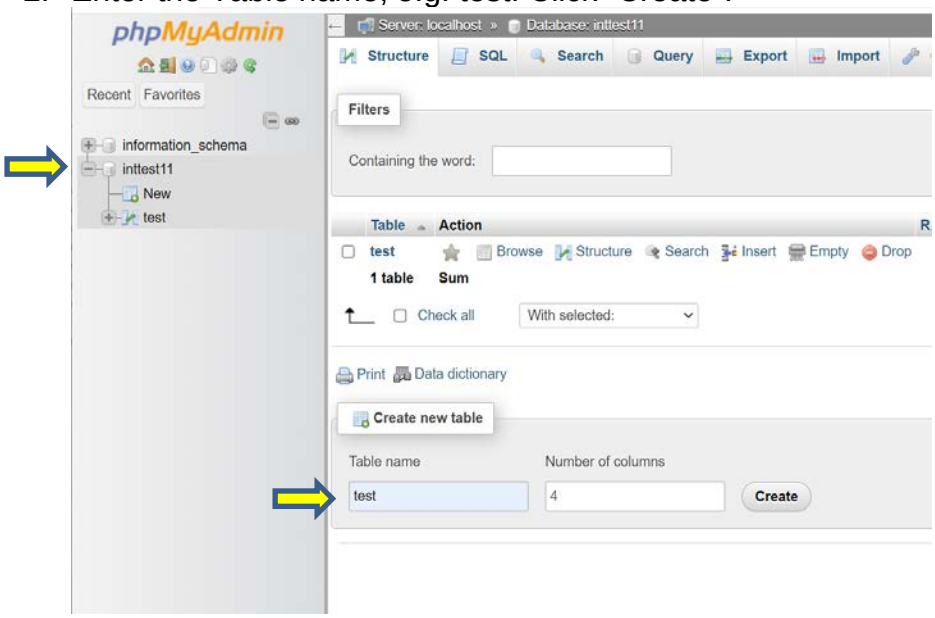
Login phpMyAdmin via **https://staffweb.cpce-polyu.edu.hk/phpMyAdmin/**,



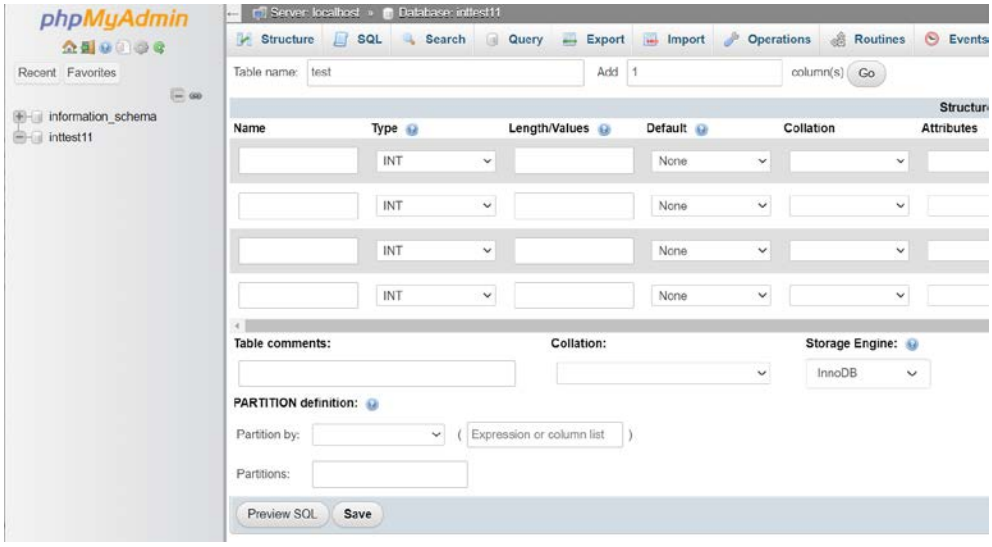
The **Username and Password** on phpMyaAdmin are same as the login user name and password on the web hosting account.

Create new table

1. Click your database name, e.g. inttest11
2. Enter the Table name, e.g. test. Click “Create”.



3. Input and setup the properties of the fields.

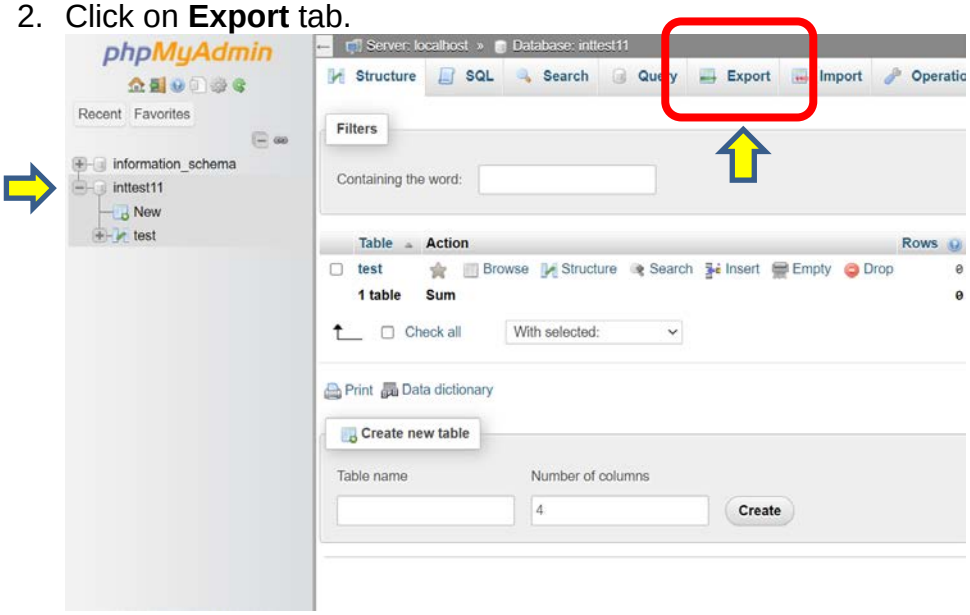


4. Click “Save”.

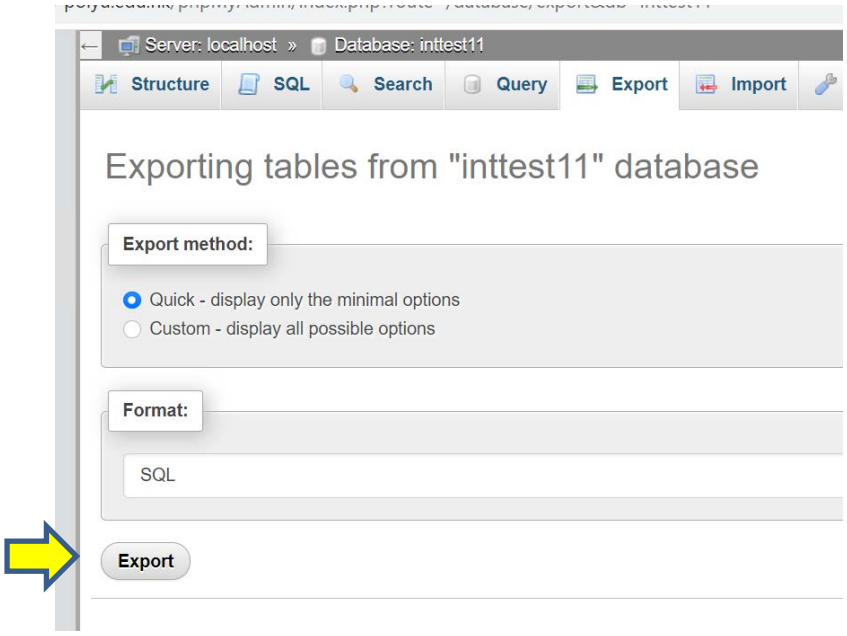
Backup database

Users are advised to backup your databases regularly to prevent loss of your data.

1. In phpMyAdmin, select your database on the left column, e.g. inttest11
2. Click on **Export** tab.



3. Check the option and click "**Export**".



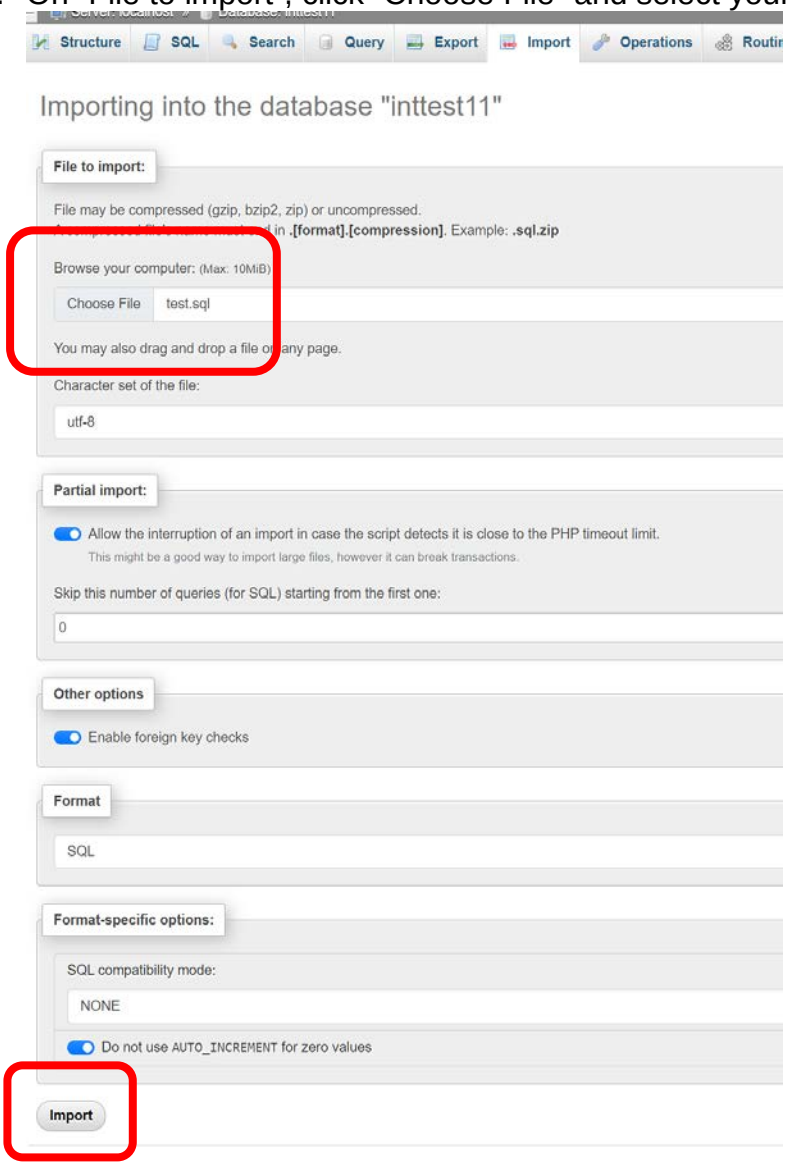
4. A sql file will be exported.

Restore Database

If you would like to reload your backup to overwrite your database, please be aware that you will **lose all the changes** since your last backup.

1. In phpMyAdmin, select your database on the left column, e.g. inttest11
2. Click on **Import** tab.

3. On “File to import”, click “Choose File” and select your backup sql file.



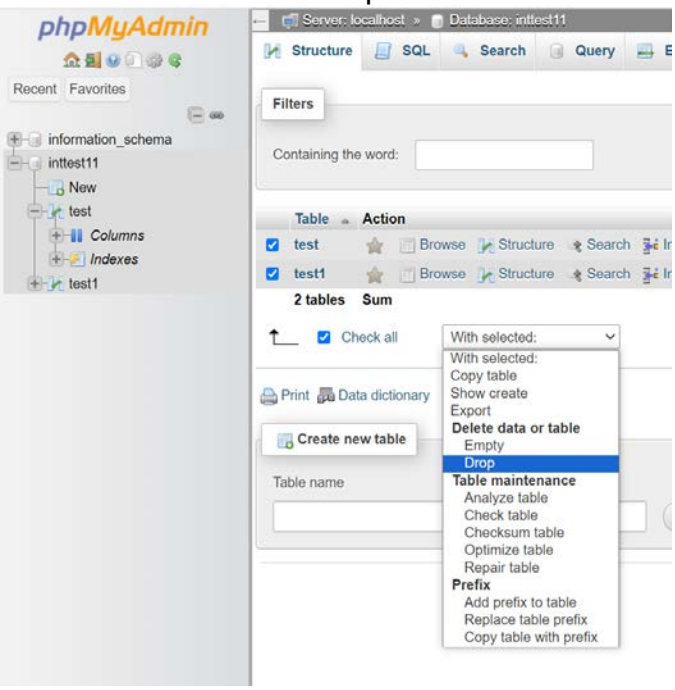
4. Confirm all settings and click “**Import**”.

5. Success to import the backup database.

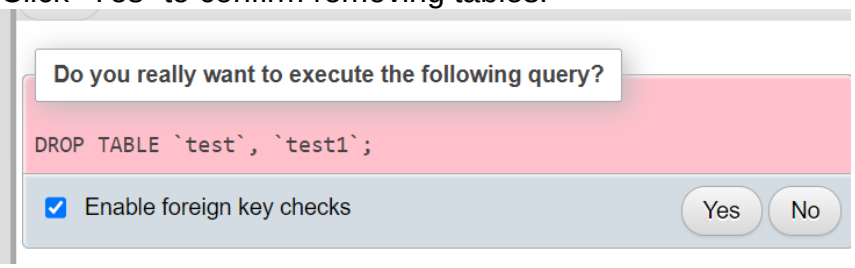
Remove Duplicate Tables

As the duplicate tables will cause error when restoring, you may need to remove them. This action will ***remove all data inside the tables*** until you successfully restore your last backup.

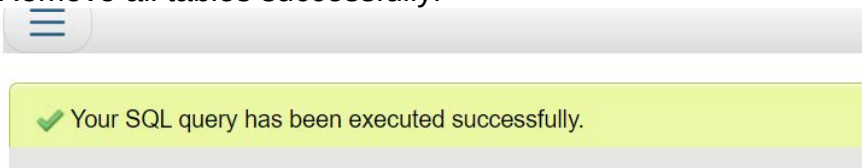
1. In phpMyAdmin, select your database on the left column, e.g. inttest11
2. A) To remove all tables
   i. in “Structure” tab, check the box “Check all”.
   ii. Go to “With selected:” drop-down box and select “Drop”.



   iii. Click “Yes” to confirm removing tables.

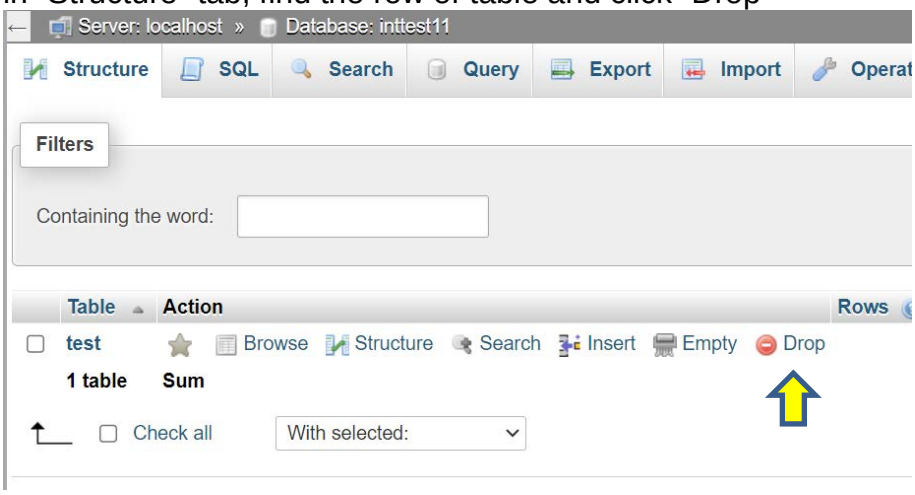


iv. Remove all tables successfully.

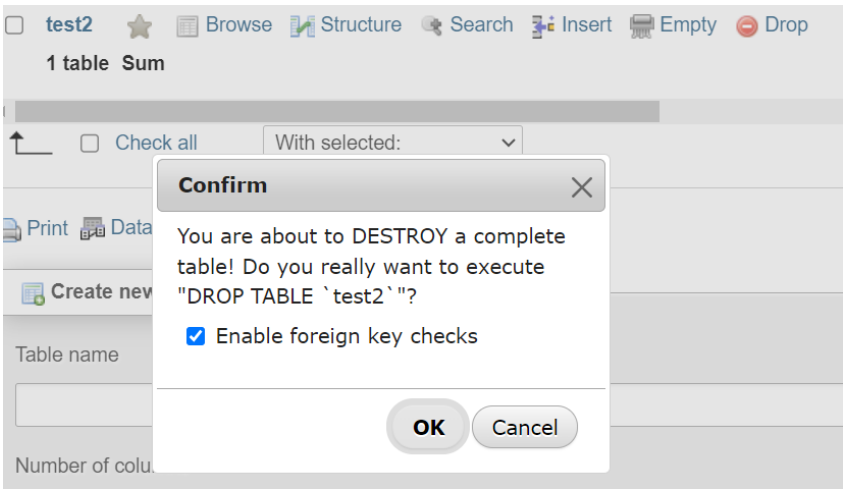


B) To remove specific table

i. in “Structure” tab, find the row of table and click “Drop”

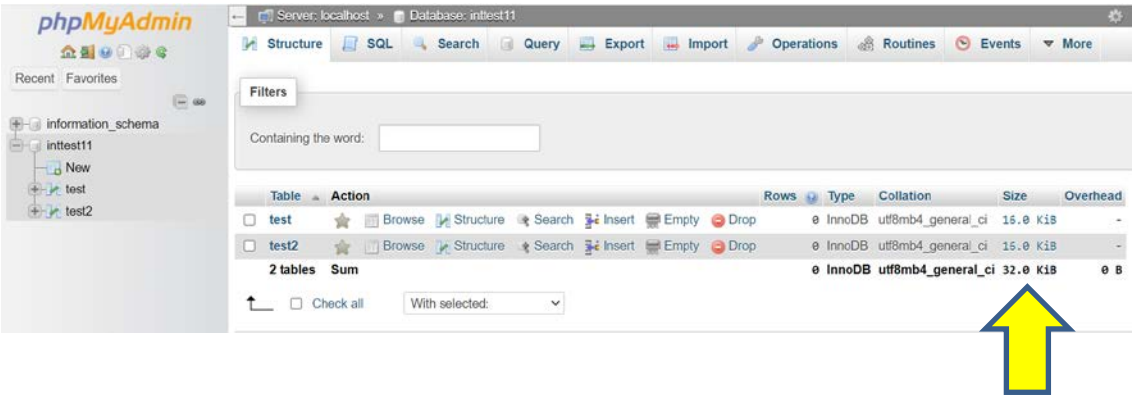


ii. Click “OK” to confirm.



Check the size of the database

1. Select and click the database name
2. Go to the 'Structure' tab
3. Check the total size of the database in the last row of the table



Remarks

1. Users CANNOT create a new database.
2. Web account owners are responsible for the routine database administration works, which include but not limited to: Database health check, Database level backup and restoration (ITU performs server level backup and restoration).

FAQ

Forget Password
Please email to itu.helpdesk@cpce-polyu.edu.hk and request to reset the web hosting server account password and the new password will be sent to you via the email. After that, you must change your own password at http://staffweb.cpce-polyu.edu.hk/passwd/

Change Password
You could change the web hosting server account password at http://staffweb.cpce-polyu.edu.hk/passwd/

How to secure the web content?
You can use secure connection (https://) for securing your web content.

How to increase the disk quota of my web account?
Please email to itu.helpdesk@cpce-polyu.edu.hk and state the reason for this request. ITU would justify the disk space that should be increased and get back to you.

Why I cannot upload the web site files to the server?
If you are successful login the via your FTP client within your office in the campus, one of the possible reason is that your overall current files size in your account already reach the maximum quota 200MB. If still cannot be resolved, please contact ITU HelpDesk.

Where to get technical advice?
You can call ITU HelpDesk at 3746 0818 or 3746 0819 or send email to itu.helpdesk@cpce-polyu.edu.hk.

Appendix

Server Administration Team – Web Hosting Request Form

Section 1. Contact Information of Requester

Name	Phone / Ext. No.	Email Address	Department / Location

Signed by Service Requester:
_____

Section 2.
Purpose of the Web Site:
☐ Personal ☐ Teaching ☐ Application Services
☐ Multimedia Services (e.g. video or audio streaming/downloading)

☐ Other: _____

Web Site's Programming Language Using:
☐ HTML ☐ Javascript ☐ PHP ☐ JSP/Java
☐ Other: _____

MYSQL Database Required:
☐ Yes ☐ No

Other relevant information:
_____
_____
_____
_____
_____

Section 3. ITU Internal Use ONLY

	Change (i.e. Add, Change, Delete)	**Details**
1.	Web Server Configuration	Account: Password: Configuration Detail:
2.	Database Configuration	Account: Password: Configuration Detail:
3.	Others	

Risk Assessment

_____
_____
_____
_____
_____
_____
_____
_____

Request Number :_____

Received by :_____

Date of Implementation :_____

Implemented by :_____

Approved by :_____

Date of Completion :_____