

Making On-Campus Computer Connections for Microsoft Windows XP

Don't plug in your computer to the network yet!!!

Welcome to Florida Atlantic University. Following is information to enhance your residential computing experience. This document is intended to help students living in on-campus housing facilities connect to the campus network. Residential Networking (Resnet) provides every resident a direct connection to the FAU network and the Internet from their room. Resnet provides free, unlimited access to the Internet as well as access to all FAU online materials and information.



All students using the campus network must adhere to the Information Resource Management (IRM) network policies found at www.fau.edu/irm/techpolicies.pdf. Please read these policies carefully! Failure to adhere to these policies or abuse of the campus network could result in the loss of the student's privilege to access the campus network.

Please note: The following steps assume that your computer system has been setup and is functioning properly, your Ethernet card is physically installed in your computer, and you have a category 5 Ethernet cable. If you are unable to identify the Ethernet port in your room contact the front desk for your facility and have them identify the port for you.

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Computer System Recommendations

There are a few guidelines we offer to ensure that you have the best possible computing experience.

System requirements include:

Personal or Notebook Computer

Pentium-class processor (or higher)

Windows XP SP2 *or* Apple Macintosh OS X 10.2 or higher with the latest patches and updates*

256MB RAM (or more)

10BaseT Ethernet Card (required)

Minimum 10GB hard drive space

Category 5 (CAT5) Ethernet cable

Anti-virus software (auto- updating)

Anti-spyware software

Students are responsible for the maintenance of their computer, peripherals, and any software brought to campus. We recommend that you bring all CD's that came with YOUR computer in the event that the computer needs to have the operating system, applications or other hardware reinstalled.

Residence Hall rooms/apartments provide network jacks for all residents. **IT IS NOT NECESSARY TO PURCHASE A HUB OR ROUTER TO ACCESS THE NETWORK. FURTHERMORE, THESE ITEMS ARE PROHIBITED.**

* Windows 95/98/ME/2000 operating systems should be upgraded to Windows XP

Account Information

Information Resource Management (IRM) has created a user name for you to access the FAU network. Though you will have access to the local Intranet, **you must activate your FAU account before you will be able to access the Internet.** You can activate your account in any campus computer lab or the campus library as well as on your PC. To activate your account, open the webpage <http://accounts.fau.edu> and click the Network Access link. Follow the instructions to activate your account.

Responsible Computing (System Security)

There are some steps you must take NOW to ensure that your computer will be as safe as possible from viruses and other malicious programs.

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******If you have arrived with an infected computer, or if it becomes infected while you are here, you may lose access to the network from your room until your PC is cleaned. This can be time consuming, endanger your documents and files, and may even require you to re-install your operating system and all of your applications from scratch. It's up to YOU to take the necessary precautions to secure your computer. ******

FAU is continuing to work on procedures and policies that will secure our computing environment while allowing as much free access to resources as possible. Your contribution is vital to the success of these initiatives.

If you are bringing a computer to campus, the following information will provide you with the necessary tools to properly safeguard your computer for effective and reliable use on the campus network. **FAU asks that all students install and regularly update anti-virus software.** FAU provides all residential students a license for Symantec Anti-virus free of charge. Please see your buildings front desk for more information.

You should take these steps BEFORE plugging into the network:

Turn on the Built-in Firewall & Configure DHCP

Both Windows XP SP2 and OS X come with a built-in firewall. IRM recommends that you use these firewalls to help protect your computer from viruses and worms.

1. Click on the Start button and choose Control Panel. If you do not see the Control Panel listed, choose Settings instead, and then choose Control Panel from that submenu.
2. If a screen comes up that says, "Pick a category", please click Switch to Classic View on the left side of the screen, otherwise, please go to step 3.
3. Double click on Network Connections. This should bring up a list of available network connections.
4. Right click on the Local Area Connection. This should bring up a small menu. Left click on Properties. This will bring up the Local Area connection Properties window. Note: You may instead have a connection called Local Area connection 2 (or any other number). Right click on that connection instead, and choose Properties from the menu to continue.
5. Highlight Internet Protocol (TCP/IP) and select Properties
6. In the Internet Protocol (TCP/IP) Properties window make sure that Obtain an IP address automatically and Obtain DNS server address automatically are selected then click on the OK button.
7. Now click on the Advanced tab at the top of the Local Area Connection Properties window.
8. Click on the Settings... button in the "Windows Firewall" section. (If you do not see that button, you may see a box labeled "Protect my computer and network by

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- limiting or preventing access to this computer from the Internet.” Check that box, and then click OK. Skip to step 8)
9. In the Windows Firewall window, choose On and then click OK. Then, click Ok in the Local area Connection Properties window as well.
 10. Now, it is necessary to repeat this for all other connections labeled as Local Area connection or Wireless Network Connection. Right click on the connection and then left click on Properties from the menu. Then, repeat steps 5 – 7 for that connection. Make sure to keep repeating this until all connections labeled as Local Area connection or Wireless Network Connection have been modified.

Turn on Automatic Updates

The following instructions will explain how to turn on automatic software updates. This will make it easier to keep up with critical updates that are released to protect your machine from dangerous viruses and other malicious programs.

Every time your computer finds new updates, you will see a notification message on your screen that new updates are ready to be installed.

11. First find the My Computer icon. It will be either on the desktop or in the Start menu.
12. Click with the right-hand mouse button on the My Computer icon and then click with the left-hand mouse button on Properties. This should bring up a window called System Properties.
13. In the System Properties window click on the tab labeled Automatic Updates, located near the top of the window.
14. Choose Automatic (recommended) and then choose a time that is convenient for you. We recommend that it be done Every day at a time when the computer is sure to be on. (If you do not see the option listed above, try this: Click to place a check mark in the box labeled Keep my computer up to date. Then the settings section, choose Download the updates automatically and notify me when they are ready to be installed.)
15. Click OK at the bottom of the window to finish.

Install Computer Security Software

16. Install your antivirus software and anti-spyware software if necessary and configure it to automatically update.


Select a Secure Password

17. In order to keep your machine safe from attack, you need to protect all of its local accounts with secure passwords. A secure password is a combination of letters

and numbers. It is something that would be very hard for you to forget, but virtually impossible for anyone else to figure out. **If this password is forgotten, it cannot be reset.** You may want to write it somewhere safe, but remember, if you write the password and keep it near your machine, anyone who finds it will be able to access all of your data and programs. Please refer to your operating system documentation with instructions on how to setup your local password not to be confused with your FAU network password.

Plugging your computer into the network

Verifying network connectivity

18. Plug your Ethernet cable into the wall and then to your computer. You should get an icon on the task bar with two little computers in it like the one in the example below. If you run your mouse over the icon you should get a small message box showing a status of connected. 
19. If you did not get the icon like the one in the example above, you will get an icon on the task bar with an X on the two little computers. If you run your mouse over the icon you may get a small message box with “A network cable is unplugged” or that you have “limited or no network connectivity”. Make sure you are connected to the network jack in your room with a category 5 Ethernet cable and verify the steps you took in the “Configuring DHCP” section.
20. Open your web browser. You should be prompted to enter your FAU user name and password to access the Internet.

Update your Operating System

21. It is critical that you update your operating system regularly. Without doing so, your machine may not be stable and will be much more vulnerable to attack. In step 14 of these instructions, you configured automatic updating of the operating system, but after connecting to the FAU network for the first time, you must update manually. Launch Internet Explorer and navigate to <http://windowsupdate.microsoft.com> and follow the instructions for updating your PC.

Scan for viruses with updated virus definitions

22. To keep your computer clean, it must start clean. Please run a full system scan using up-to-date virus definitions by following the instructions that came with your antivirus software.
23. Once you have finished the scan, you may use the network.

Do's and Don'ts

Do – bring CD's that came with your computer in the event that your OS or software should need to be reinstalled.

Do – use the current version of your antivirus software

Do– keep virus definitions up to date by scheduling automatic updates daily

Do– keep your Windows operating system in shape by scheduling daily updates of critical and recommended updates through Microsoft.

Do– install anti-spyware software and run weekly

Don't – use Peer to Peer file sharing applications

Don't – visit uncertain websites that may contain a virus or spyware

Don't – share your password or account information

Don't– open email messages or attachments from someone you don't know

Don't– purchase a hub or router to use in your room

FAQS

Can I wait until I move to campus to “secure” my computer?

We recommend that you setup up your computer prior to arriving on campus. When you connect your computer up to our network and the security steps are not performed, you may be susceptible to viruses and spyware and may not meet the requirements to register your computer on our network.

What will happen if I don't follow the FAU security recommendations?

If inappropriate network activity is observed by our Network Security Engineers, the port in your room may be disabled and you will be required to perform all of the security measures and have it verified by the Housing Technology Coordinator prior to obtaining access to the network.

What is the cost for using the network?

There is no charge to access the network in the Residence Halls.

Is Wireless access available in the residence halls?

Currently wireless networking is available in the common areas of IRT and HPT and in the MPR of The Village Apartments

If my computer “breaks” while I'm at FAU, can someone fix it for me?

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Unfortunately, we do not setup or repair computers, nor do we install Ethernet cards. We recommend that you have these done by a reputable computer center or the manufacturer. We don't provide support for any software applications. We only provide support for the configuration of the network control panel of the supported operating systems.

Contact Information

If you are having difficulty establishing a network connection, contact the IRM Helpdesk at 7-3999 (561-297-3999) and request that a service ticket be opened for you. When you call be sure to give the times when you will be in your room and your **campus telephone number**. **We will not call cell phone numbers or outside campus telephone numbers**. A residential computing consultant (RCC) from Housing & Residential Life will attempt to contact you during the days and hours you have specified. Please be advised, this is a very limited resource and wait time to be contacted after the problem has been reported may be long especially the first couple of weeks of each semester. It is highly advisable that while you are waiting to be contacted that you go over the steps again in this document to make sure you did not miss something.

Help Desk information:

Phone number: 7-3999

Webpage: <http://www.fau.edu/helpdesk>

Hours of Operation: 24 x 7