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IMSA Student Computer Registration Procedure

Installation instructions for Windows OS

Note: This task can be completed before moving in to campus. This task must be completed before you attempt to Attach to AIRIMSA wireless network or the wired network connection in your Residential Hall room

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Purpose:

Before you can connect to IMSA production wireless network called AIRIMSA or connect to the wired Ethernet connection in your Residential Hall room you must register your computer with IMSA Information Technology Services team.

Two wireless networks are available to staff and students at IMSA, what is the difference.

AIRIMSA is IMSA's production wireless network, meant for IMSA business and education activities only. Some resources at IMSA are only available to devices connected to AIRIMSA. For students that is specifically IMSA printers, IMSA file servers and some on-campus only web sites and resources. It is recommended that your primary computing device, you laptop, be connected to AIRIMSA. AIRIMSA is a more reliable, secure and faster wireless connection. Each student is only allowed one device connected to AIRIMSA.

IMSApublic is IMSA's public wireless network, meant for non-IMSA related activities only. IMSApublic was put in place to allow for the connecting of IMSA staff and student smartphones, tablets, gaming consoles, etc... This also allows for visitors to IMSA to connect to IMSA Internet connection while visiting campus. IMSApublic is less secure and slower than a connection to AIRIMSA.

Ethernet (wired) Connection versus Wireless

An Ethernet or wired connection will always be faster and more reliable than any wireless connection. Each Residential Hall student room has at least one (1) wired connection in the room. This one port can be expanded to up to 4 ports with an Ethernet hub that can be checked out for the school year from the IT HelpDesk (B-205, 2nd floor above the TV Pit, near Grainger Center. Follow the signs). To make use of the Ethernet connection in your room you will need, in addition to registering your computer, a Cat-5E or Cat-6 Ethernet cable is required. We recommend one at least 15ft in length, but not to exceed 30ft. These can be purchased on-line at Amazon.com, Monoprice.com, and almost any office supply or electronics store.

Procedure

ITS, Information Technology Services, will need three pieces of information from you to register your computer. The first is the MAC (hardware) address of your Ethernet/Wired network card, the MAC (hardware) address of your wireless network card, and proof of installation of IMSA's Symantec Antivirus Solution. Please note that some laptops do not have, by default, an Ethernet/Wired network card anymore. If this is the case and you want to make use of the wired connection in your room you will need to purchase a USB or USB-C to Ethernet "Dongle" for your laptop. We recommend you reach out to you laptop's manufacture for recommendations on the proper dongle to purchase for your computer.

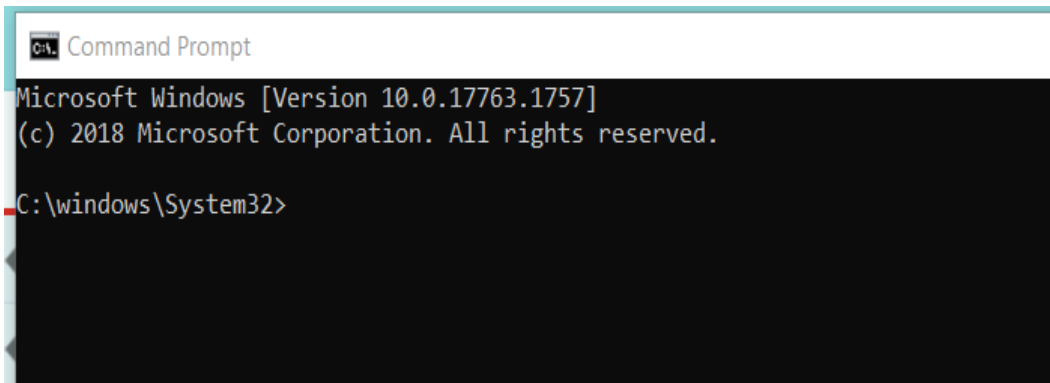
NOTE: If you have been issued an IMSA Loaner you can skip this procedure and just send us the Bar Code number of your loaner. We will pull this information from our databases.

Getting the MAC Address

- Login to your laptop
- Click on the magnifying glass



- Type: cmd into the search box and press enter
- A new window will open up



```
Command Prompt
Microsoft Windows [Version 10.0.17763.1757]
(c) 2018 Microsoft Corporation. All rights reserved.
C:\windows\System32>
```

- Type the command: **getmac /v** and press enter
- Using your mouse highlight all of the text

```
Select Command Prompt
Microsoft Windows [Version 10.0.17763.1757]
(c) 2018 Microsoft Corporation. All rights reserved.

C:\windows\System32>getmac /v

Connection Name Network Adapter Physical Address Transport Name
=====
Ethernet Intel(R) Ethern 04-0E-3C-45-F6-75 \Device\NPF{2600912F-66E7-4A5E-8F14-FEC60695660D}
Bluetooth Netwo Bluetooth Devic DC-FB-48-E6-94-51 Media disconnected
Wi-Fi Intel(R) Wi-Fi DC-FB-48-E6-94-4D Media disconnected
Ethernet 3 Cisco AnyConnec N/A Hardware not present

C:\windows\System32>
```

- Press enter, this will copy the highlight text to the clip board
 - NOTE: You can also use the Snipping Tool, included with most Windows 10 editions or can be installed via the Microsoft store to capture this information as well
- Pasting the information in to an email or Word/WordPad document to later send to IMSA IT Team
 - Method 1: Paste this information directly in to an email
 - Method 2: Paste this information in a Word or WordPad document that will later be attached to an email
- NOTE: In the example above there is a Connection Name called **Ethernet**, if you do not have a connection name with Ethernet it means you do not have an Ethernet/Wired connection in your laptop. A Dongle will be required and you will need to rerun the **getmac /v** commend again, while the Dongle is connected to the get MAC address.

Proof of installation of IMSA's Symantec Antivirus Solution

- Login to your laptop
- Click on the magnifying glass






- Type: Control Panel and press enter
- A new window will appear
- Change the view of the control panels
- Click on the text next to View By: in the upper right hand of the window, by default it will say **Category**. Change it to Large or Small Icons.
- Search for and click on **Programs and Features**



Programs and Features

- Scroll down and find "Symantec Endpoint Protection"

- Take a screen shot or use the Snipping Tool to capture the information as in the example below

 SQL Server Browser for SQL Server 2014	Microsoft Corporation	2021-02-08	12.5 MB	12.3.6024.0
 Symantec Endpoint Protection	Symantec Corporation	2020-10-01	538 MB	14.2.5323.2000
 VLC media player	VideoLAN	2020-06-07		3.0.10

- Pasting the information in to an email or Word/WordPad document to later send to IMSA IT Team
 - Method 1: Paste this information directly in to an email
 - Method 2: Paste this information in a Word or WordPad document that will later be attached to an email

Send email with information gathered

Send an email using your IMSA email account to scshelp@imsa.edu. Remember you must use your IMSA account and include the MAC Address and proof of Symantec installation screen shots or your registration request will be rejected.

NOTE: If you have been issued an IMSA Loaner you can skip this procedure and just send us the Bar Code number of your loaner. We will pull this information from our databases.