Bringing Your Computer to Campus?
Be sure to complete these steps first!
Preparing Your Computer for the University of Arizona Network

Welcome to the University of Arizona! If you are bringing a computer to campus there are some important steps you should take before accessing the network. By following the steps described in this packet you can ensure your computer meets University of Arizona network requirements and is protected against a variety of potential problems including viruses and malicious spyware programs. The directions will also guide you through registering your computer for campus internet access, registering/setting up your computer for use on the wireless network, enabling the firewall, enabling automatic software updates, and installing and configuring anti-virus software. Look through the documentation carefully to find instructions specific to your operating system.

Due to the constantly changing needs for computer and network security, many of these requirements and directions change on a regular basis. Please check with the 24/7 IT Support Center (520-626-TECH or 247.arizona.edu) for up-to-date information.

As an affiliate of the University of Arizona you are entitled to free anti-virus software called Sophos. If you already have an up-to-date anti-virus software subscription, you are not required to use Sophos and can skip this step; however, please ensure your software is updating frequently. Out-of-date anti-virus software will not protect your computer. If your computer is unprotected and infected with a virus it will be blocked from the UA network.

If you have any problems or questions please call (520) 626-TECH (8324) and a 24/7 IT Support Consultant will be happy to guide you through the process.

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Registering Your Computer for Campus Internet Access

Registration is required for all students who wish to access the Internet on campus (outside of a dorm). To register, you will first need to find out your computer’s MAC address, and then find a computer that is already connected to the Internet (at home, in a lab on campus or at a friend’s) to register it. **Do not attempt to connect to the campus network until you have registered it and installed up-to-date antivirus software.**

Finding your MAC address in Windows Vista
(Note: MAC Address does not refer to Macintosh computers; it is a generic networking term that applies to all types of computers.)

1. On your computer click the Windows icon in the lower left hand side of your screen (where the Start button used to be in Windows XP)

![Windows Icon](image)

2. In the **Start Search** box type **cmd**

![Start Search](image)

3. Click on the **cmd.exe**.

4. In the black window that appears, type **ipconfig /all** and then hit enter. This will display your computer’s networking configuration.

![Ipconfig Command](image)
5. Write down the combination of numbers and letters that follows the words **Physical Address**. Your computer may have more than one Physical Address (especially if you have wireless); the one you want is **Ethernet Adapter Local Area Connection**.

At this point you are ready to register your address (es). Find an internet-connected computer and continue.

**Registering your MAC address**

1. Using a computer that is already connected to the internet, go to http://dhcp.arizona.edu/register.php. Click **please log in first**.

2. This will bring you to a login page. Log in with your UA NetID and Password.
3. Once you have logged in, select **Add** under **Action**.

4. Enter your MAC address (the one you wrote down) into the **Hardware (MAC) Address(es):** text field. It should look like the example red text in the below picture.

5. Enter your name in the **Name** text field.

6. Enter your e-mail address in the **E-mail address** box.

7. Nothing needs to be entered in the **Department** or **Comments** text fields.

8. Read the **Acceptable Use Terms**.

9. Click **send it** - a page stating **Added 1 record for [Your MAC Address]** appears.

10. Click the **Click here to logout** link.

Quit your browser. (Whenever you log out of a secured area, especially if you are on a shared computer, quit your browser to ensure no one can access your private information.)

You should be able to use the internet on campus within one hour of registration. If you have difficulties, call the 24/7 IT Support Center at (520) 626-TECH (8324) for assistance.
Configuring Your Computer for UAWiFi

UAWiFi is your best wireless choice on campus for both speed and security.

1. Right-click on the Network Manager icon, located in the taskbar. Then select Connect to a Network from the menu that appears.

2. You will see UAWiFi as an available wireless connection. If you do not see UAWiFi then the wireless connection is not available from your location.

Select UAWiFi from the list.

3. Vista will now ask for additional information in order to connect to UAWiFi. Click on Enter/select additional log on information.
4. A screen should now pop up asking you for your credentials. Simply enter in your UA NetID under the **User name** field. Similarly, use your UA NetID password for the **Password** field. Leave the **Logon domain** field blank. Hit **OK** once you have typed in your information.

![Image of Enter Credentials window](image1)

5. Vista will again ask you for additional information. As before, click on **Enter/select additional log on information**.

![Image of Additional log on information window](image2)

6. This time a screen will pop up asking you to **Validate Server Certificate**. Simply click **OK**.

![Image of Validate Server Certificate window](image3)
7. You should now be connected to UAWiFi. Make sure the **Save this network** box is checked. Check the **Start this connection automatically** box if you would like Vista to automatically connect to UAWiFi when it is in range. Click on the **Close** button when you’re done.

You are now on the UAWiFi wireless network!
Enabling Firewall and Automatic Updates

Besides running an up-to-date anti-virus application, the 24/7 recommends two additional steps to secure your computer: enabling the Firewall and Automatic Updates. The following steps will show you how to make sure that these features are enabled, and if they’re not, how to turn them on.

1. Open the Start orb and click on Control Panel.

2. Under Security click Check this computer’s security status.
3. Make sure the lights next to **Firewall** and **Automatic Updating** are green and say **On**. If so, then they’re already enabled and you can close the window. If not, please continue (Step 4 – Firewall, Step 5 – Automatic Updating).

**NOTE:** If the indicator for **Malware Protection** says **OFF** please see Installing & Configuring Sophos Anti-Virus.

4. If the firewall is turned off, click **Turn on Now** … and then **Continue** when the **User Account Control (UAC)** dialog box appears.

5. If Automatic Updating is turned off click **Change settings** under **Automatic updating**.
6. Select **Install updates automatically (recommended)**.

7. Click **Continue** when the UAC dialog box appears.

Your computer is now secure. If you have any questions or if one or both are still red and **Off** please contact the 24/7 IT Support Center for assistance at (520) 626-TECH (8324).
Installing and Configuring Sophos Anti-Virus

Every computer should have up-to-date anti-virus software installed and running. The University provides Sophos Anti-Virus to students, staff, and faculty free of charge for just this purpose.

NOTE: You must be an admin on your computer to install Sophos. The installer will ask you for a password to continue.

1. Remove any existing anti-virus software from your computer. You must complete this step before installing Sophos. Having more than one anti-virus application installed at the same time can cause your computer to become unstable, slow, and can even leave you less protected. If you’re not sure if you have anti-virus software, or don’t know how to remove it, see the Removing an Anti-Virus Program (Installing & Configuring Sophos Anti-Virus, Part B) handout.

2. Download Sophos from https://sitelicense.arizona.edu/sophos/ and then disconnect your computer from the internet by unplugging your Ethernet cable from the wall or turning off your wireless card.

3. Double-click on the Sophos installer that you downloaded in Step 1.

4. Once the installer opens, click Install.
5. Wait as the installer prepares itself.

6. Once the installer is ready, click **Next**.

7. On the **Destination Folder** screen, click **Next**.
8. On the **Update source** screen, type in the update address for your operating system in the **Address** box, and then click **Next**.

![Image of Update Source Screen]

Address: Windows 2000/xp/vista:
http://sophosru.arizona.edu/esxp/

**IMPORTANT:** Leave the remaining fields blank.

9. Click **Next** on the **Ready to install Sophos Anti-Virus** screen.

![Image of Ready to Install Screen]

10. Wait as Sophos Anti-Virus and Sophos AutoUpdate install (this may take several minutes).
11. Once the installation has completed, click **Finish** on the final screen.

12. You can confirm that the installation was successful by looking for a blue shield icon next to the clock on the taskbar. You should now reconnect your computer to the Internet.

13. Update Sophos by right-clicking on the blue shield, and clicking **Update now**.

14. Open Sophos by right-clicking on the blue shield, and clicking **Open Sophos Anti-Virus**.

15. In the main Sophos window, click **Configure Sophos Anti-Virus**.
16. On the **Configure** page, click **On-access scanning**.

17. In the **On-access scan settings for this computer** window, click on the **Disinfection** tab.
18. On the **Disinfection** tab, check the window; you have successfully installed and configured.

![Disinfection Tab](image)

19. Close the Sophos successfully installed Sophos Anti-Virus.

If you have any questions or problems, please visit the 24/7 IT Support Center or call (520) 626-TECH (8324).