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Network Services

Note: Some HP Wifi-compatible printers may interfere with campus wireless network activity. To keep wireless channels free of interference, follow the steps below to disable HP wireless printer services.

For most models:

- Use the printer menu and locate the **Setup** option.
 Select **Network** from the options presented.
 Select **Wireless Radio** on the menu that follows.
 Switch **Wireless Radio** off.

HP Photosmart C4780

- From the front panel, choose **Scan** Scroll to locate and select **Networking** Within the Networking menu, select **Wireless** to disable it.

- 1. Some models include a Wifi hardware button, requiring only that you push the button to disable wireless connectivity. The button may need to be held for up to 5 seconds. For those models without a Wifi Some modes include a Wiln naroware button, requiring only that you push the but hardware button, follow the steps below.

 1. Within the menu, navigate to Settings.

 2. From the Settings menu, select Wireless, and choose Wireless Settings

 3. Within Wireless Settings, select Disable Wireless and click Ok.

HP Laserjet P1102w

- 1. Press and hold the button shown below for 5 seconds.
 - ((I))
- 2. If the indicator light turns off, the Wifi has been successfully disabled.

IMPORTANT: The links in this article are only accessible when using a computer within Eastern's Network (on-campus).

New methods to print over campus wireless

- MobilePrint for printing via email, uploading, or from your mobile device.
- . ChromePrint for chromebook users

IMPORTANT - The above options are driver-less. The below options are driver based and require a package download.

Library Guests

To print to the library printers: ** Note - There is no longer a Coin operated printer available in the Library **

- 1. Guest access is requested at the circulation desk. Photo ID is required.
- 2. A PIN number is supplied to access three PC's behind the reference desk.

- Guest then selects a Library printer and hits print.
 At the Pharos pop-up screen the Guest creates a job name and pin number.
 Library staff member will then release the job for the Guest at the selected printer using the supplied job name and pin number.

Eastern Students, Faculty & Staff

Windows Computers:

Printing on campus to the Pharos printers listed below via a wireless connection:

- 1. Connect to the wireless network with your device, using your Eastern ID and password.
- Install the correct executable file for the printer you wish to use.
 Choose from the following printers:
- - Library 107
 Library ASC 167

 - Library 2nd Floor
 Library 2nd Floor Color
 - 5. Webb 410 Computer Lab6. Student Center Cafe
- After the software is installed, be sure to select the printer you wish to use when sending your print job.
 To uninstall the wireless printing software, use "add/remove programs" in your control panel.

Mac computers:

- 1. Connect to the wireless network with your device, using your Eastern ID and password.
- You must download the file to your computer and execute the file from there.
 Click here to download the installer file for Mac computers.

Campus Residents

1. Use the following guide to add wireless printing for your dorm building, Article 457: Wireless Printing in The Residence Halls.

The following will allow you to gain access to your desktop computer from home via the VPN.

IMPORTANT: The VPN server will auto disconnect you after either 30 minutes of inactivity, or one hour of connect time. If you still have work to do, you may browse back to the VPN server and sign back in

Windows PC (Office Mac remote control is not supported but you can control a Office PC from a Home Mac. Jump to Mac Instructions)

The computer name can be found from the Office Computer itself or via the VPN both instructions are listed below:

Acquire the Computer Name from the computer:

- 1. Open the file browser Windows Explorer (Not Internet Explorer).
- 2. Right-click on This PC and go to properties, make a note of the Computer Name. It's critical that you transcribe this exactly but only the name not the full computer name.

Acquire the Computer Name from the VPN:

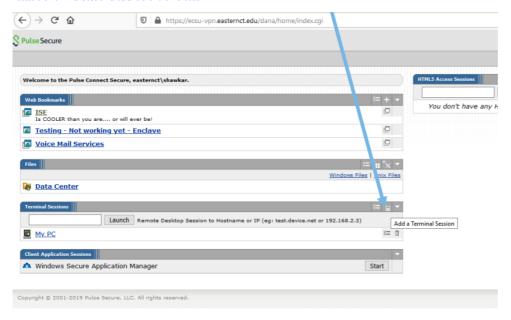
- 1. Login to the VPN at https://ecsu-vpn.easternct.edu/ as described in Article 8: VPN Login and File Access for Faculty and Staff
 2. Click on the Computer Names link in the Web Bookmarks section.

- 3. Find your username and click on it.4. Use the resulting name in the instructions below

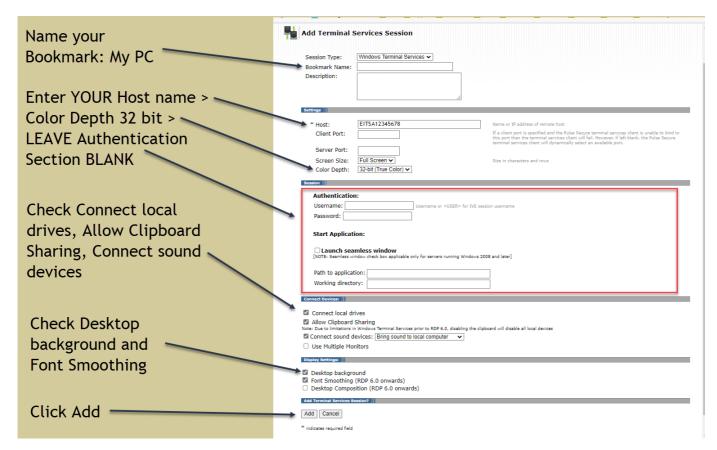
From The Home Computer

Connecting to the Office Computer from the home computer:

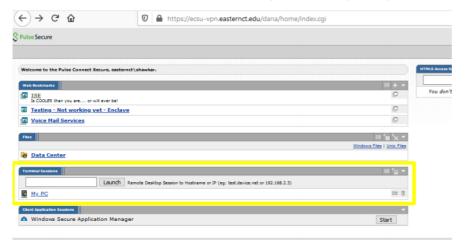
- 1. Login to the VPN (https://ecsu-vpn.easternct.edu/) as described in Article 8: VPN Login for Faculty and Staff .
- 2. Locate the Terminal Session area and click the PC button.



3. Fill out the form as follows:



4. Your VPN home screen will now have a link in the Terminal Sessions section you can use to access your Desktop.

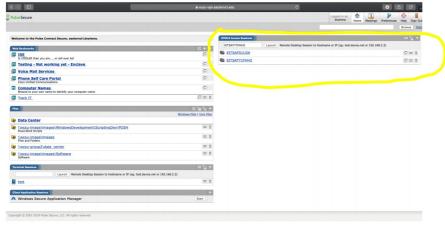


Now you can access the office computer from home by clicking on the bookmark you created. Note that the VPN server will prompt with the same policy notice and authentication screen that you would see if you were actually logging in at your desk.

If you had locked your workstation, your terminal services session will unlock the station and resume the session. At the end of your terminal services session, you will be given a choice of Disconnect or Log off. If you disconnect, it is the same as if you locked your workstation. If you choose Log Off, it will log you out of your session and close all applications as if you logged off of your workstation in the office.

Remote Control an Office PC from a Home Mac

- 1. Use the instructions above to identify the computer name
- Open a web browser From your Home Mac and log into the VPN at https://ecsu-vpn.easternct.edu/
- 3. Paste your computer name into the HTML 5 Session Field on the right side of the screen and click Launch



4. Login with your username and password using your full email address.



5. Click Continue

The ECSU VPN server is a device that creates a Virtual Private Network between your home computer and the Eastern campus. With a VPN connection, you may access files on your Z-drive via the Internet or remote control your office computer from home. For instructions to Remote Control your office computer see Article 7: Remote Desktop Access

IMPORTANT: Only the departments using the ITS Storage Area Network (SAN) have pre-created bookmarks in the VPN. Separate departmental servers such as facilities do not have bookmarks in the VPN. If you do not see your departmental server you must create your own bookmark. The path to the share must be fully qualified (\frac{\text{\tex opposed to \\facilities4357\sharename).

To connect to the ECSU VPN server:

- Use your browser to connect to https://ecsu-vpn.easternct.edu/
- Alternately, from the <u>ECSU home page</u>, select the Faculty and Staff Menu Item, and choose VPN from the Square Buttons in the center of the page.



- The first time you connect, your web browser may display a pop-up message asking if you would like to accept the site's security certificate. Click Yes to accept and proceed.
 The login screen for the VPN server appears next, requiring a username and password.
 When typing your username, type only your Technology Account username. Do not use the @easternct.edu.
 Type your password just as if you were logging in to your office computer.

- · Click Sign In when complete.

You may now connect to your personal Z: drive or common drive:

- . In the Files section click the link that reflects your area of business
- Click your department folder. If you do not see your department folder, your department may be using their own departmental server. Please see the important note above.
 Click on the folder with your username or the common drive, and the files and folders in your personal Z: drive will appear.
- To bookmark your drive, click Bookmark Selected at the top of the screen. You may name the bookmark in the box that pops up for added convenience.
- Click Add Bookmark to save the bookmark.
- You may now transfer files from your home computer to the drive, from the drive to your home computer, or delete files from the drive. To upload a file click the Upload File button and follow the prompts.
- To download a file click on the name of the file and select Save from the popup window.
 To delete a file select the checkbox next to the file you want to delete and click the Delete Selected button.

IMPORTANT: If you check the box to the left of any file or folder names, and select "Delete", they will be permanently deleted from your personal Z: drive on the server. Be Careful! There is no trash bin or undelete function!

Note: Apple and Android devices require you to disable private MAC addresses to connect to ECSU Wifi, follow the steps in Article 638: On-Campus Wifi for Mobile Devices and then return here for other instructions.

Eastern offers the following wireless signals:

ECSU-BYOD and ECSU-BYOD5:

These signals are provided for Eastern account holders only (students, faculty, and staff). Users can connect with their Eastern accounts for temporary access or register devices for the duration of the academic year. To use register your device, please see Article 246: Connecting to Wi-Fi at Eastern and Finding Your Mac Address

If you experience trouble, and you have previously connected to these signals, you might have to tell your device to forget the signal before connecting again. Instructions on forgetting a network depend on your

- Apple: How to Forget a Wi-Fi Network on Your iPhone, iPad, iPod Touch, or Mac
- Windows: Windows 10 Forget Wi-Fi Connection.

Eduroam (educational roaming) is a secure, world-wide roaming wireless access service developed for, and used by, the international research and education community. This reciprocal global authentication system enables Eastern students, faculty, and staff to securely access the eduroam wireless network at more than 6,000 participating locations worldwide. Additionally, visitors from any participating eduroam institution are able to securely connect to the eduroam wireless network at Eastern using their own credentials. This alleviates the need for visitors to obtain guest access accounts. As eduroam grows, more and more hotspots are appearing in additional places (libraries, museums, railway stations, coffee shops, etc).

Eastern Account Holders:

Eastern account holders can use Eduroam on campus in lieu of other wireless signals. Doing so will prepare your device to access Eduroam at other institutions provided you tell it to remember the connection and use your username@easternct.edu (students with something@my.easternct.edu should delete the my. in this case). Alternately, you can create a wireless profile manually using your account info and the following specifications:

- Security Type: WPA2-Enterprise
- Encryption Type: AES
 EAP Type: Protected EAP (PEAP)

Visitors from other Eduroam institutions:

Your username (username@homeinstitution.edu) and password for your online identity are provided to you by your home institution (where you are enrolled in study or employed). Wherever you see eduroam appear in your list of Wi-Fi networks, you can use your account to get online. You may need to contact your home institution to make sure your device is prepared to connect to Eduroam.

Eastern Connecticut State University Residential Computing Fact Sheet

The ECSU residential computer network, better known as Resnet, provides network connectivity for all residential students. Resnet is designed to be as reliable as is possible in providing learning services plus office and building operation.

Use a standard ethernet cable to connect your PC to Resnet. Ethernet cables are available in Media 252 (no cost).

Personally owned computers must meet certain criteria to be given Internet access. They must:

- Have properly licensed and UPDATED operating systems and application software.
- Be configured to receive automated operating system updates.
 Have anti-virus software running that is configured to receive automated updates.
- · Not have peer to peer software, viruses, or spyware actively running.

When your PC is physically connected to the network and turned on, it will be checked to determine if it meets these requirements. If the PC needs to be updated, directions will be provided. If you need more information about configuring your PC browse to http://help.easternct.edu where you will have access to software upgrades and instructions.

Until these criteria are met, access to the Internet will be blocked. Local services from ECSU, such as E-mail and Blackboard Vista will remain available.

Personally owned computers that have active peer to peer applications, viruses, or spyware will be quarantined; browsing to any external web site will return a page explaining that the PC is quarantined. Please see the above Help Page for details and information about how to get out of quarantine

Students are responsible for maintaining the configuration of their PC. ITS staff cannot repair or reconfigure personally owned computers.

Several network security tools are in use which helps provide enhanced reliability for Resnet. There are a number of network gateway devices, such as Packeteer and Interspect that screen for illegal applications or activities consistent with virus activity. The Cisco Clean Access product enforces basic personal computer hygiene. Anti Virus software is required, which further enhances personal computer hygiene. While these are common requirements in an enterprise computing environment, they may at first pose an obstacle for the home user. ECSU Information Technology Services (ITS) is committed to helping the Resnet computer user succeed in this enterprise environment.

Local services such as the Blackboard Vista course management system, student E-mail, on-line course registration, anti-virus software, and directions for self-directed help are all available online even when the PC is blocked or quarantined.

Email Web Access

Faculty, Staff, and Students can access their email online using the following URL:

Office 365 Portal

On campus access of web mail should not require Multi Factor Authentication (MFA). Accessing email from off campus will require MFA. To learn about and set up MFA for off campus access, go to Article 516: MULTI-MUL

 $More information about using Outlook on the web can be found at $$ \underline{\text{https://support.office.com/en-us/article/get-help-with-outlook-on-the-web-cf659288-35cc-4c6c-8c75-88e4317fda11}$$

Residence Hall Network Connection Policy

The following is a list of rules and regulations established by Connecticut State University governing student connections to the campus computer network from within the Residence Halls.

- 1. The student will agree to abide by all CSU and ECSU policies governing the use of campus computing facilities.
- 2. The student will provide a microcomputer or terminal capable of a network connection. (The University will provide, upon request, a list of typical equipment, cables, terminal emulators, and operating systems that can be used to connect to the network.)
- 3. The student is responsible for all installation configuration, and repairs to personal computers and peripheral equipment, including cables, network cards, and software used to connect to the network. The student is responsible for troubleshooting and maintaining their own equipment.
- 4. The student shall follow and implement any instructions given by the Data Center as regards network configuration and addressing. Failure to do so can have a detrimental impact on other students in the residence hall. The Data Center reserves the right to disconnect without notice any equipment which is judged to be causing network problems or does not conform to our recommended configuration.
- 5. Any attempt by the student to break into other's computers, accounts, or other similar destructive behavior on the network will result in the immediate loss of network connection plus result in disciplinary and/or legal action.
- 6. The student will not tamper with or modify in any way, university-owned equipment or the wiring connection in the wall of their Residence Hall room. Failure to comply will result in the discontinuance of network services to the room, as well as any necessary disciplinary and/or legal action. The severity of the violation will determine the type of action that the University and/or the State will take against the violation.
- 7. The University will not store student computer addresses in its Domain Name Servers.
- 8. Network users must comply with all copyright laws or agreements governing the use or duplication of software or other proprietary data.

The instructions below relate to using ECSU BYOD5. If you are using eduroam, please see Article 180: Wireless Services. When you see a list of signals, you will see three (BYOD, BYOD5, and Eduroam), we recommend BYOD5. The recommendation is based on the signal that has the best speed.

Any device with a standard input system (browser and keyboard) can connect to the campus wireless system and attempt to go to a web page. If the device is not registered, it will redirect to the my devices page where you will be prompted to enter your username and password. The status will say pending, but the device will be automatically registered for Internet use. Follow the steps below:

- Select ECSU-BYOD5 from the list of available wireless networks
- After connecting, navigate to http://easternct.edu and you will be redirected to the wireless sign-in page.
 At the sign-in menu, enter your Eastern username and password. Note: Your username is the part of your email address prior to @my.easternct.edu.
- 4. Once successfully signed in, you will be redirected to a success page and granted access to the Wifi on your device for 365 days.

Devices that do not have standard input systems (game systems, TVS, etc.) need to be added to your My Devices list manually. The link to the portal is below followed by instructions for determining the MAC Address required to add devices.

IMPORTANT NOTE: Accessing the network with either of the methods described above associates your username with that device. Any subsequent activity on that device is associated with that username. Any activity in violation of Eastern's policies will be attributed to the username. Please use discretion when allowing others to use your devices

IMPORTANT NOTE: My Devices registration of iOS devices require the device to be set to a static MAC address, see Article 638: Disable Private Mac Addresses

My Devices Portal:

https://ecsu-isepol7.easternct.edu:8443/mydevicesportal/PortalSetup.action?portal=1ad71200-5e4e-11e4-b905-005056bf2f0a

To register devices with no standard input system :

1. Navigate to the Current Students section of the Eastern homepage (https://www.easternct.edu/portal/index.html) and locate the button labeled My Devices using your phone or computer. Alternatively, scan the QR code below



- 2. Sign in using your Eastern username and password
- 3. Read and scroll through the Acceptable Use Policy.
- Click Accept.
- 5 Click Continue
- 6. Click Add.
- 7. Enter a Device Name and Device ID (MAC Address) It consists of 6 alphanumeric number pairs separated by colons such as AA:BB:CC:11:22:33. (see below for instructions on finding your mac address)

Once submitted, the device registration process is complete, and the target device will have access to the ECSU-BYOD and ECSU-BYOD5 wireless networks. Note: The device registration status may continue to say Pending, this does not impact your device's wireless access.

The following instructions are to locate your device's MAC address. Every device has a unique identifier for its network adapters. This id is called the media access control address, or MAC address. This 12 digit code is made up of letters and numbers and is usually separated by colons, periods or dashes

Instructions here are provided to the best of our knowledge; because software and hardware instructions change without notice, when in doubt check your user manual or manufacturer's website for support and instructions

WINDOWS

- 1. Open the start menu and type, cmd. Click on cmd to open it in a new window
- Enter getmac into the window and press enter.
 You should see your MAC address listed under Physical Address.

MAC OSX

- In OSX, click on the Apple icon in the top left.
 Open System Preferences, and select Network Preferences.
- Select the connection type from the left. For wireless, select Wifi or Airport. For wired connections, select Ethernet
 Click on Advanced in the lower right corner.
- 5. Select the Hardware tab and the MAC address will be listed here.

APPLE IOS (iPhone, iPad, iTouch)

- For iOS devices, open Settings.
- 2 Open the General menu
- 3. Select About, scroll down to Wifi Address. Your device's MAC address is listed as Wifi Address.

ANDROID

For Android devices, note that these instructions may vary between Android versions and manufacturers.

- 1. From the Home screen, press Menu
- Select Settings.
 Select About Phone or About Tablet. In some cases, you may have to select Wireless & Networks first, and check the box marked Wifi to turn the wireless on.
- Select Status. For some versions, you may need to select Hardware Information instead
 Scroll down to the Wifi MAC Address field.

LINUX

- Open a terminal or console window
- Type ifconfig.
- 3. The MAC address will be listed as HWaddr in the format of 12:34:56:78:AB.

CHROMEBOOK

- 1. Open the Chrome browser
- 2. 2. Enter chrome://system in the address field.
- 3. Expand the ifconfig field.
- 4. In the wlan0 section, you'll find the MAC address listed as Ethernet HWaddr.

KINDLE FIRE

- . From your home screen, tap your Settings icon.
- 2. Tap on More, and then tap on Device
- Scroll down to find the Wifi MAC Address section

KINDLE, KINDLE TOUCH, AND KINDLE PAPERWHITE

- 1. Tap the Menu button from the Home screen.
- 2. Select Settings
- 3. Tap the Menu button again.
- 4. Select Device Info.
- Scroll down to find the Wifi MAC address.

BARNES AND NOBLE NOOK

- 1. Press the Home button.
- Tap Settings.
- 3. Find the entry for MAC Address

BARNES AND NOBLE NOOKCOLOR

- 1. Tap the Nav Arrow at the bottom of the screen to display the Quick Nav Bar.
- 2. Tap Settings then tap Device Info.
- 3. Tap About Your NOOKcolor.
- Find the entry for MAC Address.

APPLE TV

- 1. Select Settings.
- 2. If you are using software version 1.x, select About. If you are using software version 2.0, select General, and then select About.
- 3. The MAC Address will be listed as either Wireless ID or Ethernet ID. a. You can also find both the Wireless ID and Ethernet ID on the UPC label on the bottom or back of the Apple TV box, next to the serial number.

ROKU (NETFLIX) PLAYER

- 1. Select Settings
- 3. The Mac Address will be listed on-screen. a. You can also find the MAC addresses on the bottom or back of your Roku player

TIVO

- 1. Press the TiVo button to go to TiVo Central.
- Select Messages and Settings.
 Select Phone and Network Setup.
- 4. The MAC address will be displayed at the top right-hand side of the screen.

BOXEE BOX

- 1. Select Settings.
- Select System.
- Select Information.
 The MAC Address will be displayed on the screen.

BOXEE TV

- Select Settings.
 Select Network.
- 3. The MAC Address will be displayed on the screen.

GOOGLE TV

- 1. Select Settings.
- 2 Select Network
- 3. Select Status.
- 4. The MAC Address will be displayed on the screen.

BLACKBERRY DEVICES

- Select Options from the home screen, and then select Status.
 Your MAC address will be listed in the WLAN MAC field. a. Not all BlackBerry devices have Wifi.

WEBOS DEVICES (PALM)

- 1. In the Launcher, scroll to the screen with the Device Info app and launch it.
- 2. Select More Info. (In some versions you will also need to select the Hardware tab.)
- 3. Your MAC address will be listed in the Wifi section.

WINDOWS MOBILE DEVICE

- 1. Make sure your Wifi is enabled.
- 2. Select Start.
- 3. Select Settings, and then select Connections.
- Select Wireless LAN and then select the Advanced Tab.
 Your MAC address will be listed in the MAC field. a. Alternatively, your device may have the MAC address listed under Start>Settings>Wifi Manager>Advanced.

WINDOWS NOKIA LUMIA 900

- Select Settings. Then, tap About and then tap More Info.
 In the third tab, there will be a box for the MAC address.

WINDOWS PHONE

- In the App List, tap Settings.
 Tap About and then tap More Info.
- 3. The Mac Address will be listed on this screen

NINTENDO DS (AND LITE VERSION)

- 1. Start a game that has Wifi capabilities
- Go to Settings.
- 3. Select the Nintendo Wifi Connection Setup. It could also be listed as Nintendo WFC Setup.
- Select Options.
- Select System Information.
 Your MAC address will be displayed.

NINTENDO 3DS

- Tap the wrench icon to access System Settings.
 Tap Internet Settings.
- 3. Tap Other Information.

- 4. Tap Confirm Mac Address
- 5. Your MAC address will be displayed on the screen.

SONY PSP

- 1. Turn on the PSP without a game in the system.
- 2. Press the Home button.
- Press Settings.
- Press System Settings.
 Press System Information
- 6. Your MAC address will be displayed.

SONY PS VITA

- 1. From the home screen, tap Settings.
- 2. Tap Start.
- 3. Scroll up and tap the System option.
- 4. Tap System Information.
- 5. Your MAC address will be displayed on the screen.

NINTENDO WILLI

- 1. From the Wii U menu, select System Settings.
- 2. Use the left stick to select Internet and press the A button.
- Select View Mac Address and wait for it to display.

MICROSOFT XBOX ONE

The first time turning on an Xbox One system requires an internet connection to reach the settings menu which is where you will find the wired MAC address you need to register your device. The workaround for this is to allow the Xbox to run through the system setup, let it fail, select "Fix It" and then it will attempt to diagnose the issue. When that fails, it will bring you to a screen prompting you to manually set up the connection, listing both the wireless and wired MAC address.

If you are able to reach the main menu on your Xbox, try the following to find the MAC Address.

- 1. Navigate to My Games and Apps
- Select Settings.
- Select Network.
 Select Advance
- Select Advanced Settings.
 The Wired and Wireless MAC address will be displayed to the right of your screen.

MICROSOFT XBOX 360

- 1. Select System from the Xbox Dashboard.
- 2. Select Network Settings.
- Select Edit Settings.
 Select Additional Settings
- 5. Select Advanced Settings.
 6. For Wired connections, your MAC address will be displayed under the heading Wired MAC Address. a. For Wireless connections, select Wireless Information. Your MAC address will be displayed on this

For the new NXE display

- 1. Go to My Xbox in the Xbox Dashboard.
- Select System Settings, all the way to the right.
 Select Network Settings.
- 4. Select Configure Network
- 5. Under the Basic Settings tab, make sure IP Settings is on Automatic.
- 6. Go to the Additional Settings tab.
- Select Advanced Settings.
- 8. The MAC address is displayed on the screen as Wired MAC Address.

NINTENDO WII

- 1. From the Wii menu, choose Wii Options.
- 2. Select Wii Settings
- 3. Click right to Wii System Settings 2.
- 4. Select Internet.
- 5. Select Console Information
- You will find your MAC address on this screen.

NINTENDO WII U

- 1. Go to System Settings.
- 2. Tap the Internet settings button.
- 3. Select View MAC Address
- Your MAC address will be displayed.

SONY PLAYSTATION 2 (SLIMLINE)

- 1. Turn on your PS2 with no game disc in the tray
- 2. From the main screen, press the triangle button
- 3. The MAC address will be listed on the System Information screen.

SONY PLAYSTATION 3

- 1. From the PS3 main menu, select Settings.
- Select System Settings.
 Select System Information.
- 4. Your MAC address will be displayed on the screen.

SONY PLAYSTATION 4

- 1. Select System
- 2. Select System Information.
- 3. Your MAC address will be displayed on the screen.

TIME CAPSULE (APPLE)

1. The MAC addresses for both Ethernet and Wireless are found on the UPC label on the bottom of the Time Capsule, next to the serial number.

VONAGE PHONE ADAPTER

1. The WAN/MAC address is listed on the bottom of the adapter

WIRELESS PRINTERS

In most cases, the MAC address will be located in the printer manual. However, you may need to print out a configuration page. Generic steps are below, but you may have to consult your printer manual or support information online to determine how to print out a configuration page.

- $1. \ \ \text{If there is a configuration or tools button on the front or top panel of the printer, press that button.}$
- In there is a configuration or tools button on the front or top panel or the printer, press that button.
 Use the arrow keys to scroll to the option for printing a test page.
 If there is no button on the front or top panel, or if you cannot find the test page option, connect the printer to a computer using a wired connection.
 Navigate to the printer.
 Right-click the printer icon and select Print A Test Page.
 In some test pages, the MAC address will print out on the page. It may also be labeled Physical Address.

IMPORTANT: Only the departments using the ITS Storage Area Network (SAN) have pre-created shortcuts in the VPN. Separate departmental servers such as facilities do not have shortcuts in the VPN. If you do not see your departmental server you must create your own shortcut. The path to the share must be fully qualified (\facilities4357.ec-admin.easternct.edu\sharename as opposed to \facilities4357\sharename). Use the instructions below to create bookmarks.+

To create VPN bookmarks:

- Log in to ECSU's VPN. For login instructions see Article 8: VPN Login for Faculty and Staff_ and Article 192 VPN Login for Students.
- Click on the Add Windows link at the top right corner of the bookmarks section.
 Type the path or browse to the share you want to bookmark (departmental servers require the full path to be typed in as noted above).
 Click the Bookmark Current Folder link on the top right of the page.

New methods to print over campus wireless

- MobilePrint for printing via email, uploading, or from your mobile device.
 ChromePrint for chromebook users.

IMPORTANT - The above options are driver-less. The below options are driver based and require a package download.

Choose the appropriate link below to install the printer for your building

Windows computers:

- Burnap Hall
 Burr Hall
 Constitution Hall
 Crandall Hall
 High Rise Hall
 Laurel Hall
 Mead Hall
 Niejadlik Hall
 Noble Hall
 Nutmeg Hall
 Cocum Hall
 Winthrop Hall

Mac computers:

All dorms and public areas.

IMPORTANT: These instructions are intended for use only with Internet Explorer on a Windows device.

Adding a Printer:

- Navigate to http://printers.easternct.edu/ using Internet Explorer 11 (not Edge).
 Identify the manufacturer of the printer you are trying to add. It can often be found on the printer's front or side.
 Click the appropriate link for the printer manufacturer from the listed options.
 Locate the printer, either by name or description, on the page that follows.
 Click the printer name to view the printer options.
 Locate and click the Connect link.

Accept both prompts that follow by choosing the Yes and Install buttons respectively. The printer driver will install, and the connection should be visible within the Devices and Printers menu.

The following instructions require that you log into a Windows computer on the network at Eastern:

- Go to the start menu and click on Computer.

- Go to the start menu and click on Computer.
 Right-click on the Z-Drive if the file was in the main directory. If the file was in a subfolder, right-click the subfolder.
 Click Properties.
 Click on the Previous Versions tab, then highlight the previous version in which you wish to pull the previous document from.
 Click Open. A window will appear showing the contents of the version of that folder.
 Highlight the file you want to recover.

- Right-click the file and select Copy.
 Open a new Windows Explorer window. Find the file location in which you wish to put the copied folder.
 Right-click inside the folder and select Paste.

When is the VPN necessary?

If your specific task requires that you use any of the applications listed below, you will need the VPN:

- Web focus
- Enclave
- · Files saved on local computer hard drive
- Any specific applications only available on your office computer

You don't need the VPN to do the following:

- Web conferencing Always use the local computer (not the remote computer). Your local computer is where you are located when web conferencing.
- Email Use via a browser and access the O365 web version of your Eastern email: https://outlook.office.com/mail/inbox
- eWeb Use a browser to access eWeb via the O365 portal using a browser: https://www.office.com/?auth=2
- MS Office productivity software (Word, Excel, PowerPoint, etc.) the online versions can be accessed via a browser using Eastern's O365 portal: https://www.office.com/?auth=2
 Students, faculty, and staff can install the desktop version by downloading the home use software. Visit our MS Office 365 knowledgebase article for full details:
 - https://easternct.makekb.com/entry/477/
- OneDrive cloud individual storage: https://www.office.com/?auth=2
 For further information, visit our knowledgebase article Getting Started with OneDrive and SharePoint Commons: https://easternct.makekb.com/entry/508/
- SharePoint cloud departmental storage: https://www.office.com/?auth=2
 - For further information, visit our knowledgebase article Getting Started with OneDrive and SharePoint Commons: https://easternct.makekb.com/entry/508/
- Adobe Acrobat and all other Adobe Creative Cloud products
 Students can get Abobe software at a discount by visiting: https://easternct.onthehub.com/WebStore/OfferingDetails.aspx?o=b9430f83-d531-e311-93f6-b8ca3a5db7a1.
 Faculty or staff can install the desktop versions by downloading the home use software. Visit our Installing Adobe Creative Cloud Applications knowledgebase article for full details: https://easternct.makekb.com/entry/467/.

ITS is now taking remote lab access requests for site-licensed software. If your students require remote access to site-licensed software during your scheduled course times, please fill out the form at the link below for each of your required course sections. Remote access to general purpose labs for homework-use can be requested by filling out the form below, selecting "General Purpose Labs" from the location dropdown menu, and providing your student roster.

 $\underline{https://forms.office.com/Pages/ResponsePage.aspx?id=6Eq8AGxX40WUnU8SnYtnCpBTRKMUmvtAvEINY6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFXRC4uurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUurustavEiny6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUurustavEiny6wpOXBUNDVW00XB$

Fully-online courses

Instructors and students in fully-online courses will leverage the VPN to access their assigned lab computer for the duration of the requested time. Remote access will be granted at the beginning of the scheduled course time and removed at the end, after which all users will then be logged out of their remote sessions. Student and instructor device assignments will be delivered by email after the request form is processed. Additional instructions are available at the link below. https://easternct.makekb.com/entry/192/

Hybrid-online courses

The disabled, social-distancing computers in each lab have been organized into remote device pools available using Citrix Workspace. As with fully-online courses, these device pools are only available during the requested timeframe, and students will be logged out at the specified end time. Remote students in hybrid courses will access the social-distancing computers by following the instructions at the link below.

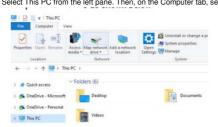
https://easternct.makekb.com/entry/622/

General-purpose labs (Webb 410, Library 1st & 2nd FI)

Access to general-purpose labs via the VPN and Citrix Workspace is automatically granted for all students presented in the request form roster. Students can identify an available general-purpose lab device for use with the VPN from the availability dashboard below. Clicking the "Connect" button will expose instructions for accessing the devices using the VPN.

Availability dashboard: https://remoteaccess.labstats.com/eastern-connecticut-state-university.html

- Open File Explorer from the taskbar or the Start menu, or press the Windows logo key + E.
 Select This PC from the left pane. Then, on the Computer tab, select Map network drive as shown below.



- In the Drive list as shown in the graphic below, select a drive letter. (Any available letter will do.)
 In the Folder box, type the path of the folder using the "Example" path as shown below for the proper format. To connect every time you log on to your PC, select the Reconnect at sign-in check box.
 Select Finish.



Note: If you do not know the correct path to your network share or can't connect to it (which may be a permissions issue), please contact the ITS Help Desk at helpdesk@easternct.edu or x5-4346

VPN Login and Remote Access Options/Processes

- 1. VPN & Citrix Course Access Request for Faculty

- VPN Login and Remote Access for Students
 VPN Access to General Purpose Labs for Students
 Downloading and Using Citrix Workspace for Remote Lab Access
 - Troubleshooting Citrix Workspace

VPN & Citrix Course Access Request for Faculty:

ITS is now taking remote lab access requests for site-licensed software. If your students require remote access to site-licensed software during your scheduled course times, please fill out the form at the link below for each of your required course sections. Remote access to general-purpose labs for homework-use can be requested by filling out the form below, selecting "General Purpose Labs" from the location dropdown menu, and providing your student roster.

• https://forms.office.com/Pages/ResponsePage.aspx?id=6Eq8AGxX40WUnU8SnYtnCpBTRKMUmvtAvElNY6wpOXBUNDVWQ0INQlgxSVU5RjZFTUwyUUZBVFFXRC4u

Fully-online courses

Instructors and students in fully-online courses will leverage the VPN to access their assigned lab computer for the duration of the requested time. Remote access will be granted at the beginning of the scheduled course time and removed at the end, after which all users will then be logged out of their remote sessions. Student and instructor device assignments will be delivered by email after the request form is processed. Additional instructions are available at the link below.

• Use the following guide - VPN Login and Remote Access for Students

Hybrid-online courses

The disabled, social-distancing computers in each lab have been organized into remote device pools available using Citrix Workspace. As with fully-online courses, these device pools are only available during the requested timeframe, and students will be logged out at the specified end time. Remote students in hybrid courses will access the social-distancing computers by following the instructions at the link below.

• Use the following guide - Downloading and Using Citrix Workspace for Remote Lab Access

General-purpose labs (Webb 410, Library 1st & 2nd Floor)

Access to general-purpose labs via the VPN and Citrix Workspace is automatically granted for all students presented in the request form roster. Students can identify an available general-purpose lab device for use with the VPN from the availability dashboard link below. Clicking the "Connect" button will expose instructions for accessing the devices using the VPN.

Availability dashboard: https://remoteaccess.labstats.com/eastern-connecticut-state-university.html

VPN Login and Remote Access for Students:

For general information and to request access to remote control labs refer to the VPN & Citrix Course Access Request for Faculty_guide.

How to Connect to the ECSU VPN Server

- 1. Use your browser to connect to https://ecsu-vpn.easternct.edu/
- 1. Use your prowser to connect to https://ecsu-vpn.easternct.eou/

 NOTE: The first time you connect, your web browser may display a pop-up message asking if you would like to accept the site's security certificate. Click

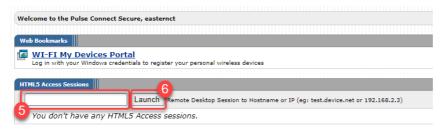
 2. Enter your username and password once at the login screen for the VPN server.

 NOTE: When typing your username, type only your Technology/ECSU Account username. Do not use the @my.easternct.edu.

 Type your password just as if you were logging in to a computer on campus.
- 3. Click Sign In when complete



- Refer to <u>VPN Access to General Purpose Labs for Students</u> guide to find the device name and remotely access assigned lab devices
 Enter your assigned lab device name into the HTML5 Access Sessions field within the VPN user interface.
- 6. Click the **Launch** button to begin a remote session within your browser.



• NOTE: If prompted to provide credentials, do so using your full Eastern username preceded by EASTERNCT\ as shown below and click the Continue button.

• NOTE: Do not use @my.easternct.edu within the username.



VPN Access to General Purpose Labs for Students:

ITS has a dashboard for displaying device availability for students to remotely access general-purpose computers in labs including Webb 410 and the Library 1st & 2nd floors. Clicking on the link below will allow students to identify an available device for use with the VPN. On the resulting page, clicking the Connect button beside an available device will display instructions, including a link to our knowledge-base article, for student VPN access.

- https://remoteaccess.labstats.com/eastern-connecticut-state-university.html
 NOTE: Students will have first-come, first-serve access to all devices listed in the dashboard for homework/assignments as needed.

The list below provides an overview of the software installed in these areas:

Library 1st Floor

- ArcGIS Desktop 10.6.1IBM SPSS Statistics
- Minitab 19

Library 2nd Floor

- Minitab 19
- IBM SPSS Statistics
- Visual Studio Enterprise 2017 (.NET and C++)

- Anaconda3
 ArcGIS Desktop 10.6.1

- AutoCAD 2019
 Eclipse SimRel
 IBM SPSS Statistics
- Maple 2018
- Minitab 19
 Visual Studio Enterprise 2017 (.NET and C++)

Downloading and Using Citrix Workspace for Remote Lab Access:

For general information and to request access to remote control labs refer to the VPN & Citrix Course Access Request for Faculty_guide.

To download the Citrix Workspace application, choose the link below corresponding to your operating system.

Windows

• https://www.microsoft.com/en-us/p/citrix-workspace/9wzdncrfj2kj

Android/Chrome OS

• https://play.google.com/store/apps/details?id=com.citrix.Receiver&hl=en_US

iPhone/iPad

• https://apps.apple.com/us/app/citrix-workspace/id363501921

macOS

• https://www.citrix.com/downloads/workspace-app/mac/workspace-app-for-mac-latest.html

All other platforms

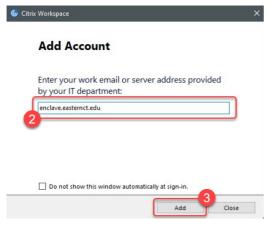
• https://www.citrix.com/downloads/workspace-app/

Using Citrix Workspace

1. Click the Citrix icon to launch the Citrix Workspace.



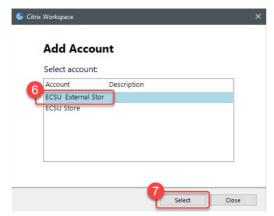
- 2. Enter enclave.easternct.edu when prompted to add an account.
- 3. Click the Add button



- 4. You will then be prompted for your username and password your username is the portion of your email address prior to the '@' symbol.
- 5. Click Sign In

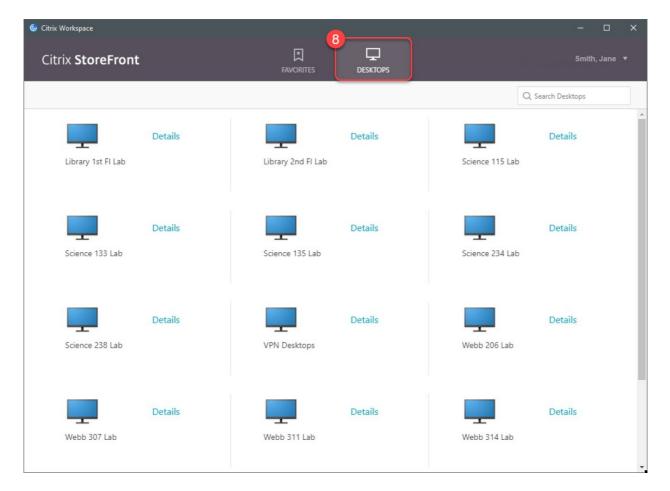


- 6. Choose **ECSU External Store** when asked to select an account. 7. Click **Select**



- 8. The Citrix Workspace application will then load and display your available lab desktop pools under the Desktops tab.

 NOTE: Clicking on a lab pool will launch a remote session into the next available computer in that lab. Your lab pool will only be available during your designated lab time as requested by your instructor.



Troubleshooting Citrix Workspace:

My lab pool icon is not showing up in the Citrix Workspace application.

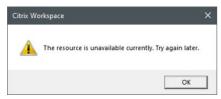
Your lab pools are only available during specific times designated by your instructor. If the icon is still not visible during your designated lab access time, follow the steps below:

- 1. Click your name in the top-right corner of Citrix Workspace
- 2. Choose Refresh Apps



I am receiving an error when clicking on my lab icon.

If you are receiving any of the errors shown below, then there are no more available computers in the designated lab pool. Currently, each lab pool consists of only the remote-only, social-distancing computers (no keyboard/mouse) for a given room.



I am receiving an error stating "The connection failed unknown client 0" when clicking on my lab icon.

Follow the instructions in the article linked below to reset your Citrix Workspace client.

Resetting Citrix Workspace

For all other issues, please contact the Help Desk by email at $\underline{\text{helpdesk@easternct.edu}}.$

Redirecting to Pulse Connect Secure VPN Client Upgrade Instructions...

<u>Click here</u> if you are not automatically redirected.

Note: The instructions below only apply to those using Terminal Sessions to connect from one Windows computer to another. MacOS users and others using the HTML5 Access Sessions do not need to take any action. These instructions are only valid on or after May 24th, 2021.

As required by the May 24th Pulse Connect Secure VPN server upgrade, Windows users connecting to an on-campus device using a Terminal Session will need to upgrade their Pulse Connect Secure client. The upgrade process involves two steps:

- Uninstalling the previous client.
 Installing the new client components

These instructions need to be followed on the device you use to connect from off-campus (e.g. laptop, at-home computer). The sections below outline the steps necessary to complete the upgrade

Uninstalling the previous client

- 1. Download the Pulse Connect Secure client uninstaller by clicking the link below.
- 2. Double-click the downloaded executable to run it. More information is available here if you are unable to locate the downloaded file
- 3. Once complete, click **OK** to close the uninstaller as shown below



Installing the new client

- 1. Navigate to the VPN by clicking the link below.
- 2. Log in using your username and password.

Welcome to

Pulse Connect Secure

Username	username
Password	•••••
	Sign In

3. Once logged in, click your Terminal Sessions bookmark to connect.



4. Click the **Download** button at the page shown below.

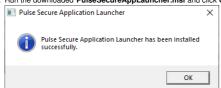
Searching for the application launcher...



If you know that the application launcher is not installed, skip the wait and download now



5. Run the downloaded PulseSecureAppLauncher.msi and click OK once complete.



6. Return to the previous VPN page and follow the displayed instructions by clicking the HERE link highlighted below.

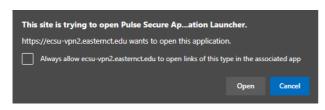
After the application launcher has completed downloading, follow these installation steps.



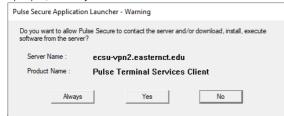
Once you have completed the above steps, click HERE to continue with the Windows Terminal Services launch.

We recommend selecting "remember" and "always" during the installation process.

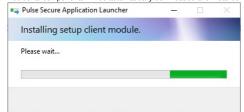
7. If prompted, check the box beside Always allow... and click Open



8. If prompted, click Always as shown below.



9. Additional components will be automatically downloaded and installed.



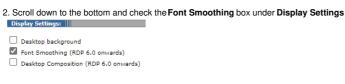
10. Once complete, you will automatically be connected to your on-campus Windows computer.

Troubleshooting

Office PC

- Fonts appear fuzzy, or otherwise malformed
 - 1. Click the Item Properties button beside your Terminal Sessions bookmark, circled below.

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3. Click Save Changes



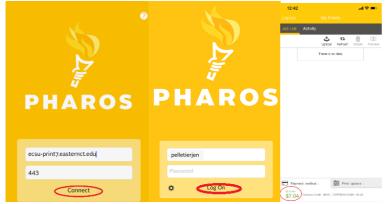
4. If your VPN remote control session is still running, close it and relaunch it to apply the font changes.

How to use MobilePrint:

- 1. **Email submission**: From your student email attach the document that you want to print and send it toecsu-pharosprint@easternct.edu. After the job has been successfully submitted a follow up email will be sent. Next head to any of the Pharos printers on campus either in your Res Hall or in the public spaces to release your job in person with your ID card. **Note MobilePrint is configured to only process attachments. If a pic or file is in the body of the email an error message will be sent to the user.**
- 2. **Upload**: Login to Pharos Print Center https://ecsu-print7.easternct.edu/myprintcenter/ while on-campus with your Eastern account (no @my.easternct.edu). Select the Upload button, browse to the document you want to print and select it. Print Center should show as processing, once it has finished head to any of the Pharos printers on campus either in your Res Hall or in the public spaces to release your job in person with your ID card.



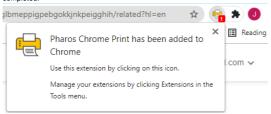
3. Mobile app: From your mobile device search for the Pharos Print app and install (do not install the Pharos Sentry Print app). iOS users can download from the direct link here in the Apple Store; Android users can download from the direct link here in the Google Play App Store. Once the app is installed fill in essu-print7.easternct.edu for the Server address and leave 443 as the port then hit Connect. Login with your Eastern account (no @my.easternct.edu). Once logged in you will have the Upload option like above, select Upload and Browse for the Photo or File you want to print. After the app states it has finished processing head to any of the Pharos printers on campus either in your Res Hall or in the public spaces to release your job in person with your ID card.



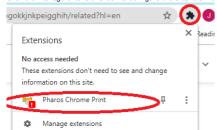
IMPORTANT - Please note that the Upload option is only available from any campus wired computer or any device connected to campus wireless. The Mobile app is only available while connected to the campus wireless network and will not work if using cell data or off-campus.

How to Use Chrome Print - intended for Chromebook and Chrome users

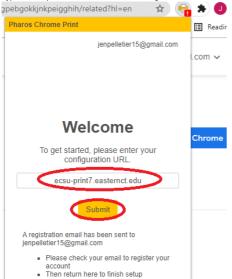
- 1. In order to use Pharos Chrome Print you need to be signed in to the campus wireless as well as being signed into your Chrome account with the Sync function enabled. Chrome Print will not work in Guest
- 2. Once logged into Chrome with sync enabled you will need to install the Pharos Chrome Print extension from the Chrome Web Store. Search for Pharos Chrome Print or choose the direct link here and
- 3. Click the Add extension button. A message should appear that the Pharos Chrome Print extension has been added. An icon with a red exclamation should be shown indicating that configuration isn't



4. Click the manage extensions icon to configure the extension for use on Eastern's campus. Then click the Pharos Chrome Print under the Extensions pop-up.



5. Type in ecsu-print7.easternct.edu for the configuration URL and hit Submit. A registration email will be sent to your Chrome email account.

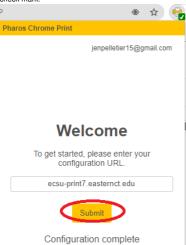


- Login to your Chrome email account and complete the registration process by clicking the link sent to you.

 7. The link will bring you to the Pharos Print Center where you will complete the registration process by logging in using your Eastern account (no @my.easternct.edu).

 8. Once logged in to the Pharos Print Center you will be registered, you can now logout of the Pharos Print Center.

 9. In order to complete registration after logging off, hit submit under the Pharos Chrome print extension. A message should be displayed 'Configuration complete' and the extension will appear with a green check mark.



10. Once configuration is completed, from the document or URL you wish to print choose Pharos Chrome Printer as your destination and hit Print



11. Next head to any of the res hall or public Pharos printers on campus to release your job in person with your ID card.

Adobe Sign Account Request Workflow

The new Adobe Sign Computer Account Request workflow is available here. The workflow can be completed by following the steps below:

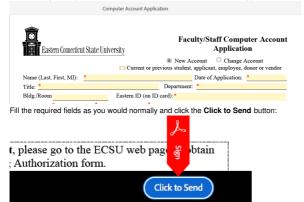
1. Enter the recipient information in the Applicant and Department Head required fields.



2. Enter a Cc'd recipient if so desired and click the **Send** button to proceed to filling the form.

Note: No emails will be sent until the Account Request Form details are prefilled. Clicking the Send button does not immediately send the form for signature.

3. After clicking **Send** you will be directed to an embedded version of the typical Account Request Form:



Network