Westminster College My Device Portal – Device Registration

The purpose of this document is to provide a guide to registering personal devices on the Westminster College guest network, known as WC-Public. A new registration portal has been created to accomplish this. This portal can only be used to register devices for Internet access on the Westminster College campus. Access to this portal is only permitted through the Westminster College internal network via either the WC-Secure wireless network or a wired connection. The following URL will connect you to this portal:

https://www.westminster.edu/wificonnect

The figure (Figure-1), below displays the My Device Portal. You are required to use your Active Directory credentials to log in.

Figure-1

Below the Password text box is a link to the Westminster College terms and conditions. When clicked, these terms and conditions will display in a separate tab or window, as seen in Figure-2 below. You are required to accept the terms and conditions by checking the box near the bottom of the login screen. Once your credentials are entered and the terms and conditions box is checked, you may click Sign On to log in.
Once authenticated, you will be taken to the **Manage Devices** page, as shown in **Figure-3**, below.

**Figure-3**

This page is where you will enter the details to register your device. Click **Add** to enter the first device’s details. **Figure-4** displays the window where you are required to enter a **Device Name** and **Device ID** for your device. **Device Name** should indicate the type of device being registered. **Device ID** is a specific value known as the MAC or Wi-Fi address. This value consists of 6
alphanumeric number pairs separated by colons, such as AA:BB:CC:11:22:33. In many cases, this value will be visible on the outside of the device. In addition to these two required fields, there is an optional Description field that can be used to help identify the device. This field can include information such as the device’s type, specific model number, location, etc. Once the information is entered, click Submit.

**Figure-4**

You will then be sent back to the Manage Devices screen (displayed in **Figure-5** below), where you can view the details of the device you just registered, add another device, or log out. As you add devices, you will notice that the device status is listed as Pending. This status will change to Active once you connect to the WC-Public wireless network.

**Figure-5**

You are permitted to register a maximum of 5 total devices per person. Once you reach your limit of 5 devices, any future device registrations will be denied, until you delete one of your
existing 5 devices from your list. An example of this error message is displayed below in Figure-6.

**Figure-6**

![Manage Devices](image)

Once all of your devices have been entered, you can log out of the portal by clicking the drop-down arrow next to your username in the upper-right of the screen (displayed in Figure-7 below), and then clicking **Sign Out**. At this point, your device/s is registered, and you may now connect to **WC-Public** from the device. No additional work is required from the actual device, other than simply joining the network.

**Figure-7**

![Welcome wcuser](image)
At this point, your device is registered, and you may now connect to **WC-Public** from that device. No additional work is required from the actual device, other than simply joining the network. If you experience any problems during this process, please contact the LIS Helpdesk at 724-946-6000 or lishelp@westminster.edu.

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