

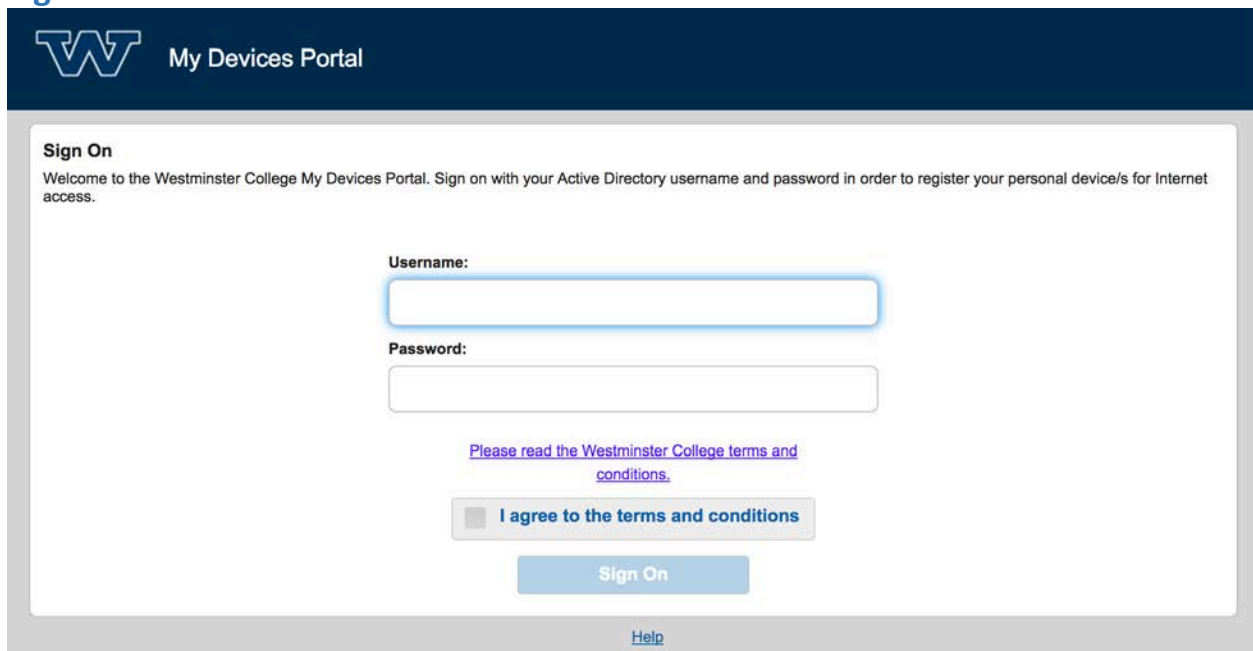
## Westminster College My Device Portal – Device Registration

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**



The screenshot shows the Westminster College My Devices Portal sign-on page. At the top left is the Westminster College logo (a stylized 'W') and the text 'My Devices Portal'. Below this is a 'Sign On' section with a welcome message: 'Welcome to the Westminster College My Devices Portal. Sign on with your Active Directory username and password in order to register your personal device/s for Internet access.' There are two text input fields: 'Username:' and 'Password:'. Below the password field is a link: 'Please read the Westminster College terms and conditions.' Underneath the link is a checkbox labeled 'I agree to the terms and conditions'. At the bottom of the sign-on area is a blue 'Sign On' button. At the very bottom of the page is a 'Help' link.

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.

Figure-2

**Acceptable Use Policy**

Westminster College ("The College") offers wireless Internet access ("the Service") for the convenience of guests to the College. This Service is provided free of charge and is subject to the terms and conditions below.

The College is not responsible for insuring the privacy of any confidential or financial information sent over the Service. Virus and security protection is the end user's responsibility; your device may be exposed to viruses or other harmful applications through the Service. Information passing through the Service is not encrypted, nor secured, and could be monitored, captured, or altered by others. The College disclaims any liability for unauthorized security breaches and encourages all users to adhere to good security practices.

The Service is provided on an "as is," "as available" basis without warranties of any kind. There is no guarantee of access to the Service at any specific time, at a specific speed, location or with any specific equipment. Disruptions to the Service may occur, and some equipment may be incompatible. If College staff is contacted for assistance, they will only verify the current operational state of the Service.

The College cannot control the content that guests will receive via the Service, that is the College is provides guests with unfiltered access to Internet. Parents and/or legal guardians are responsible for monitoring the content accessed by youths under 18 years of age.

While using the Service, I acknowledge that I am subject to, and agree to abide by all laws, rules, and regulations of the College, the Commonwealth of Pennsylvania, and the Federal Government that are applicable to Internet use.

The College will monitor all network activity and will keep a log of the Internet Protocol ("IP") addresses of any devices which access the Service, the times when they have accessed the Service, and the activity associated with that IP address.

Access to the service is completely at the discretion of the College and may be terminated at any time without prior notice. The College may revise this Agreement at any time. You must accept this agreement each time you use the Service and it is your responsibility to review it for any changes each time. If you do not agree to these terms and conditions, do not access or use the Service. Failure to comply with these terms and conditions can lead to loss of network access, suspension of privileges, and/or prosecution.

In using the Service, I agree to and hereby release, indemnify, and hold harmless, the College, its employees, and any affiliate, from any damage that may result from my use of the Service. By agreeing to these terms and conditions, I confirm that I accept these terms and conditions as the basis of my use of the Service.

Once authenticated, you will be taken to the **Manage Devices** page, as shown in **Figure-3**, below.

Figure-3

**Manage Devices**

Need to add a device? Select **Add**. Need to remove or edit your existing device? Select your device from the list to manage it.

Number of registered devices: 0/5

**Add** **Refresh**

MAC Address...

Lost Stolen Edit PIN Lock Full Wipe Unenroll Reinstate Delete

MAC Address	Device Name	Description	Status
-------------	-------------	-------------	--------

[Help](#)

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**

**Add Device**

To add your new device, enter the **Device Name**, which should be the type of device (i.e. printer, iPad, game system, etc.), you are registering. Also required is the **Device ID**, which displays on your device as the MAC or Wi-Fi address. This consists of 6 alphanumeric number pairs separated by colons such as AA:BB:CC:11:22:33. The **Description** field is optional, and can be used to include the location or more detail about the device being registered.

Device Name: \*

My PS4

Device ID: \*

A1:B2:C3:D4:E5:F6

Description:

Game System

Submit Cancel

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**

**Manage Devices**

Need to add a device? Select **Add**. Need to remove or edit your existing device? Select your device from the list to manage it.

Number of registered devices: 1/5

Add Refresh

MAC Address...

Lost Stolen Edit PIN Lock Full Wipe Unenroll Reinstate Delete

MAC Address	Device Name	Description	Status
A1:B2:C3:D4:E5:F6	<a href="#">My PS4</a>	Game System	Pending

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**

The screenshot shows a web interface titled "Manage Devices". At the top, a red-bordered box contains the error message: "You cannot add this device because you have reached the maximum number of devices. If you want to add a new device, delete another one first." Below this, instructions state: "Need to add a device? Select Add. Need to remove or edit your existing device? Select your device from the list to manage it." A status indicator shows "Number of registered devices: 5/5". There are two buttons: "Add" (blue) and "Refresh" (grey). A text input field is labeled "MAC Address:". Below the input field is a row of action buttons: "Lost", "Stolen", "Edit", "PIN Lock", "Full Wipe", "Unenroll", "Reinstate", and "Delete". A table below lists 5 devices, each with a checkbox, MAC address, device name, description, and status.

<input type="checkbox"/>	MAC Address	Device Name	Description	Status
<input type="checkbox"/>	A1:B2:C3:D4:E5:F6	<a href="#">My PS4</a>	Game System	Pending
<input type="checkbox"/>	A2:B3:C4:D5:E6:F7	<a href="#">My Xbox</a>	Gaming System	Pending
<input type="checkbox"/>	A3:B4:C5:D6:E7:F8	<a href="#">Roku</a>	Streaming Device	Pending
<input type="checkbox"/>	A4:B5:C6:D7:E8:F9	<a href="#">FireTV</a>	Streaming Device	Pending
<input type="checkbox"/>	A5:B6:C7:D8:E9:F1	<a href="#">My iPad</a>	Personal Tablet	Pending

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**

The screenshot shows a user profile dropdown menu. The top item is "Welcome wuser" with a downward-pointing arrow. Below it are two more items: "Help" and "Sign Out".

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](mailto:lishelp@westminster.edu).

**End of Document**