



“connect IT”

Follow these steps to connect your
Computer to the SSU network

Information Technology is an important part of your experience here at Shawnee State University. To make it as convenient to you as possible, University Information Services, or UIS, offers wireless networking across campus that students can access from classrooms to living rooms. In order to attach your personally owned computer to our network, we require that your computer meet certain requirements such as current Windows updates and a working anti-virus. The following steps will help you connect to the network and install the Clean Access Agent. **If you live in Glover Place-South you will only use these instructions while on campus. You will be provided a separate instruction sheet by Housing for connecting from your room.**

1. Before you can login, you must first change your network password from the one-time password. To change your password you can log on any campus computer or if you having difficulties in changing your password you can visit the Help Desk. Please remember to bring your ID to the Help Desk if you need assistance.
2. If you are in your campus apartment, you can connect directly to the network using a network cable. Plug one end into your computer and the other end in the upper-left jack on the wall plate in your bedroom. Network cables are available for sale in the bookstore if you need one.
3. If you wish to connect wirelessly, click on the start menu, and then click on “Connect To”. A list of available networks will appear. Choose the one that corresponds to your building (ex. CV8-WLAN for Campus View 8), and click on “Connect”.
4. Once you are successfully connected, either with a network cable or via wireless, open Internet Explorer and attempt to navigate to a non-Shawnee web page. You will briefly see a message that you are being automatically redirected. You will then arrive at the “Network Access” log on screen.
5. Enter your network username (**Do not enter “@shawnee.edu”**) and password in the box on the left and then click “Log In”. Click the button to download the Clean Access Agent and choose “Run” or “Allow” on any prompts.
6. Follow the on-screen prompts to install the Clean Access Agent.
7. The Clean Access login screen should appear automatically in a few seconds. Enter your username and password in the box and click “Log in”. Use the same username and password from step 5.
8. If your system meets all of the requirements, you will be asked to accept the network usage terms and then you will be successfully logged on to the network. If you do not meet all of the requirements, follow the instructions on the screen to update your system.

Still having trouble “getting IT going”? Visit us in Admin Bldg, Room 035