IT Skills Training

Internet Access

Contents

Introduction

Use the network account and password details that has already been provided to access internet services while at Writtle University College,

You may connect multiple devices to the networks (phone, tablet, laptop, games console, etc.) but the devices must be for your own use. Internet traffic is monitored and some sites may be blocked. If a site is blocked and you believe it should be available, please use the space on the block notice page to request the release of a site.

IMPORTANT

All traffic from your device(s) to the internet will be attributed to you,
so **do not share your connection details**.

Guest/Temporary Access

Go to https://writtle.ac.uk/eva

- A code will display comprising of a number followed by writtle,
   for example 11writtle, this code changes **everyday**.
- Text the code to phone number +447860039833.
- You will immediately receive a return SMS containing your personal Wi-Fi username and password.
- Select the **eduroam** Wi-Fi network on your device and enter your username and password.
- The username and password will be valid for the current day only.

Connecting Laptops

From the list of available networks choose **Writtle**. Connect using your normal login details e.g. 98123456 and normal password (initially **Wuc** followed by your date of birth in **ddmmyyyy** format).

Connecting Phones, Tablets etc. to the Writtle network

Android devices
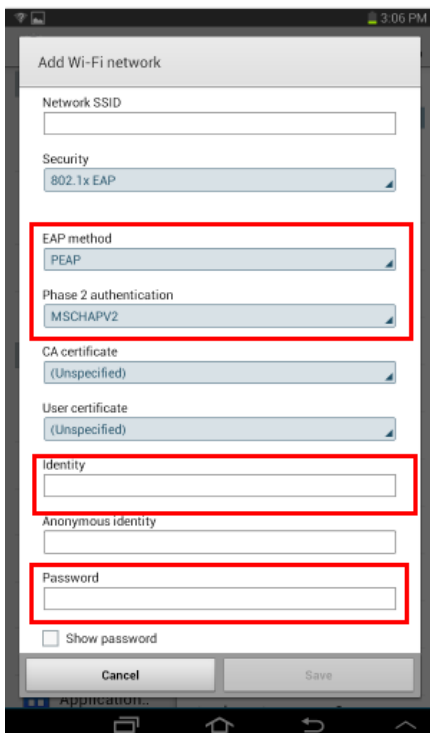
Select the **writtle** network from the list of available networks

Ensure that the **EAP method** is set to **PEAP**

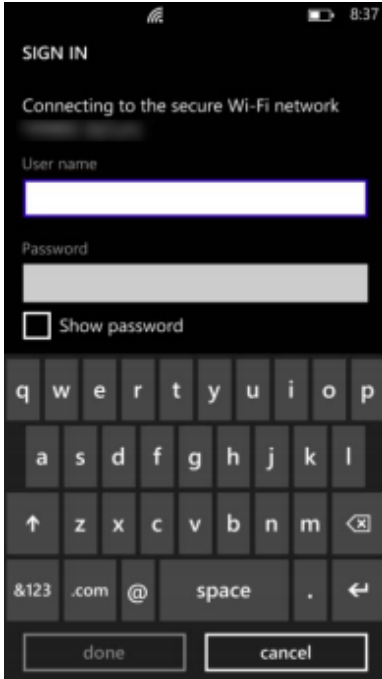and that the **Phase 2 authentication** is set to **MSCHAPv2**

You may need to set the CA Certificate field to 'Do not validate' – *only required for later versions of Android*

Enter the username and password values as detailed above

Save the network settings

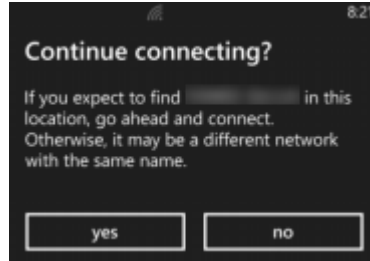### Windows devices

Select the **writtle** network from the list of available networks

When prompted, acknowledge your intent to connect to the network

Apple Devices

Select the **writtle** network from the list of available networks

Enter the username and password values as detailed above

When prompted, acknowledge your intent to connect to the network by accepting the certificate

Connecting Entertainment devices to the Writtle network

If you want to use a smart TV, smart speaker or online play for your network enabled game console etc., you will need to register your device. To do this, you will need the **<u>wireless</u>** MAC address of the device. This is a 12 digit number (usually separated by ":" or "-") that contains numbers 0-9 and/or letters A-F.

If your device isn't listed below, please contact the IS&T department who will assist in finding the information.

Once you have found the wireless MAC address for your device, **complete the form on the last page** of this document and return it to the IT department who will register your device.

- **Nintendo Switch or Nintendo Wii U**

    1. From the Home menu, select System Settings

    2. Select Internet

    3. View System MAC address

- **Nintendo Wii**

    1. From the main Wii Menu select the Wii Options button (bottom left corner)

    2. Select Wii Settings

    3. Select the right arrow to move to the second page of system settings

    4. Select Internet

    5. Select Console Information

    6. On this screen you'll see the MAC Address

- **Nintendo DS**

    1. From within a Wi-Fi enabled game, go to the Nintendo Wi-Fi Connection Setup in the game's menu

    2. Select Options

    3. Select System Information

    4. The MAC address is displayed on the top line

- **NVIDIA Shield**

    1. Select Settings

    2. Select Device

    3. Select Network

    4. Select Status info.

- **Xbox One**

    1. Go to Settings

    2. Select Network

    3. Select Advanced Settings

    4. The MAC address is on this screen

- **Xbox 360**

    1. Go to the System area of the Xbox Dashboard and select Network Settings

    2. Select Edit Settings

    3. From Additional Settings, select Advanced Settings

    4. At the bottom of this screen you'll see a heading called Wired MAC Address

- **Xbox**
    1. Power on the Xbox with no disc in the tray
    2. Go to the Xbox Dashboard
    3. Choose Xbox Live
    4. Go to the Connect Status screen
    5. Select Settings
    6. From the Network Settings screen, you will see the MAC address in the bottom right corner
- **PlayStation Vita**
    1. Open the Settings and tap Start
    2. Tap System
    3. Tap System Information
    4. The MAC is on this screen
- **PlayStation 4**
    1. Power up the PlayStation 4 without a disc in the drive
    2. Once the PlayStation 4 operating system has loaded, select Settings
    3. Select the System option under the Settings menu
    4. Select System Information
    5. You can find the MAC address on this screen
- **PlayStation 3**
    1. Power up the PlayStation 3 without a disc in the drive
    2. Once the PlayStation 3 operating system has loaded, select Settings
    3. Once you are in Settings select Network Settings
    4. Select Connection Status List
    5. You can find the MAC address listed under MAC Address
- **Apple TV**
    1. Plug in your Apple TV and follow the set up until you reach the step to connect to a network
    2. Select **Writtle Device** and attempt to connect. This will fail, which is normal
    3. The wireless MAC address should now be displayed on the Apple screen
- **Amazon Echo**
    1. Download the Amazon Alexa app to your phone or computer and sign in with your Amazon account
    2. Connect to the wireless network transmitted by your Echo device
    3. The wireless MAC address for your Echo can be found at the bottom of the Echo Setup screen in the Alexa app
- **Amazon Fire TV Stick**
    1. Plug in your Amazon Fire TV stick into your TV
    2. If this is the first time using this Fire TV device, the wireless MAC address will appear in the list of wireless networks during setup at the far-right of the list. If this Fire TV stick has been

used in the past, navigate to **Settings** > **System** > **About** > **Network** and the wireless MAC address will be listed on this screen

- **Google Home**

    1. Plug in your Google Home

    2. Download and open the Google Home app on your phone

    3. You should see your Google Home listed. Select it then press **Set Up**

    4. Accept the prompt allowing your phone to connect to your Google Home

    5. Answer the set up questions listed

    6. Enter the location of your Google Home and select **Continue**

    7. The wireless MAC address will be listed at the bottom right corner of the screen

Printing from a wireless device

Windows 10

- Press the Windows key and then press **R** at the same time. This will open the Run dialog box

- Type \\asprinting02.writtle.ad in the Run box, press Enter

- Login when prompted ensuring **Writtle\98nnnnnn** (where 98nnnnnn is your student number) followed by usual password

- Tick the remember me checkbox

- Locate and double click **Secure_Print** which will install the printer driver

- Log in to any photocopier to print your document

Windows 7

- Click **Start**, in the **Search** box type \\asprinting02.writtle.ad

- Login when prompted ensuring **Writtle\98nnnnnn** (where 98nnnnnn is your student number) followed by usual password, or for staff **Writtle\xxxx** (where xxxx is user id)

- **Tick** the remember me checkbox

- Locate and double click **Secure_Print** which will install the printer driver

- Log in to any printer to print your document

Printing from a non-windows device (including phones and tablets)
Go to http://asprinting02.writtle.ad:9163/setup and select the appropriate device for instructions.

Support Desk

Should you require any assistance with your PC /software, either use the **Electronic Support Desk** (see below) or ring the Support desk on ext 23632 or direct line 01245 424211, or e-mail **supportdesk@writtle.ac.uk**. The support desk is open weekdays 9:00am to 5:00pm. If the problem cannot be rectified immediately it will be logged on to the Electronic Support Desk.

Electronic Support Desk – INSERT (Information Services Request Tracker) system

This facility is available at **http://esd.writtle.ac.uk** or via MyWi. By logging on you will be able to report problems to the Support Desk and keep track of their progress using INSERT. Users will get automatic email notification when a problem is entered, updated or closed.

Property related problems should be reported via the Property Request Tracker (PRT) system: **http://esd.writtle.ac.uk/auth/prt**.

Registration form for Connecting Entertainment devices to the Writtle network

To have your device registered, complete and detach this form and return it to the IS&T department. This is <u>not</u> required for phones, laptops, tablets.

Network Device Registration Form

Student Number: _____

Name: _____

Hall: _____

Room: _____

Device #1

Device Type _____

Wireless MAC Address _____

Device #2

Device Type _____

Wireless MAC Address _____

Device #3

Device Type _____

Wireless MAC Address _____

Device #4

Device Type _____

Wireless MAC Address _____