Clemson Laptop Setup Workshop Handout

Windows – Imaged Laptops - 2015

**Plug in an ethernet cable and power cord before beginning! If possible, turn wireless off.**

Use Internet Explorer when asked to open a browser and follow steps exactly.

*Do not speak aloud during the presentation. There will be time for individual help between sections of slides.*

1. **Turn on your computer and log in**. During the workshop, if you can see that your computer is going to do Windows updates during a restart, unplug your power adapter long enough to restart the computer. Many times updates will not attempt on battery power.
2. **Network Registration.** Open a browser. It should take you to the Clemson Network Registration page. Click Go. It should take you to the agreement and a description box. In the description box, put
 ***Clemson User Name - kind of laptop (Dell etc.) - Ethernet***
When you click Accept, it will tell you to restart. **Do not restart**. Just close the browser remove and unplug/replug the Ethernet cable.
3. **Download CCIT Software Center**.
* Open Internet Explorer and go to http://download.clemson.edu and click on “here” and download/run the CCIT Software Center.
* You will have to log in to a Clemson log in page. Click Run. If you get a message about it being untrusted, click Yes (run anyway). If you see “more info”, click on that and click Run Anyway.
* You will see some extractions and then an orange bar with “Install” under it. Click on Install. You may then see some orange and purple progress bars. (be patient)
* Click Yes on the Terms and Conditions.
* When it is finished (purple bar), you may click close.
* Tap on Windows key and type “CCIT Software Center” to search for it and click on the icon to start it.
1. **CCIT Configuration and Setup**.
* You will be asked if you want to run CCIT Configuration and Setup. Click on Yes.
* CCIT System Info: enter your Clemson user name and password and click Login.
* Welcome: click “I agree” and “I will not hold CCIT liable”, then click Next.
* User Information: put in your Clemson user name (no matter how you logged in). If you logged in with a Microsoft (OneDrive) account, you must put in your Microsoft password here!!! If you logged in with just Windows account, you may invent a new password (and it can match your Clemson password if you want) and this password will be used when you log into Windows in the future. Click Next.
* Additional User Information: Create a password for your backdoor account (can match the Windows password on the previous screen.) Put in your full name and initials in the MS Office name fields. Click Next.
* Computer Information: Leave the computer name as the default (your user name – LT for laptop).
	+ Software: Install Office, Trend Micro, PawPrints, eduroam. You may uncheck any of these now if you already have them. If you could not uninstall your antivirus, uncheck Trend Micro. If you already had Office 2013 Pro, uncheck Office. You will have a chance to install these later if necessary. Click Next.
	+ Cloud Storage: Install Google Drive (you may uncheck if you have already installed it or do not want). Click Next.
	+ At the end, click Finish. Your computer may restart several times and may continue to install for a while.

When the CCIT Software Center is finished, open it to see the things you can install later. You may close this window by clicking on the red X.

(You may proceed to the next few steps while this installation is being done. **Steps 6, 7, and 8 can be done while waiting.)**

1. **Clemson Mobile**.
* Open a browser and go to my.clemson.edu.
* Click on the silhouette in the upper right hand corner.
* Click on Log In and log in with your Clemson user name and password.
* Click on Phone Numbers and fill in a CU Safe Alert Number to get text messages in the event of an emergency.
* Click the back arrow in the upper left hand corner next to Phone Numbers.
* Click on Security Questions.
* Add three security questions you can answer if you ever need to reset your Clemson password after it has expired.
1. **Google Apps**
* Go to g.clemson.edu. If you have not been here before, the password will be: cu##xxxx where the xxxx is the last four digits of your social security number.
* If that doesn’t work, go to **www.clemson.edu/emailforwarding** and click on “Reset my Google Apps password.” A temporary password will be displayed.
* To change the password to something easy to remember, click on the arrow beside your email address, Account, Password.
* We will discuss mail (Proofpoint: Clemson spam filter), Calendar, Drive, Sites.
* Close browser.
* Go to Start screen.
* Click on **Google Drive tile**. Click Get Started, put in your Clemson gmail address (user name@g.clemson.edu) and Clemson Google password, click Sign In, Next, Next, Next Done.
* Your Google Drive folder will open. You can drag and drop files there. You have unlimited space in Clemson Google Apps for Education (files converted to Google format do not count).
1. **Clemson Box.** Open a browser and go to clemson.box.com, click Continue and log in. You now have a Clemson Box account where you can store or share files or folders (unlimited). You can click on the gear in the upper right hand corner if you want to install a sync (may slow your computer start up). You can also install sync on mobile devices by searching for Box in apps stores. When installing the app, be sure to pick “single sign on” (for Clemson users).

Students are encouraged to use both. But as of now, when you graduate you will lose the Clemson Box and keep the Google Drive.
2. **PawPrints/Software**. If using Windows 8, go to Start screen and open Word. (If it is not a tile, type in “Word” and search for it and then click on it.) Open a blank document. Click on File, Print and make sure you see “CCIT Lab Printer” as one of the printer options. At any time you can reopen CCIT Software Center and install more software.
3. Other software is available in the CCIT Software Center (including Maple and Matlab) and on download.clemson.edu (including Adobe products!).
4. **Wireless**. Unplug Ethernet cable and power. To activate wireless, click on the wireless icon in the taskbar and select “eduroam”. Select “more information” and put in **user name@clemson.edu** (NOT an email address, do not use g.clemson.edu), Clemson password. Open a browser and complete second network registration with description ending in “wireless”.

Some sites we will mention:

* laptop.clemson.edu – click on Workshops, Workshop Links to see all links from workshops
* download.clemson.edu - Software Installer, Adobe Creative Cloud, and many more…
* www.safeware.com/clemson – laptop insurance (see more on Laptop page, select FAQ, Insurance)
* www.clemson.edu/clereg - sign up for more technology training.
* netregistration.clemson.edu – information on your network registrations
* clemson.box.com – browser portal to your cloud storage
* my.clemson.edu and www.clemson.edu/mobile - portal for Clemson information

Help

* ithelp@clemson.edu – email address to submit a question about computers or computing at Clemson
* 864-656-3494 – phone number to call with a question about computers or computing at Clemson 6/9/2015