Before Connecting Your Laptop to the Network...

Checklist for Computer Users

If you bring your own laptop to campus, you **must** complete the following items **before** you connect to the network!

<table>
<thead>
<tr>
<th>Item:</th>
<th>Why It's Important:</th>
<th>How to Do It:</th>
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| Ensure your computer's operating system is up to date with all security patches. | If the operating system is missing security patches, your computer can be wiped out by viruses. | Turn on automatic security updates:  
**Windows XP:**  
- Right click on the My Computer Icon and choose Properties  
- Click on the Automatic Updates tab  
- Put a check mark in "Keep my computer up to date..."  
Choose one of the settings.  
**Mac:**  
- Click on the Apple menu in the upper-left corner of the screen and select the Software Update item.  
- Select any updates with "Mac OS" or "Security" in their names and click "Install"  
Enter the administrator password you selected when you set up the computer. |
| Run an anti-virus scan. | Viruses can destroy your computer, send financial information to identity thieves, and steal other valuable data. | DoIT offers a free CD called the Security Starter Software, available at the DoIT Tech Store Showroom, 1210 W. Dayton Street. It contains the current version of Symantec anti-virus software. |
| Turn on the computer's firewall. | Firewalls protect your computer from hackers and other information thieves. They can also prevent some types of viruses from destroying your computer. | **Windows - pre-Windows XP:**  
Install Symantec Client Security, found on the DoIT Security Starter Software CD.  
**Windows XP:**  
- Click on the Start menu and choose the Control Panel  
- Choose Network and Internet Connections  
- Choose Network Connections  
- Right-click on your network connection and choose Properties  
- On the Advanced tab, check mark "Protect my computer..."  
**Mac:**  
- Click on the Apple menu in the upper-left corner of the screen and select "System Preferences"  
- Click on the Sharing icon  
Make sure that none of the check-boxes under "Services" are selected |
| Remove spyware. | As you surf the web, you can pickup "deposits" of spyware that slow your computer down and cause crashes. | Install Ad-Aware, found on the DoIT Security Starter Software CD. You may also try Windows Defender, a Microsoft product, located on this webpage:  
| Read the computing rules for CEE, CAE, and the UW. | When you connect to our network, you are subject to our rules. | Read the webpages at:  
- CEE - http://civilapps.cee.wisc.edu/CivilIT/RulesoftheRoad.html  
- CAE - http://www.cae.wisc.edu/site/public/?title=caepolicies  
- UW -http://www.doit.wisc.edu/security/policies/appropriate_use.asp |
| Register your computer. | Your computer needs to be added to the network database before you can use the wired connection in your office. | On another computer or using wireless on your laptop, complete the webform at:  
- http://civilapps.cee.wisc.edu/CivilIT/DeviceReq.php |

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