

# 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!

	Item:	Why It's Important:	How to Do It:
☑	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: <b>Windows XP:</b> <ul style="list-style-type: none"> <li>• Right click on the My Computer Icon and choose Properties</li> <li>• Click on the Automatic Updates tab</li> <li>• Put a check mark in "Keep my computer up to date..."</li> </ul> Choose one of the settings. <b>Mac:</b> <ul style="list-style-type: none"> <li>• Click on the Apple menu in the upper-left corner of the screen and select the Software Update item.</li> <li>• Select any updates with "Mac OS" or "Security" in their names and click "Install"</li> </ul> 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.	<b>Windows - pre-Windows XP:</b> Install Symantec Client Security, found on the DoIT Security Starter Software CD. <b>Windows XP:</b> <ul style="list-style-type: none"> <li>• Click on the Start menu and choose the Control Panel</li> <li>• Choose Network and Internet Connections</li> <li>• Choose Network Connections</li> <li>• Right-click on your network connection and choose Properties</li> <li>• On the Advanced tab, check mark "Protect my computer..."</li> </ul> <b>Mac:</b> <ul style="list-style-type: none"> <li>• Click on the Apple menu in the upper-left corner of the screen and select "System Preferences"</li> <li>• Click on the Sharing icon</li> </ul> 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: <ul style="list-style-type: none"> <li>• <a href="http://www.microsoft.com/athome/security/spyware/software/default.mspx">http://www.microsoft.com/athome/security/spyware/software/default.mspx</a></li> </ul>
☑	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: <ul style="list-style-type: none"> <li>• CEE - <a href="http://civilapps.cee.wisc.edu/CiviliIT/RulesoftheRoad.html">http://civilapps.cee.wisc.edu/CiviliIT/RulesoftheRoad.html</a></li> <li>• CAE - <a href="http://www.cae.wisc.edu/site/public/?title=caepolicies">http://www.cae.wisc.edu/site/public/?title=caepolicies</a></li> <li>• UW - <a href="http://www.doit.wisc.edu/security/policies/appropriate_use.asp">http://www.doit.wisc.edu/security/policies/appropriate_use.asp</a></li> </ul>
☑	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: <ul style="list-style-type: none"> <li>• <a href="http://civilapps.cee.wisc.edu/CiviliIT/DeviceReq.php">http://civilapps.cee.wisc.edu/CiviliIT/DeviceReq.php</a></li> </ul>