

Summary

This document outlines the steps necessary to register devices (such as gaming consoles, smart TVs, and media streaming devices) for use on the Colgate network (both wired and wireless).

NOTE: These instructions can also be used to register laptops, desktops, tablets and smart phones prior to arriving on the Colgate campus, although most will find it is easier to register laptops, desktops, tablets and smart phones after one has arrived on campus and simply follow the steps as they appear within your web browser after you have connected to the wireless network 'Colgate' and used the password 'wireless'.

Audience

This document is intended for Colgate students, faculty, and staff wishing to register devices for use on the Colgate wired and wireless network.

Background

To increase security, control access to Colgate resources, and (to some extent) allow for the sharing of certain resources, Colgate has implemented a system that requires users to register their devices in order to use the Colgate wireless SSID "Colgate" as well as all wired connections.

NOTE: Colgate-owned equipment is already registered, and faculty and staff should not need to follow these directions unless they wish to register their personally owned laptop, tablet, smartphones, or other device for use on the network.

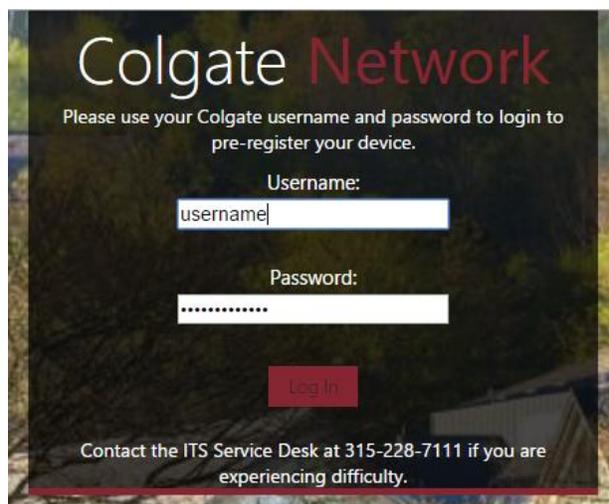
Requirements

- A valid Colgate network account and valid password
- The MAC address of the device you wish to register

Procedure

To begin the process of registering your gaming or video streaming device, visit clearpass.colgate.edu or visit connectme.colgate.edu which offers further instructions and details, and use the "Click Here" link.

When prompted, log in with your username and password. (See image to the right.)



Colgate Network

Please use your Colgate username and password to login to pre-register your device.

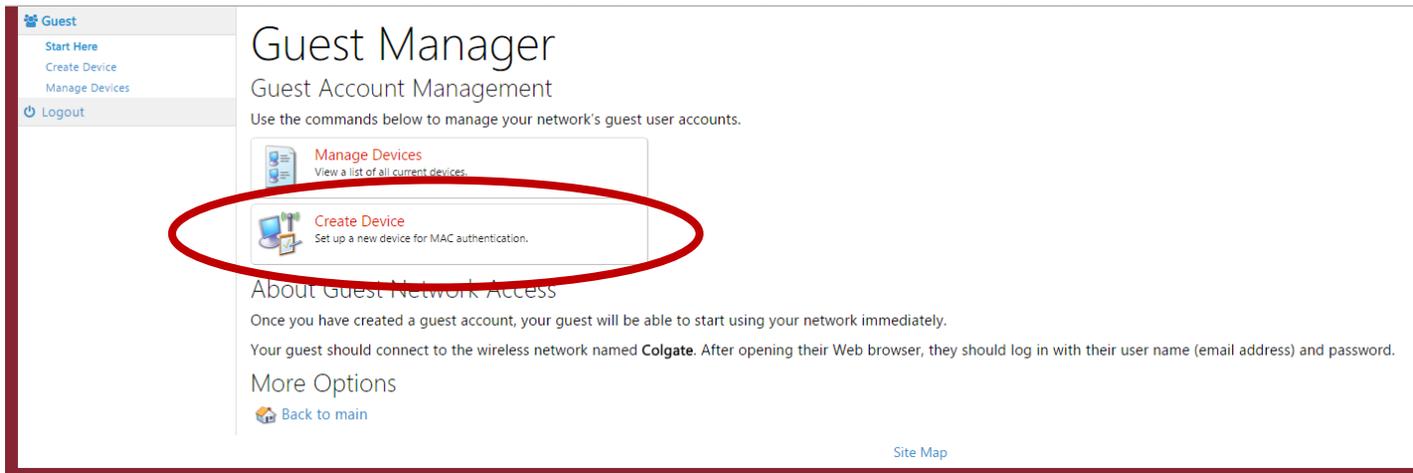
Username:
username|

Password:
.....

Log In

Contact the ITS Service Desk at 315-228-7111 if you are experiencing difficulty.

Once logged in, click “Create Device”:



Enter the MAC Address of your device. Give the device a name like “Julie’s Apple TV” or “Matt’s Chromecast” then click “Create” (See image below).

NOTE: To share access to this device (like an Apple TV or Chromecast, continue below before clicking Create.)

Create Device

New device being created by

The screenshot shows the 'Create New Device - Colgate - 150 days' form. The 'MAC Address' field contains '18:3D:A2:99:32:4A' and the 'Device Name' field contains 'Julie's AppleTV'. Both fields are circled in red. Below these fields is the 'AirGroup' section with an unchecked checkbox for 'Enable AirGroup'. At the bottom right, a 'Create' button is also circled in red.

Allowing Others to Access Your Devices

To allow others to access and use your device, click “Shared” and then add the usernames of those that you wish to share the device with in the “Shared with” field. After adding the usernames of the person or persons you wish to share access with, click “Create”

Create Device

New device being created by _

Create New Device - Colgate - 150 days

*** MAC Address:**

MAC address of the device.

*** Device Name:**

Name of the device.

AirGroup:
 Enable AirGroup
AirGroup uses device ownership and location information to limit the printers and Apple TVs available to network users.

Ownership:
 Personal
 Shared
A personal device is automatically shared with other devices owned by the same user.
A shared device has no owner, but more sharing options are available.

Shared With:

Enter the usernames that will be able to use this device.
Use a comma-separated list, e.g. user1,user2,user3, or blank for all users.

Shared Groups:

Select the user groups that will be able to use this device.
This feature requires AOS 6.4 or later.

 Create

After clicking “Create,” you will see this screen:

Guest
Start Here
Create Device
Manage Devices
Logout

Finished Creating Device

The device was successfully created.

[Create New Device Receipt](#)

MAC Address:
12-D3-45-67-8C-88

Account Status:
Active

Account Expiration:
Account will expire at Thursday, 12 January 2017, 9:38 AM

Sponsor's Name:

[Open print window using template...](#)

[Create another device](#)
[Back to guests](#) [Manage devices](#)
[Back to main](#)

[Site Map](#)

Your device is now registered. Please allow up to 5 minutes for the registration to complete. You may want to turn off the device and restart, or turn off the wireless for 1-5 minutes and reconnect. In some cases, it may take up to 60 minutes for device sharing to work.

For additional assistance, email ITS at itshelp@colgate.edu or call the Service Desk at 315-228-7111.

Making Changes

To manage your devices or make changes, you can click on “Manage Devices” on the left side of the screen. When you do, you will see this screen:

Manage Devices

Use this page to manage your devices.

Quick Help [Create](#)

Filter:

MAC Address	Device Name	Created	Sharing
XX-XX-XX-XX-XX-XX	Roku	N/A	
12-D3-45-67-8C-88	Device	N/A	
XX-XX-XX-XX-XX-XX	chromecast	N/A	username1,username2

Remove Edit Print

Refresh 1

Showing 1 - 3 of 3
20 rows per page

Site Map

In this menu, you will be able to see what devices you have registered on your account. You will also be able to come back and edit or delete any of these devices for any reason need be.

For additional assistance, email ITS at itshelp@colgate.edu or call the Service Desk at 315-228-7111.