

HallNet Mini Guide 2010/2011

HallNet provides students in networked halls of residence with access to the Internet, Brookes intranet, email, home (H) and course (U) directories. This guide provides an overview of how to register for the service. More detailed instructions about setting up computers are available from Computer Services on the HallNet web pages (<http://hallnet.brookes.ac.uk>).

Wireless routers or any other networking equipment cannot be used on HallNet. Anyone found using such equipment will have their connection terminated. (See rule 5 at <http://hallnet.brookes.ac.uk/rules/terms-and-conditions.html>)

To connect to HallNet you must have:

- ✓ a valid student ID and portal password (*given at enrolment*)
- ✓ a HallNet network point in your bedroom
- ✓ a network card and cable (*see below*)
- ✓ current anti virus software on your computer (*see below*)
- ✓ the latest security updates installed (*see below*)
- ✓ completed the on-line registration (*see below*)
- ✓ agreed to the HallNet terms and conditions (*during online registration*)

Step 1: Do you have a network card?

An Ethernet network card is standard in nearly all new computers. Be aware that a network card and cable are **not the same as** a modem and cable used in a telephone socket. If you are unsure whether your PC has an Ethernet network card you can view an example card on the HallNet Help web pages.

If you do not have a network card or are unsure whether your computer has one, the Computer Services Centre staff at Gipsy Lane (room AG05) can supply and fit the components for you (a charge is made for the fitting).

Step 2: System network options

Your computer **must** be setup to get its network settings via DHCP. This is the default for all modern versions of Windows and OS X – if you have not changed it manually then you do not need to do anything. If you are unsure if your computer is using DHCP contact the Computer Services Centre for advice.

Step 3: Connect your computer to the network

Before you register for HallNet you will still be able to access some pages to help you get your computer prepared for use with the service. Connect your computers network card to the network wall socket with the provided network cable. A cable has been supplied with your welcome pack. If you do not have a network cable contact the Computer Services Centre.

Step 4: Ensure the latest security updates are installed

It's essential that your computer has the latest security updates:

For Windows: Connect your computer to the network. Click on Start, choose All Programs, and then Windows Update. You will be directed to a Microsoft web site that will check your current state and recommend any available updates. At the very minimum you must install all **High Priority** updates. Follow the on-screen instructions to do this.

For OS X: click the Apple icon menu on the top left of the screen and select Software Update. Follow the instructions to install recommended updates.

Step 5: Ensure your anti-virus software is up to date

It's essential that your anti-virus software updates frequently and automatically. As a Brookes student you can use the **free** Sophos anti-virus software which can update hourly. If you have carried out the above steps you should now be able to access the following page, <http://sophos.brookes.ac.uk> where you can download the software and view and installation instructions. Please note that **you must uninstall any existing anti-virus software** before installing our software, otherwise it will not operate properly.

Step 6: Finally, register for HallNet

Depending on your browser's settings you may be presented with the HallNet Online log in screen where you enter your eight-digit student ID number which is shown on the reverse of your library card, and portal password given to you at enrolment. If the screen does not appear go to <https://tl.brookes.ac.uk/admin/hnet-login.html>.

You will now be able to register your computer and agree to the terms and conditions of use. Follow the on-screen instructions.

Please note: HallNet is intended only for students whose residence includes semesters. If access is required for other groups, please discuss your requirements with Computer Services. Email hallnet@brookes.ac.uk.

Why do we restrict access?

If you work through all the above steps then you will minimise the risk of virus or security problems. The HallNet terms and conditions are intended to protect the HallNet community. To ensure a fast and secure service for all HallNet users, if we find computers which are, for example, generating high traffic levels or spreading viruses then we will restrict their access to the services. See the HallNet web pages for more details.

Getting help

See the HallNet information pages at <http://hallnet.brookes.ac.uk>;
Contact Computer Services Centre in AG05, Lloyd foyer at Gipsy Lane. We are available Monday to Friday. Email hallnet@brookes.ac.uk or telephone 3333 (73333 from Cheney Student Village) or 01865 483333 from locations outside Brookes.

Consent to intercept and disclose data

The University's policies and regulations on the use of computer facilities apply to the users of ALL connected machines, not just those owned by the University. By connecting to the University's network you give the University the right to access your computer to examine any data stored or transmitted in order to ensure compliance with the law and with University regulations.

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