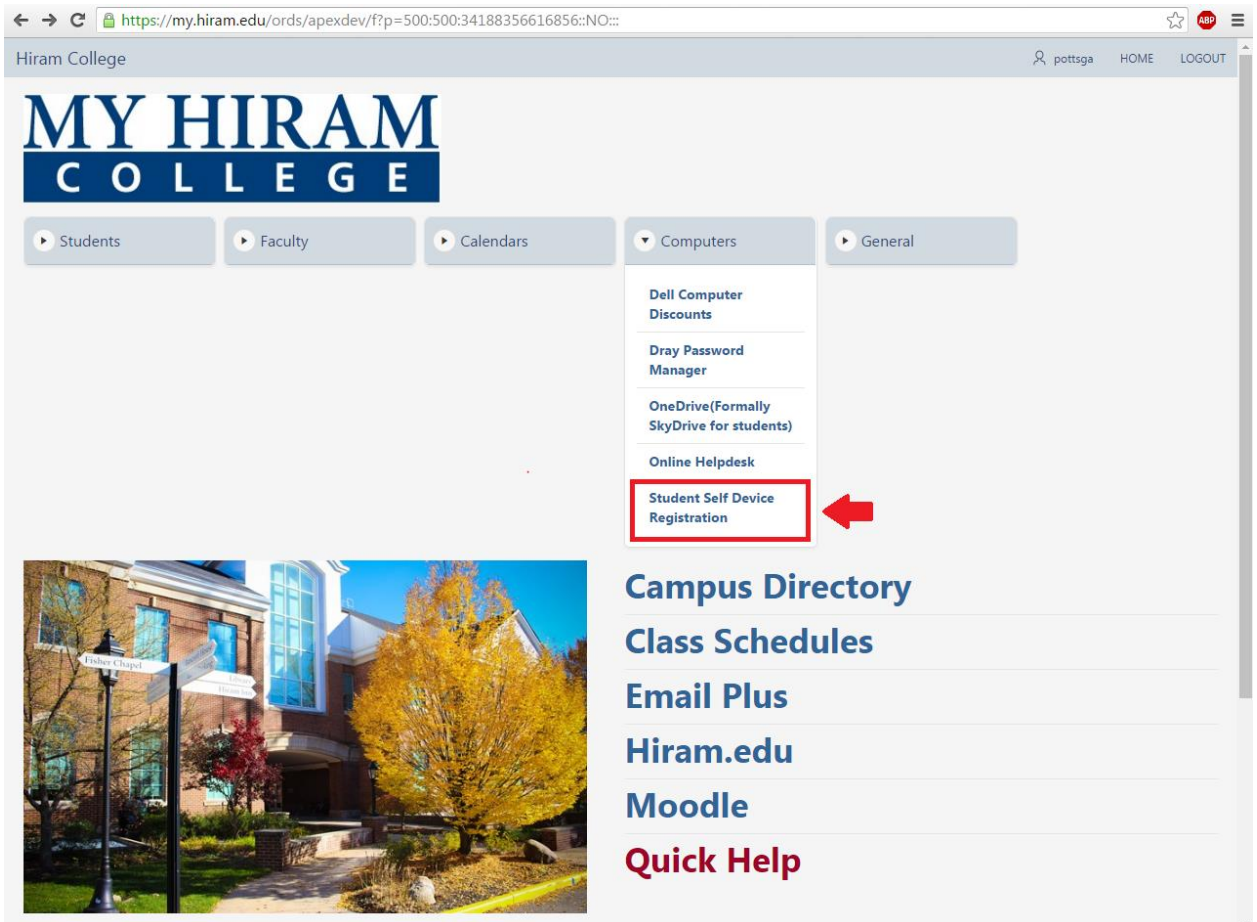


DRAY HELP DESK TECHNICAL DOCUMENT

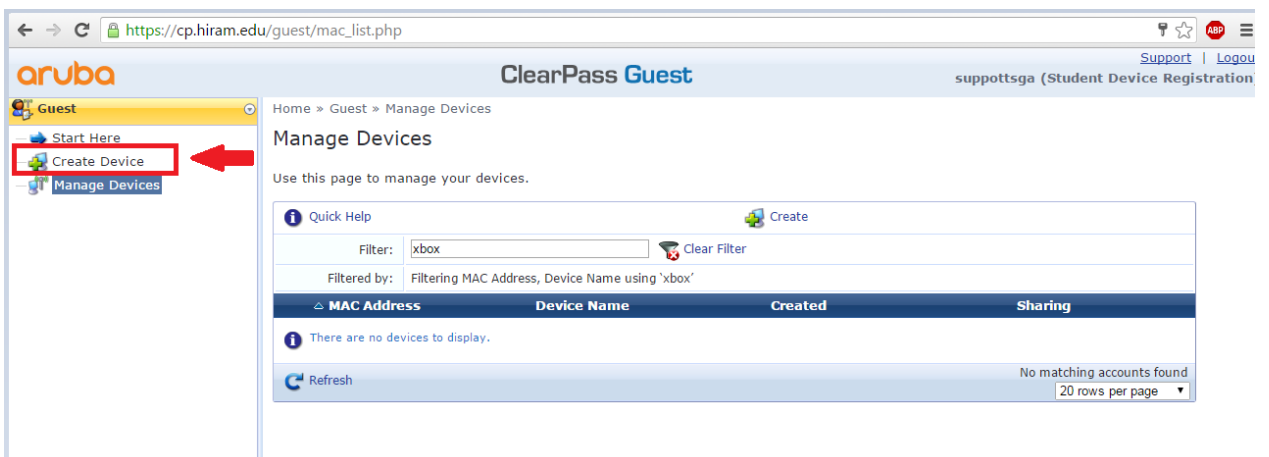
Document Author: Greg Potts
Document Created 8/31/2016
Document Name: Student Self Device
Registration

Document Category: Device Registration
Last Update 9/14/2016

1. Navigate to <http://my.hiram.edu/> and expand the **Computers** tab.
 - a. Click on the **Student Self Device Registration** link.



2. Log-in to the screen that appears after you click the link.
3. Click on **Create Device**



4. You now are at the screen where you create your device.
 - a. Under **Device Name**: you can name this field whatever you want. Make sure that you use a descriptive, appropriate name because this field may be used in troubleshooting your device's connection in the future.
 - b. In **MAC Address**: you will have to previously know your device's mac address. A simple Google search can help you in finding your devices Mac Address. (They are usually located somewhere in the network settings)
 - i. Make sure to get the correct mac address whether you are connecting via **wired** or **wireless**. Some devices have separate mac addresses depending on which way they are connecting.
 - c. Leave the rest of the settings **default**.
 - d. Click **Create Device**

The screenshot shows a web browser window with the URL https://cp.hiram.edu/guest/mac_create.php. The page is titled "ClearPass Guest" and "suppttsga (Student Device Registration)". The breadcrumb trail is "Home » Guest » Create Device". The main heading is "Create Device" with the instruction "Use this form to register a new device." The form is titled "Register Device" and contains the following fields and options:

- Device Name:** A text input field containing "name_of_your_device". Below the field is the label "Name of the device."
- * MAC Address:** A text input field containing "00-00-00-00-00-00". Below the field is the label "MAC address of the device."
- AirGroup:** A checkbox labeled "Enable AirGroup". Below the checkbox is the text "AirGroup uses device ownership and location information to limit the printers and Apple TVs available to network users."
- * Registered By:** A text input field containing "suppttsga".

At the bottom of the form is a blue button labeled "Create Device". Below the form, there is a note "* required field" and a link "Manage my devices".

5. You are **done!** Please allow up to 30 minutes after you register your device for it to be pushed through to the system and allow you access to the internet.