

Language School Student Technology Guide

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Library and Information Services

Library and Information Services (LIS) is a group of full-time professional staff members and part-time student consultants. Our job is to make your time spent on computing tasks as productive and rewarding as possible and to provide you with the full range of library services.

This guide will help you get started with computing and library use at Middlebury College. We hope you will keep this as a reference and use it often. You are welcome to take full advantage of any of our services which are briefly described in the next few pages.

LIS provides many services to students, faculty and staff members at Middlebury College. This document provides an overview of these services and guidance for using computing and library facilities at the college. See the following sections for service descriptions.

LIS Service Points

The **Main Library** is located on Storrs Avenue, across the quad from Old Chapel and is home to the main collection (including the video collection) and the LIS Helpdesk.

Armstrong Science Library is located on the first and second floors of McCardell Bicentennial Hall and is home to the science collection.


The **Music Library** is located on the first floor of the Center for the Arts and is home to the music collection.

LIS Contact Information

Information Desk (Main Library)	443-2000
LIS Helpdesk (computing)	443-2200
Main Library Circulation Desk	443-5494
Main Library Reference Desk	443-5496
Armstrong Library Circulation Desk	443-5449
Armstrong Library Reference	443-5018
Music Library Circulation Desk	443-5218
Music Library Reference Desk	443-5785

The LIS Website

Many services are available to you from our main webpage. To find the LIS website type **go/lis** in the

Address field of your browser and press  - **go** is a utility that gives easy access to registered pages on the Middlebury College website. For specific information about the services of the LIS Helpdesk type **go/helpdesk** in the Address field of your browser. You can also look for a shortcut to the LIS website on the college home page.

The LIS Helpdesk

The LIS Helpdesk is the group to contact with any technology-related questions. Highly-trained consultants answer your calls and work with you to solve problems with software, troubleshoot a hardware problem, or help with any other computing-related issue. If your question requires more in-depth assistance, the Helpdesk contacts the appropriate resource to solve your problem or provide you with training.

You may contact us to request assistance in the following ways:


- Call the LIS Helpdesk at 443-2200.
- Send an e-mail message to helpdesk@middlebury.edu.
- Come to the Walk-in Helpdesk in the Middlebury College Library, 110 Storrs Avenue.

Helpdesk Hours of Operation

Normal hours of operation during the summer (this includes July 4th) are listed below.

- Monday – Friday: 8:00 a.m. – 10:00 p.m.
- Saturday: 10:00 a.m. – 6:00 p.m.
- Sunday: 10:00 a.m. – 10:00 p.m.

Written Documentation

We also provide written documentation with detailed instructions on a variety of computing topics on the LIS Helpdesk website. In the Address field of your browser type **go/techguides** and press  to view our website offerings.

Digital Media Development

The Digital Media program provides support for faculty, student and staff media development, which can include, but is not limited to:

- Images and document creation – posters, diagrams
- Audio – podcasting, voiceovers
- Video – animation, digital stories

If you need help with your media project stop by the Wilson Lab in the Main Library or you can request e-mail support at **DigitalMediaTutors@middlebury.edu**. The Digital Media Tutors provide walk-in support for the Wilson Media Lab, located in the Main Library. For more information on Digital Media Development, contact Joe Antonioli at ext. 3062 or e-mail jantonio@middlebury.edu.

Wilson Media Lab - Hours and Location

The Wilson Media Lab is open to the public while the Main Library is open. These computers provide Middlebury College with tools to meet digital media development needs.

Computing Sites At Middlebury College

There are several computer labs at Middlebury College for your use. These sites are provided to offer you the convenience of computing when you are away from your residential hall room and to provide services you may not have available to you in your room, such as printing and specialized software. All computers in labs are on the college network and offer black and white printing. You can find out which computing labs have specialized software installed by typing [go/helpdesk](#) in the Address field of your browser and then clicking the link for **Classrooms, Labs, ...**. Some locations have scanners (indicated by a # below). You can use the computing labs in any of the following locations when classes are not scheduled in them:

Building	Room, Number and Type of Computers
Bicentennial Hall	Rooms 116/117#, Windows Room 161, Windows Armstrong Library, Windows
Sunderland Hall	ILC1#, Windows ILC2#, Macintosh ILC3*, Windows Room 121, Macintosh, and Windows Room 202, Windows
Munroe Hall	214#, Windows
New Library	Room 105, Windows Room 140, Windows Wilson Media Lab, mixed Mixed platform scattered throughout
Center for the Arts	Music Library#, Windows

These rooms have one or more scanners.

Note: Classes may be scheduled in these classrooms.

Library Hours Of Operation

Scheduled hours of operation vary by library. Schedules are posted at each library or you can check the hours online. To do so, type **go/hours** in the **Address** field of your browser and press . The Main Library is open until midnight most week nights and has a 24-hour study area with vending machines.

Checking Out Books And Other Library Materials

You can borrow library books and other materials from any of the Middlebury College libraries. The loan period for regular books is 4 weeks or the end of Language School whichever comes first. Other materials may have shorter loan periods. You can renew materials online before they are due using **Midcat**, the library online catalog. From within **Midcat**, click on the **My Midcat** link to login to your account. You can call Library Circulation at the phone numbers in the LIS Contact Information section or send them email at **Library_Circulation@middlebury.edu**. When you have overdue materials, you are blocked from borrowing additional materials and you will be liable for replacement charges if not returned.

If someone else has borrowed an item you need, you can request a **Recall** on the item. The borrower will be requested to return the item within one week. If they fail to return the item by the recall date, please alert Library Circulation and they will contact the borrower.

Using Materials On Reserve

If a material is placed **On Reserve** by your professor it can only be checked out for a limited time so others in your class have a chance to read the assigned material. Reserve materials are available at the Circulation Desk of the appropriate library. You can look up reserve material by course or instructor name in **Midcat** (click on the **Reserves** link on the top menu bar). Loan periods are set by the professor.

You can view **Electronic Reserve** materials from any computer on the network. Go to the LIS home page, click on the link for **Course Reserves**, then click on **Electronic-Reserves (ERes)** and follow the instructions. Your professor will give you the course password required to view the materials.

Finding And Using Books, Videos, DVDs, CDs, Journal Articles

Find Out If The Library Has A Particular Book, CD, Journal Or Other Materials

Check **Midcat**, the library's online catalog. To get to **Midcat**, type **go/midcat** in the Address field of your browser or click on the **Midcat** link on the LIS website. For journals, click on the **Journals** tab to get to a list of the journals Middlebury College subscribes to.

Finding And Viewing Videos And DVDs

You can find your selection by author/director, title, or keyword in **Midcat**. In the Main Library you can check out videos at the Circulation Desk. Most of them must be used in-house, but there is a DVD collection that can be checked out. There are viewing stations on the main floor.

Finding Books And Articles On A Particular Subject

Come to the Reference Desk at one of the libraries and a reference librarian can recommend the best search strategies and library databases for your topic.

Getting Help From A Reference Librarian

Reference librarians are happy to provide help searching for library materials. In the Main Library, reference librarians are normally available during the following hours (holidays and breaks excluded):

Sunday	1 pm – 5 pm; 6:30 - 10pm
Mon - Thurs.	9 am - 5 pm; 6:30 pm - 10 pm
Friday	9 am - 5 pm
Saturday	1 pm - 5 pm

You can call a reference librarian at one of the numbers listed in the *LIS Contact Information* section. You may also e-mail your question to rlibrary@middlebury.edu, or type **go/askalibrarian** in the **Address** field of your browser, then press (a librarian will respond within 24 hours).

If you have a big research paper and need extensive help, you can make an appointment for a research consultation. Please ask at least several days in advance. You can fill out a request form online from the LIS home page or e-mail the librarian for your subject area directly.

For information on library liaisons to specific departments, type **go/liaisons** in the **Address** field of your browser and then press .

Getting Materials From Other Libraries

If Middlebury College libraries don't have the book or article you need, you can request items through Inter-Library Loan (ILL) online using [go/ill](#) in the address field of your browser. ILL services take time, so please plan ahead.

Using Computers In The Library

Each library has a computer lab with word processing and other software. The Main Library has many computers in scattered locations for your use, as well. In the Main Library, you can also check out a laptop computer from the Circulation Desk for in-house use on a 4-hour loan period.

You can plug your own laptop into the college network at any of our libraries. You will have access to file servers, e-mail services, and the Internet. The library staff members can guide you to appropriate locations to use the network, or you can use the wireless network, if you prefer.

We Even Have Food!

Take a study break in the Main Library Wilson Café. They have drinks, salads, sandwiches, and munchies. For other food options you must go to the McCullough Student Center or other dining locations.







Foreign Language Input

This section on foreign language input is positioned here, before other computing how to information, to help you get started with word processing quickly.

You can easily type in a foreign language on your computer, without any special software. There are certain key combinations that signal your computer to use a character not found on an English keyboard. The following several sections provide instructions for input of foreign language characters.
























































Special Characters For Windows

All the special characters can be inserted into a MS Word document. If another product does not offer support for special character insertion, you can usually create the characters in MS Word, then cut and paste them into another product's document.

- In most cases, first hold down  and strike a regular character key as indicated below. For some special characters you must press:
 -  and  and another key together
 - or**
 -  and  and  and another key together.

Nothing appears on your screen at this point.

- Release all keys, and type the letter that is to carry the diacritical, as shown in the chart below.

Desired Character	First Keystrokes	Second Keystroke
á, é, í, ó, ú	 + 	 ,  ,  ,  , 
à, è, ì, ò, ù	 + 	 ,  ,  ,  , 
ä, ë, ï, ö, ü	 +  + 	 ,  ,  ,  , 
â, ê, î, ô, û	 +  + 	 ,  ,  ,  , 
ñ, ñ, õ	 +  + 	 ,  , 
ç, Ç	 + 	 or  + 
æ (ash)	 +  + 	
oe, OE	 +  + 	 or  + 
ï	 +  +  + 	(none)

ï	+ + +	(none)
ø, Ø	+	or +
ß	+ +	
å, Å	+ +	or +
€	+ +	(none)

Inserting Special Characters By Numeric Code On A Windows Computer

1. Make sure is on - the key is at the top left of the numerical keypad on the right side of the keyboard.
2. Hold down (to the left or right of the spacebar) and type the 3-digit numeric code for the special character.

Note: *You must type the 3 digit code on the number keypad.* It will not work if you use the numbers above the regular keys. The special character will appear when you let go of the key after typing the code. The codes and their characters are listed below.

â	131	Ç	128	ï	139	Ö	153
ä	132	ê	136	ì	141	û	150
à	133	ë	137	í	161	ü	129
á	160	è	138	ñ	164	ù	151
å	134	é	130	Ñ	165	ú	163
Ä	142	É	144	ô	147	Û	154
Å	143	æ	145	ö	148	ÿ	152
ß	225	Æ	146	ò	149	ı	168
ç	135	î	140	ó	162	ı	173


To Find Other Special Characters On A PC

In the MS Office products Excel, PowerPoint, and Word, you can insert any special character included in the fonts available to you. To do so:































































1. Place your cursor where you want the special character.
2. From the **Insert** menu, select **Symbol**. The **Symbol** dialog box opens.
3. From the **Font** drop-down list, select the desired font.
4. Select the character desired.
5. Click .

Special Characters For The Macintosh

To type accented characters, letters with diacritical marks, or other special characters such as: á, è, ç, ß, and ñ, you must use special keystrokes.


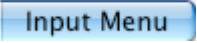

In most cases, you will first hold down  on the keyboard and then strike a regular character key as indicated below. Nothing will appear on your screen at this point. Release *both* keys, and *then* type the letter you would like to carry the diacritical, as indicated below.

For some special characters you will simply press  and one key together. See the following table to find the character that you want.


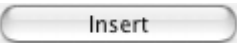
Desired Character	First Keystrokes Done Together	Second Keystroke
á, é, í, ó, ú	 + 	 ,  ,  ,  , 
à, è, ì, ò, ù	 + 	 ,  ,  ,  , 
ä, ë, ï, ö, ü	 + 	 ,  ,  ,  , 
â, ê, î, ô, û	 + 	 ,  ,  ,  , 
ñ, ã, õ	 + 	 ,  , 
ç	 + 	(none)
Ç	 +  + 	(none)
ß	 + 	(none)
... (ellipsis)	 + 	(none)
æ (ash)	 + 	(none)
œ	 + 	
ï	 + 	(none)
¿	 +  + 	(none)
®	 + 	(none)
©	 + 	(none)
•	 + 	(none)
¶	 + 	(none)
€	 +  + 	(none)

To Find Other Special Characters On A Macintosh


Activate The Mac OS X Character Palette Utility

1. From the  menu, select **System Preferences**.
2. In the **Personal** section, click **International**.
3. On the **International** dialog box, click .
4. Click to check **Character Palette**.
5. Click to check **Show input menu in menu bar**. A U.S. flag appears towards the right end of the menu bar (.

Insert Characters Using The Character Palette

1. Click  and select **Show Character Palette**.
2. Chose the character set that contains the desired special character.
3. Click on the character desire and then click .

Insert Characters Using MS Word

1. From the **Insert** menu, select **Symbol**.
2. Click on the symbol you want.
3. Click .

Getting Started With Computing

There are some basic tasks you must do to get started using computers at Middlebury College. The basic tasks are:

1. Set your BannerWeb PIN.
2. Learn your username and set your password for your e-mail and file server accounts.
3. Plug your computer into the college network and see if it works – often it does without any additional configuration. If it does not, guidance is provided to configure your computer properly.
4. Register your computer on the network.

Set Your BannerWeb PIN

Your BannerWeb PIN is used to identify yourself when setting passwords on Middlebury College computer systems.

Your BannerWeb PIN is a six-digit number that is originally set to your birth date in MMDDYY format. The first time you log into BannerWeb the system forces you to change your PIN to another six-digit number of your choice. Please keep this number confidential. See the section *BannerWeb For Students* and its subsections to learn about BannerWeb and your BannerWeb PIN.

Learn Your Username And Set Your Password

You can learn your username and set your password at the **activate** web page (use **go/activate** in the Address field of your browser to find this page). Use your 8-digit College ID number and your 6-digit BannerWeb PIN to authenticate with the **activate** utility. Your password must:

- be at least 8 characters long
- contain at least 1 uppercase character
- contain at least 1 lowercase character
- contain at least 1 numeric digit
- contain at least 1 of these characters `~ ^ * _ ? \ . / ! + - { } []`
- contain no spaces

Please keep this password confidential.

See *Appendix A: Find Your Username And Set Your Passwords* for more detail if this overview is insufficient.

What You Should Know Before Using The Middlebury College Network

- Wireless networking is not yet available in the residence halls. You can use wireless networks in the locations listed in the *Wireless Network Locations* section of this document.
- Dial-in (modem) connections are not supported from residence halls.
- No student may attach any additional network equipment, such as a fan-out device, hub, or wireless adapter to a campus network jack, without consulting with and obtaining permission from the network technical staff. These devices could cause serious malfunctions of the local network in certain locations. Any unauthorized devices may result in loss of network privileges. Call the Helpdesk at x2200 to obtain the permissions and correct configurations required.
- Anyone intending to configure and run his/her computer as a server must first consult with the network technical staff.

Plug Your Computer Into The College Network

Configuring your computer for Middlebury's network and understanding the computing environment is essential to an early success at Middlebury College. All residence halls at Middlebury College are equipped with Ethernet network connections, one port per student. To connect to the network you need an **Ethernet network interface card (NIC)** and an **Ethernet cable**; the College Store in Proctor Hall carries cables in various lengths. Once connected to the network, you will be able to access e-mail, campus file servers, and Internet resources. Our network has been configured to use dynamic addressing (DHCP). Once your computer is configured you can move from room to room or, if you have a laptop, you can plug into any public network port on campus and begin using the network without reconfiguring your computer.

To get started using the network, do the following:

1. Turn your computer off.
2. Connect your RJ-45 Ethernet cable (a phone-like cable with eight contact points rather than four) directly into the Ethernet card on your computer. If you don't have a cable, you can get one at the College Store in Proctor Hall.
3. Look for the plate containing the Ethernet outlet (similar to a phone jack), mounted on the wall of your dorm room.

Notes: In most dorms, plug your Ethernet cable into the **red** jack. In Hadley, Kelly, Milliken, or Lang, plug into the jack labeled **DATA**.

Do not try the jack labeled VOICE in Hadley, Kelly, Milliken, or Lang because this can destroy your Ethernet hardware. Call x2200 if you're uncertain where to insert the cable!

4. Start your computer and launch your browser to see if you can get to the network.

Note: If your browser doesn't display a web page, you should proceed to the section on *Troubleshooting A Network Connection*.

Register Your Computer On The Network

Please note that the FIRST time you connect to the network with a computer that is new to the network, you will be forced to register your computer on the network.

If you are a returning student, your previous registration will have expired after 300 days and you must re-register your computer.

Why You Must Register Your Computer

Because computer viruses are so common and they negatively impact the college network, all personally-owned computers must be registered on the network to allow infected computers to be identified and isolated to prevent harm to other computers.

Campus Manager has been developed to do the following:

- Identify computers that have not been registered on the network or whose registration is expired and isolate them until they comply with our requirements for system safety.
- Assist their owners in installation of the proper system patches (Windows operating systems only).
- Assist their owners in installation of up-to-date anti-virus software (Windows operating systems only).
- Register the computer and link it to its owner.
- Release the computer from isolation so it can be run on the network.
- Detect and isolate computers that subsequently become infected with viruses or have other system safety issues and put them in “Quarantine” or the “Penalty Box”.

The Registration Procedure

1. The first time an unregistered computer attempts to connect to the Middlebury College network with a browser, a Network Registration page displays. [Click All Middlebury Students, Faculty and Staff \(Including Language School Students\) Click Here.](#)

Note: Do not click the [Guests Click Here](#) option. While this gives you a temporary registration (2 days), it puts you outside the firewall and does not allow file server access.

2. A Responsible Computing page opens. Read the statement carefully and then click [I Agree](#) to continue.
 - Windows computer users continue at step 3.
 - Macintosh computer users may skip to step 6.

3. Click [Click Here to go to Windows Update](#). This sends your browser to the Windows Update page which determines if your operating system requires a system update for security purposes.
 - If your operating system is up-to-date:
 - a. A message displays indicating no updates are needed.
 - b. Close the browser window to return to the previous page.
 - If your operating system needs critical updates:
 - a. Follow the instructions provided to install an update.
 - b. After an update is applied, you must restart your computer.
 - c. After the restart, return to the page above and click [Click Here to go to Windows Update](#) again. If your computer is seriously out-of-date you may need to restart and revisit Windows Update several times to complete the process.
 - d. When you are told that no updates are needed you may close the browser window.
4. Click the [here](#) link. The Virus Protection page opens.
5. You must have anti-virus software on your computer to use the network.
 - If you have anti-virus software that you keep up-to-date and do not want Symantec AntiVirus, click the [Click here](#) to continue the registration process link.
 - If you do not have up-to-date anti-virus software:
 - a. Remove other out-of-date anti-virus applications. We recommend that you have only one anti-virus application installed.
 - b. Click the [Click to install Symantec Antivirus](#) link.
 - c. Follow the installation procedure for Symantec AntiVirus.
 - d. Close the browser window to return to the Virus Protection page.
 - e. Click the [Click here to continue the registration process](#) link.
6. The registration page opens. Complete the registration information requested.

Note: If you have not learned your username and set your password yet, click the [here](#) link to run the Account Activation procedure (see the section *Appendix A: Find Your Username And Set Your Passwords* for instructions).

 - a. In the **User Name** field, enter your username.
 - b. In the **Password** field, enter your password.
 - c. Click .
7. A page displays indicating your computer has been registered. Restart your computer to activate the new settings. Your computer will be allowed onto the Middlebury College network upon restart.

Troubleshooting A Network Connection

Link Light

There may be a link light where your Ethernet cable plugs into your computer. This is usually a small orange or green LED light that is lit when the computer is on and plugged into the network (although not all Ethernet cards have them, many do). There may also be a second LED light that blinks indicating network activity, and is a good sign.

1. If the link light is lit, skip to the **Internet Connectivity** section appropriate for your operating system.
2. If the link light is not lit or there is no link light, check the Ethernet cable and network wall jack using the following instructions.


Ethernet Cable

1. Is it plugged in firmly to the Ethernet card in your computer?
2. Is it plugged in firmly to the network wall jack?
3. Are you using an Ethernet cable?
 - Telephone cable connector ends are narrower (3/8”), carry four wires; there may be either two or four wires visible.
 - Ethernet cable connector ends are slightly wider (7/16”), carry eight wires; there may be either four or eight wires visible.
4. If you have a laptop, is the cable end that connects to the computer different than the cable end that plugs into the wall? If it is the same, go to **Network Wall Jack**.
 - Inspect the connector end for breaks or cracks.
 - If there are two possible receptacles in the Ethernet card, eject the card and make sure your Ethernet cable is plugged into the network receptacle rather than the modem receptacle (indicated by a telephone symbol).

Network Wall Jack


1. Is your Ethernet cable firmly plugged into the correct jack?
 - Most residence halls have **red** network wall jacks installed. The blue jack is usually not active, but if you find your red jack does not work, please try the blue jack.
 - Hadley, Kelly, Milliken and Lang have network wall jacks labeled **Data**. The other wall jack in the room is labeled **Voice**; do not use the **Voice** jack, it can damage your computer.
2. Try your computer and cable in a known working network wall jack in another room in the same residence hall or plug a known working laptop from another room into your network wall jack. If it appears to be your network wall jack that is not working call the Helpdesk at x2200.

Network Connectivity For Macintosh Computers

You can determine the operating system version of your Macintosh by clicking on the  menu and selecting **About This Mac**. Older operating systems (Mac OS 9 and below) are no longer supported on Middlebury's campus network.

By connecting the Ethernet cable to the wall and to your Macintosh running Mac OS X, you are automatically configured for the network.

Can you connect to <http://www.middlebury.edu> using an Internet browser (Safari, Firefox, Netscape or Internet Explorer)? If not, do the following:


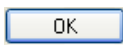


1. From the  menu, select **System Preferences**.



2. Click **Network**. The **Network** system preference displays.
3. From the **Show** drop-down list, select **Built-in Ethernet**.
4. From the **Configure IPv4** drop-down list, select **Using DHCP**.
The **IP Address** field should indicate an address in **140.233.yyy.zzz** or **172.xxx.yyy.zzz** where **xxx**, **yyy**, and **zzz** are numbers.

Network Connectivity For Windows Computers

Can you connect to <http://www.middlebury.edu> using an Internet browser? If not:

1. Click  and select **Run** from the pop-up menu. The **Run** window opens.
2. In the **Open** field, type **command**.
3. Click , the **C:\...\command.com** window opens.
4. At the **C:\...>** prompt, type **ipconfig /release** and press .
5. At the **C:\...>** prompt, type **ipconfig /renew** and press .
6. The **IP Address** should read **140.233.xxx.yyy** or **172.xxx.yyy.zzz**, where **xxx**, **yyy**, and **zzz** are numbers. If not continue to the next section and check all network settings.

If you still cannot connect to the network, see Appendix B: Configuring A Network Connection On A Windows XP Computer for further information.


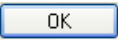


Wireless Networking

New wireless networking locations are being installed at Middlebury at a pace that makes listing them in a printed document futile.

Instead, you can consult an online list of wireless network locations at <http://www.middlebury.edu/academics/lis/help/helpdesk/documentation/network/wireless/>. On that page, click on the **Locations of Libraries, Academic Computers, and Wireless Locations** link. This document is kept up-to-date and includes a map of the campus with wireless locations indicated.



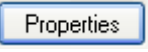
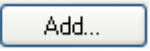
Moving Around With Your Windows Computer

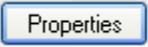

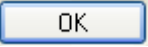

You should release your network identification number before you move your computer. To do so:

1. Click , and select **Run**. The **Run** dialog box opens.
2. In the **Open** field, type **command** and then click . The **command.com** dialog box opens.
3. At the **c:\>** prompt, type **ipconfig/release**, and then press .
4. At the **c:\>** prompt, type **exit**, and then press . The **command.com** dialog box closes.
5. Shutdown and move your computer.

Configure Your Windows XP Computer For The **mid_secure** Network

When you configure your Windows XP computer to access the **mid_secure** network, you can surf the web and connect to files servers – all from a wireless network. Follow the instructions below.

1. Double-click the **Wireless Network Connection** icon on the System tray (see right). The **Wireless Network Connection Status** dialog box opens. 
2. Click . The **Wireless Network Connection Properties** dialog box opens.
3. Click the **Wireless Networks** tab.
4. Select **mid_secure (Automatic)** and then click . The **mid_secure Properties** dialog box opens.
 - If **mid_secure (Automatic)** is not listed, do the following:
 - a. Click . The **Wireless network properties** dialog box opens.
 - b. In the Network name (SSID) field type **mid_secure** and proceed to the next step.

5. Verify the settings on the **Association** tab:
 - **Network Authentication** should be **Open**.
 - **Data Encryption** should be **WEP**.
 - **The key is provided for me automatically** checkbox should be checked.
6. Click the **Authentication** tab.
7. Verify the following settings:
 - **Enable IEEE 802.1x authentication for this network** should be checked.
 - **EAP type** should be **Protected EAP (PEAP)**.
 - **Authenticate as computer when computer information is available** should be unchecked.
8. Click . The **Protected EAP Properties** dialog box opens.
 - Click to uncheck **Validate server certificate**.
 - From the **Select Authentication Method** drop-down list, select **Secured Password (EAP-MSCHAP v2)**.
9. Click . The **EAP MSCHAPv2 Properties** dialog box opens.
10. Click to **uncheck** the **Automatically use my Windows logon name and password (and domain if any)** checkbox.
11. Click  on all the dialog boxes to close them.
12. After closing all dialog boxes, a **Wireless Network Connection** balloon pops up from the System tray. Click on it.
13. The **Enter Credentials** dialog box opens.
 - In the User name field, type your username.
 - In the Password field, type your password.
 - Click .

You can now connect to **midd_secure** and have access to all of Middlebury's internal resources from behind the firewall. When wireless networking is available a message balloon will inform you. Click on the balloon and enter your username and password to connect.

Configure A Macintosh OS X Computer For The **mid_secure** Network

You can connect to the Middlebury College Wireless Network using two different connection options:

- **mid_unplugged** – the portion of the wireless network not protected by our firewall which is open to everyone, including visitors to the college.
- **mid_secure** – the portion of the wireless network protected by our firewall which is only available to Middlebury College community members. You must have a Middlebury username and password to access the network.

To connect to the **mid-secure** network, follow the instructions below.

1. From the **AirPort** menu at the top right of your screen, select **mid_secure** as the network to connect to. The **Enter Password** dialog box opens.
2. Complete the information required:
 - a. From the **Wireless Security** drop-down list, select **LEAP** as the authentication/encryption type.
 - b. In the **User Name** field, enter your username.
 - c. In the **Password** field, enter your password.

3. Click .

You should then be securely connected to the **mid_secure** wireless network.

Using File Servers

File servers are networked computers with large disc drives used for file storage. Every student has a storage space reserved for them on Middlebury's file servers. We encourage you to save all your work on file servers instead of your own hard drive for several reasons:

- You can access your files from any networked computer on campus.
- The server is a robust, reliable hard drive that offers password protection for your files.
- The server is backed up nightly *by someone else*. Lost files can be recovered if they were on the server for one night – call the Helpdesk at 2200 to recover a file.
- The server is periodically scanned for viruses.



Your storage space on our file server is limited by a quota system to 2 GB. Please use it for your academic work and save music collections on your own computer's hard drive. Music is easily replaceable.

The most important file servers for students are `\\middfiles\home\alphatext\username`, where you have personal storage space, and `\\middfiles\classes\session\course`, which may be used by your professors to post information, receive assignments, allow you to share files, and create web pages.

You can access files stored on file servers using standard network access methods or over the web using the HTTP Commander utility as described in the next few sections.

Connect To File Servers Using A Windows Computer

If `\\middfiles` becomes disconnected you can reconnect doing the following:

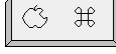

1. Right-click  `My Computer`.
2. Select **Map Network Drive** from the pop-up menu. The **Map Network Drive** window opens.
3. From the **Drive** drop-down list select an unused drive letter (usually **N** or **O** are used for `\\middfiles`).
4. In the **Folder** field type `\\midd\middfiles`. The folders most important to you inside `\\middfiles` are:
 - **classes** where course work is stored.
 - **home** where you may store your personal data.
5. Click .

You can copy file so or save files directly to server spaces to which you have access.

A useful FAQ on DFS (Distributed File System) issues is at [go/dfs](#).




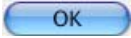
Connect To File Servers With A Macintosh Using SMB

Macintosh computers can connect to file servers at Middlebury College using a service called **Server Message Block** or **SMB**. To use the service, do the following:

1. Click on the desktop to activate the **Finder**.
2. From the **Go** menu, select **Connect to Server** (or press  + ). The **Connect To Server** dialog box opens.
3. In the **Server Address** field, type **smb://midfiles.middlebury.edu/midfiles**.

The folders most important to you inside **midfiles** are:


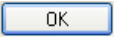



- **classes** where course work is stored.
- **home** where you may store your personal data.

4. Click  to add the server address to the **Favorite Servers** list.
5. Click . The **Connecting To Server** progress window opens followed by the **SMB/CIFS Filesystem Authentication** window.
6. Complete the **SMB/CIFS Filesystem Authentication** dialog box:
 - In the **Username** field type your username.
 - In the **Password** field type your password for your e-mail (Exchange password).
Note: You can set your password using the password utility. Type **go/activate** in the **Address** field of your browser and press .
 - Click .

You can find a useful FAQ on DFS (Distributed File System) issues at go/dfs.

Web Access To File Servers

You can use a web browser to access files stored on Middlebury College's file servers from on or off campus. To use web access to file servers, do the following:

1. In the **Address** field of your browser type the following bolded text:
 - **go/files**– to access files while connected to the Middlebury College network.
 - **http://go.middlebury.edu/files** - to access files and connect to them while off campus.
2. Press . The **Connect to netstorage.middlebury.edu** dialog box opens.
 - a. In the **User name** field enter your username.
 - b. In the **Password** field enter your file server password.
 - c. Click .
3. The **NetStorage** web page displays the network files and folders accessible to you. The web page is divided into two frames which have the following functions:
 - **Folders tree** frame on the left – shows the file servers to which you have access. The ones important to students are:
 - **home** is your personal storage space on Middlebury's file servers.
 - **classes** is used extensively by faculty and students for class work.
 - **midfiles** frame on the right – shows the contents of the folder selected in the **Folders tree** frame.
4. To view and move around the folder structure do the following:
 - Click  preceding a folder to expand it and  to contract it.
 - Click the folder name in the **Folders tree** frame. The contents of the selected folder display in the **midfiles** frame.
 - Double-click a folder name in the **midfiles** frame to view its contents.
5. To log out of NetStorage, click  above the **midfiles** frame.

Using Course Folders

A file server folder for each of your courses has been created to facilitate exchange of files and information between students and instructors. It is divided into five subfolders: **Dropbox**, **Handouts**, **Public_html**, **Return**, and **Share**. Log on to the folder using your Middlebury College username and password.

Course folders are in the folder **classes**. The path to your course folder is **middfiles\classes \Semester\dept_course-number_section**.

The Function Of Course Folders



DROPBOX

The **Dropbox** folder is designed to allow electronic submission of student assignments. When you write a document on your computer, you may submit it to your professor by copying the completed file here.

Note: Files cannot be saved directly into the Dropbox folder. We suggest that you save your document in your `middfile\home\alpha\username` folder and then copy it to the Dropbox. All course participants may copy files into the Dropbox, but only the instructor can view the files.



HANDOUTS

The **Handouts** folder gives the instructor a location to post materials for viewing by all members of the class. Although anyone can read the files placed here, only the instructor can change the contents.



PUBLIC_HTML

The **Public_html** folder houses the course web page, if the instructor chooses to create one.



RETURN

The **Return** folder allows the instructor to return corrected assignments and distribute documents to individual members of the class. There is a subfolder inside the Return folder for each student enrolled in the course. Your folder can only be opened by you and your instructor.



SHARE

The **Share** folder is for exchange of documents between all class members. Students and instructors may copy files into it, read, and edit its contents. It is designed to facilitate peer review activities and other sharing of information.

Copying Files To A Course Folder

Save your originals in your **middfiles\home** folder. Then copy files into the course folder. You can use the drag and drop method, or right-click and select Copy and Paste from the pop-up menus.

Printing Your Documents

We recommend that you save your documents in your **home** file server storage space where they can be accessed by any networked computer on campus. Black and white laser printing is free in our computing labs. Please print one copy of your document only and use the copy machines to generate additional copies, if needed.

Color printing and copying is available in the Library for academic use. Stop at the Information Desk for details.

Color printing for non-academic use is available through local commercial vendors, such as Main Street Stationery, the UPS Store (aka Mail Boxes Etc.).




Conserve Resources While Printing Documents

You can reduce the environmental impact of printing your papers by following some simple recommendations outlined below.

1. Don't print e-reserve or other web source material unless truly necessary. Instead of printing the entire document, take notes while reading it on the computer to help you remember important points.
2. Always print double-sided. Thankfully, this is the default on Middlebury College's printers.
3. From the **File** menu, select **Print Preview** to see how your document looks before printing.
4. When printing a draft, print multiple pages on one sheet. This can be surprisingly readable at 2-4 pages per sheet. It becomes a tremendous paper-saving technique when you combine this capability with double-sided printing!
5. Please print one copy only of your documents and use the copy machines to generate additional copies, if needed.

Printing Your Documents

The printing process at Middlebury is simple and painless.

1. Log into the network and open your document.
2. Issue the **Print** command (From the **File** menu, select **Print**, or press  + ).
Note: If you are printing a document that you received from someone overseas, check the paper size carefully using **Page Setup!**
 - a. From the **Name** drop-down list, select the printer. **Please note which printer your document is to be sent to!** Printers are generally named after the building and room in which they reside, such as BIH116, LIB242, SDLILC1.
 - b. Click .
3. Go to the print release station for the printer chosen.
4. Log into the print release station and release your document to the printer.

Use Go To Navigate The Middlebury Website

Go is a utility that provides a fast, intuitive way to navigate to many common applications and services on the Middlebury website. To use it, type a **GO Quick Text** (such as **go/helpdesk**) into your browser's address field. You will have immediate access to the pages you want to use. There are over 200 registered **GO** definitions that can be used while you are on-campus or off-campus. Some commonly-used ones are:

To find this website	Type this when on-campus	Type this when off-campus
Middlebury Email	go/webmail	http://go.middlebury.edu/webmail
Set your password	go/activate	http://go.middlebury.edu/activate
Forward your e-mail	go/forward	http://go.middlebury.edu/forward
BannerWeb	go/bw	http://go.middlebury.edu/bw
College Directory	go/dir	http://go.middlebury.edu/dir
College Calendars	go/cal	http://go.middlebury.edu/cal
LIS main page	go/lis	http://go.middlebury.edu/lis
LIS Helpdesk	go/helpdesk	http://go.middlebury.edu/helpdesk
Go dictionary	go/gotionary	http://go.middlebury.edu/gotionary

At list of commonly used Language Schools related **go** sites:

go/ls (Middlebury College Language Schools)

go/ls?alumniemail (Language School - Alumni Preferred Email Address Form)

go/ls?alumniupdate (Language Schools - Alumni, Update Your Information Form)

go/ls?calendar (Language Schools - Calendar)

go/ls?commencement (Language Schools - Commencement)

go/ls?film (Language Schools - International Film Festival)

go/ls?gradlang (Language Schools - Graduate Programs)

go/ls?handbook (LS - Handbook)

Also, for each school there are corresponding links like these:

go/ls?chinese (Language Schools - Chinese)

also **french, german, italian, japanese, portuguese, russian, spanish**

go/ls?chinese-cr (LS - Chinese - Curricular Resources)

also **french, german, italian, japanese, portuguese, russian, spanish**

Middlebury College Student E-Mail Policy

E-mail is considered an official method for communicating with students at Middlebury College. Official e-mail communications are intended to meet the academic and administrative needs of the campus community. The College expects that such communications, many of which are time-critical, will be received and read in a timely fashion. To enable this process, the College ensures that all students are issued a standardized college e-mail account. Students who choose to forward e-mail from their College e-mail accounts are responsible for ensuring that all information, including attachments, is transmitted in its entirety to the preferred account.

Your E-mail Address, Username, Display Name

Your username and Exchange password combination is the key to your e-mail privacy. You can change your Exchange password using the procedure described in Appendix A of this document. Your e-mail address is in the format **username@middlebury.edu**, however, the display name in the **From** field of messages that you send is in the form of **Lastname, Firstname**.

WebMail




Exchange is the messaging system at Middlebury College. You can access your electronic mail using WebMail from any networked computer on or off the Middlebury College campus. This section is an introduction to the use of WebMail.


Note: The instructions are for Internet Explorer on a Windows computer. Other browsers may have fewer options.

WebMail On A Windows Computer

You can access your electronic mail, calendar, contacts file, journal, notes and tasks using WebMail from any networked computer on or off campus.


Log Into And Out Of WebMail On A Windows Computer

1. In the Address field of your browser type **go/webmail** and press . The **WebMail** login page opens.
2. In the **Enter your e-mail address** field, type your Middlebury College username.
3. Click . Another dialog box opens.
4. If you are using a computer in a private office or dorm room, you may click the **This is a Private Computer** radio button.
5. In the **User Name** field, enter your username.
6. In the **Password** field, enter your password.
7. Click . You will be logged into WebMail with your **Inbox** displayed.

Critical: Click  (in upper-right of window) to end your session.


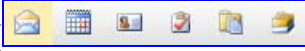
The Three Panes Of The WebMail Window Structure

- **Left** – The navigation bar displays your folder structure and some navigation buttons.
- **Middle** – Displays the contents of the selected folder which is your **Inbox** when the window first opens.
- **Right** – The **Reading Pane** partially displays the contents of the selected message; a handy aid to deciding upon message relevance before opening it.


Note: If you prefer not to see the **Reading Pane**, click  (Show/Hide Reading Pane) and select **Off** from the drop-down list.

Using the Navigation Bar

Your folders are displayed in the leftmost pane above handy navigation buttons, click buttons or folders to navigate around in your WebMail structure.





Click  to shrink the buttons down to smaller icons () , or to restore them to their original size.

Reading Messages



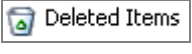
- Unread messages appear in the **Inbox** in bold type. Double-click a message to open it.
- Click  (Check for new messages) to refresh your **Inbox** and display any newly arrived messages.

Sending Messages

You can send messages several ways using WebMail. First select one of the mail folders and then do one of the following:

- Click  to create a new message.
- Click  to reply to the selected message.
- Click  to reply to recipients of the message.
- Click  to forward the message to one or more people.



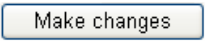
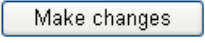
Managing Messages

- Click  (Move/Copy) to move the selected message to another folder, or create a new folder.
- Click  (Delete) to move the selected message to the **Deleted Items** folder.
- In the **Folder List**, right-click  and select **Empty Deleted Items** to purge messages in the **Deleted Items** folder.

Forwarding Your Email

If you want to use another e-mail provider, there is a utility on the web that allows you to set a forwarding address for all your e-mail to the address you provide. Please be aware that forwarded messages are **not** duplicated on the mail server here at Middlebury College; your alternate provider will be the only source for messages sent to you during the time your mail is forwarded.

Managing a Forwarding Address For Your Email

1. In the **Address** field of your browser, type **go/forward** and press . The Email Forwarding page opens.
2. In the **Username** field, type your **username**.
3. In the **Password** field, type your **password** for your Exchange account.
4. Click .
5. Set forwarding as follows:
 - a. Click to bullet the radio button for **Forward all the e-mail sent to *user*@middlebury.edu to this off campus e-mail address** where *user* is your username.
 - b. Enter the off-campus address where you want to receive your mail in the field provided.
 - c. Click .
6. Remove forwarding as follows:
 - a. Click to bullet the radio button for **Do not forward my E-mail. Keep it in my Middlebury Mailbox**.
 - b. Click . Forwarding of your Exchange account is removed within 30 minutes

BannerWeb For Students

You can use BannerWeb to access a variety of online services for students. After you log into BannerWeb (see following sections for instructions), a menu is presented that offers the following options briefly outlined below:

- **Student Records and Registration**
 - **Registration** – register for your classes online
 - **Student Records** – grades, transcripts, progress reports
 - **Volunteer Tracking**
- **Student Accounts and Financial Aid** – account and financial aid information, forms, FACTS Tuition Management
- **Employee**
 - **Time Sheet** – Report hours worked for student employees
 - **Pay Information**
 - **Much more!**
- **Personal Information**
 - **Change Your PIN** – see instructions below to change your BannerWeb PIN
 - **Change Security Question**
 - **Mailbox Combination**
 - **Housing Information**
- **Finance Information**

Logging Into BannerWeb The First Time

1. On many Middlebury College web pages, click or in the **Address** field of your browser type **go/banner** and press . The **User Login** page displays.
2. In the **User ID** field, type your 8-digit College ID number (use leading zeros).
3. Press . Your cursor will move to the **PIN** field. Type your PIN.
 - Your initial PIN for BannerWeb is your birth date in MMDDYY format.
 - For security purposes, you will be forced to change your PIN and set a question and answer for yourself that will allow you to reset your PIN if you forget it.
4. Click . The **Login Verification** screen displays and requires that you change your PIN.
5. In the **Re-enter Old PIN** field, type your current PIN.
6. In the **New PIN** field, type a new PIN.
Note: Your BannerWeb PIN must be a six-digit number.
7. In the **Re-enter new PIN** field, re-type your new PIN.
8. Click . You will be asked to set a **Personal Security Question** and **Answer** to identify yourself to the system in case you forget your PIN and want to reset it yourself.
9. In the **Enter Question** field, type a **Personal Security Question** that the system will ask you if you forget your PIN (this allows you to click at the initial **Login** page and gain access even when you have forgotten your BannerWeb PIN). Use a question that you will remember the answer to but which requests information that is not part of your public record or something that you share with casual acquaintances.
10. In the **Answer** field, type the answer to your question.
11. Click , you will be logged into the system.

Note: If you incorrectly enter your **User ID/PIN** combination 5 times, your access to BannerWeb is disabled. You must reset your PIN using the **Personal Security Question** and **Answer** you set for yourself.

BannerWeb PIN Change During Subsequent Computing Sessions

1. Login to BannerWeb as you usually do.
2. Click **PERSONAL INFORMATION**.
3. Click **Change Your PIN**.
4. You must enter your BannerWeb PIN, a new BannerWeb PIN, re-enter it for confirmation, and then click .

Using Your BannerWeb Security Question To Reset Your PIN

When you set your first BannerWeb PIN, the system also forced you to create a personal security question which you use to reset your BannerWeb PIN if you ever forget it!

If you forget your BannerWeb PIN:

1. On the Middlebury College home page, click or in the **Address** field of your browser type **go/banner** and press . The **User Login** page displays.
2. In the **User ID** field, enter your 8-digit College ID number (use leading zeros).
3. Click .
4. BannerWeb asks the security question you set during your initial login. Type the answer in the field provided and then click .
5. BannerWeb forces you to reset your BannerWeb PIN.
 - a. In the **New PIN:** field, enter a new 6-digit BannerWeb PIN.
 - b. In the **Re-enter new PIN:** field, re-enter the BannerWeb PIN.
 - c. Click .

Access to BannerWeb is restored!

Routine Maintenance Of Your Windows Computer


Once you have access to the network from your computer the possibility of acquiring viruses or malware of other sorts arises. The Registration process allowed you to install anti-virus software to protect your computer from viruses. To further protect your computer, routine maintenance is an essential step in keeping your computer running smoothly. System slowness, screen freezes, browser pop-ups and failure to shutdown properly are often a result of poor maintenance, not hardware problems. This section outlines a few processes that you should perform on a regular basis to keep your computer up-to-date and free of viruses and spyware.

Before you begin:

- Close all running applications.
- Disable your screensaver temporarily. Right-click on your desktop and select **Properties** from the pop-up menu. Click the **Screensaver** tab. On the **Screen Saver** drop-down list, select **None**, and then click . You can revert to using a screen saver when you finish the maintenance tasks.
- Do not attempt to use the computer for any other purpose while maintenance utilities are running.

Best Practice Model To Maintain Your Computer

There are documents on the Helpdesk website to help you maintain your computer. To view these documents type **go/techguides** in the address field of your browser and press . Then click the link for the **Windows Operating System**. You will find the documents on routine maintenance and spyware removal helpful. They provide details missing in the overview of the most important steps to protecting your computer which is next:


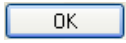
- Make sure your operating system and antivirus software are up-to-date. Done once!
- Watch the taskbar for yellow shield icon — . This signals there are Critical Updates you should install right away. This is done on an ongoing basis.
- Get the free downloads from the web and then install SpyBot Search & Destroy and Ad-Aware. Done once!
- Update SpyBot Search & Destroy and Ad-Aware, then scan for spyware. This should be done every week or two.
- Install the Google Toolbar. Done once!
- Shut your computer down frequently – preferably daily.
- Remove temporary Internet files (every week or two)
- Empty the Recycle Bin regularly (every week or two).

Best Practice Model To Protect Your Computer (Safe Computing)

Maintenance practices can help clean your computer after malware has invaded your computer. There are procedures you should follow to prevent the occurrence of malware, identity theft, or other computing scams, as well. They are:

1. Install, use and update your anti-virus software to protect your computer against malicious code. Don't rely on it totally, however. No anti-virus program is perfect and therefore cannot compensate for imprudent computer use. There is always a gap between the release of a new virus and the update of anti-virus software to combat it.
2. Keep your operating system and programs patched. You must apply security-related patches as they become available.
3. Be cautious when reading e-mail with attachments or when downloading files.
 - Never open e-mail attachments from someone you don't know.
 - Never open e-mail attachments forwarded to you even if they're from someone you know.
 - Never open unsolicited or unexpected e-mail attachments until you've confirmed the sender actually meant to send them. If you know the sender and you are absolutely sure they intentionally sent the attachment, save the file to your desktop then scan it with an up-to-date virus scanner before opening it.
 - Pay attention to files with multiple extensions and test them using the procedure in the above item before using them.
 - Never pay attention to virus warnings unless they come from the LIS Helpdesk or forward to anyone.

Note: Test files by starting their associated application and using the Open function of that application. If the tested file is in the wrong format, the application will complain. If this happens delete the file.

4. Configure your operating system properly.
 - Configure Windows so it displays ALL file extensions, including known file types.
 - a. Click , point to **Settings**, and then select **Control Panel** from the submenu.
 - b. Double-click **Folder Options**.
 - c. Click the **View** tab.
 - d. Click to bullet the **Show hidden files and folders** radio button.
 - e. UNcheck **Hide file extensions for known file types**.
 - f. Click .
 - Disable file and printer sharing. Call the Helpdesk at x2200 if you need instructions.

5. To protect your privacy you should never do the following:

- Never use the Unsubscribe feature of spam e-mails or reply to spam mails because this confirms the validity of your e-mail address. The proper way to deal with spam is to delete it.
- Never select the option on web browsers for storing user name and password.
Note: It is also wise, when prompted for a password, to enter an incorrect one first. Legitimate sites will reject the login, sites set up to collect usernames and passwords will accept your ruse. If this happens, leave the site immediately.
- Never disclose personal, financial, or credit card information to little-known or suspect web sites or fill out forms in e-mail messages asking for personal information.
- Never use a computer or a device that cannot be fully trusted.
- Never use public or Internet café computers to access online financial services accounts or perform financial transactions.



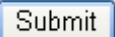
Appendix A

Find Your Username and Set Your Password


Your **Username** and **Password** is the same on all academic computer systems at Middlebury College. The combination of your **Username** and **Password** is required to keep the data in your computer accounts secure. Please do not share your passwords with anyone.

Please note that the administrative computing system BannerWeb has a separate authorization system that is entirely numeric (you use your 8-digit College ID number and your 6-digit BannerWeb PIN to authenticate).

You can learn your Username and set Passwords for your computer accounts using Middlebury's **Activate** web page. You must know your 8-digit **College ID** number and your 6-digit **BannerWeb PIN** to use this program.

1. In the **Address** field of your web browser, type **go/activate** and press . Middlebury's **Activate** web page opens.
2. In the **ID** field, type your College ID number (use leading zeros, if needed, to complete 8 digits).
3. In the **PIN** field, type your 6-digit BannerWeb PIN.
Note: Your BannerWeb PIN is initially set to your birth date in MMDDYY format (e.g., a birth date of June 7, 1984 = 060784). You are forced to change this number the first time you log into BannerWeb.
4. Click .
5. You will be asked to agree to the **Middlebury College Agreement Statement for Responsible Computing**. Read the statement, then do the following:
 - a. Click the **Agree** radio button to bullet it.
 - b. Click . If you have entered your **ID** and **PIN** correctly, the page will change. Your campus-wide **Username** is displayed in burgundy type at the top of the page like the example below.


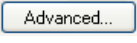
Your username is: **jklinger**


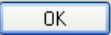


6. In the **Enter New Password** field, type your new password.
Note: Your password must be at least 8 characters long and contain at least 1 upper-case alphabetic character, at least 1 lower-case alphabetic character, at least 1 digit, and at least 1 of the following special characters: ~ ^ * _ ? \ . / ! + - { } []
7. In the **Confirm New Password** field, type your new password again.
8. Click .
 - If you typed an invalid password or the confirmation did not match, an error message tells you which error you made and allows you to try again.
 - For successful password changes, a confirmation message displays indicating how much time must elapse before you can use your new password on each system.

Notes: We recommend you restart your computer after your password change.
If you forget your password, you can use this program to set a new one.

Appendix B

Configuring A Network Connection On A Windows XP Computer

1. Click , and then follow menu paths or open windows (depending upon your configuration) in the following order: **Settings, Control Panel, Network Connections, Network Connections**, then right-click **Local Area Connections**, and select **Properties**.
Note: There may be more than one “Local Area Connections” depending on your hardware configuration. If there is, please call x2200 or bring your computer to the Helpdesk; the computer consultants can assist you in configuring the correct connection.
2. In the **This connection uses the following items** text box, verify that the following items are installed:
 - Client for Microsoft Networks.
 - File and Printer Sharing for Microsoft Networks
 - Internet Protocol (TCP/IP)
3. On the **Local Area Connection Properties** dialog box, double-click on **Internet Protocol (TCP/IP)**.
4. On the **Internet Protocol (TCP/IP) Properties** dialog box, click to bullet **Obtain an IP address automatically** and **Obtain DNS server address automatically**.
5. Click . The **Advanced TCP/IP Settings** window opens.
6. On the **IP Settings** tab:
 - Under **IP addresses**, make sure that only **DHCP Enabled** appears.
 - **Default gateways** should be blank.
 - **Automatic metric** should be checked.
7. Click the **DNS** tab:
 - **DNS server address, in order of use** should be blank.
 - Click to bullet **Append primary and connection specific DNS suffixes**.
 - Click to check **Append parent suffixes of the primary DNS suffix**.
 - The box below **Append these DNS suffixes (in order)** should be blank.
 - Click to check **Register this connection’s addresses in DNS**.

8. Click the **WINS** tab:
 - **WINS address, in order of use** should be blank.
 - Click to check **Enable LMHOSTS lookup**.
 - Under **NetBIOS Settings**, click to bullet **Default: Use NetBIOS setting from the DHCP server**.
9. Click the **Options** tab.
10. Under **Optional settings**, select **TCP/IP Filtering**.
11. Click . The **TCP/IP Filtering** window opens.
12. Click to bullet **Permit All** above **TCP Ports, UDP Ports, and IP Protocols**.
13. Click  until you are back at the **Local Area Connection Properties** window.
14. On the **Local Area Connection Properties** window, double-click on the **Client For Microsoft Networks** option.
15. On the **Name Service Provider** drop-down list, select **Windows Locator**.
16. Click  to close all windows.
17. When you are asked if you want to restart your computer, click .

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