Important Information

Regarding Laptop Updates

All laptops are required to be on the Purdue wired network overnight at least once per week.

The laptop should be plugged into a power source and turned on (but not logged into)

This includes departmental occasional use laptops as well as individual laptops that are taken home at night.

Laptops must be on the network overnight to allow all updates and patches to be installed.

This includes Operating System, Software Program and Virus Protection updates and patches.

Accessing Network Files when Off Campus

Connect to the Internet via a wireless or wired network

Establish a VPN connection

Check to ensure your Network Drives are available.

A red X does not necessarily mean the connection is not available.

Sometimes, when you attempt to browse your Documents folder within your home directory, you notice all your files are not there. Notice the message at the bottom of the window indicating “offline”.

Click the Work online button.

Your files appear. You can now open files from here or from the file/open menu in your application.

Purdue University
Information Technology

ITCR—CSDS
Cooperative Services
Desktop Support

Phone: 4-4000, Press 1
Email: itap@purdue.edu
www.purdue.edu/goldanswers

May 2015
**Password Changes on a Laptop**
- When changing your Purdue Career Acct password, please be sure to do so when the laptop is on a Purdue wired network connection.

**Note:** To prevent your old password from being sent and potentially causing your Purdue Career Account to become temporarily locked:
- Before changing your password, please ensure that all mobile devices (cell phone) using your Purdue Career Account login and password to connect to email are placed into "airplane" mode.
- After changing your password, update your password on your mobile device, too. Once that is done you can safely take your mobile device out of "airplane mode".

**Undocking**
- Most CSDS Laptops are connected at your desk with a Port Replicator (Dock) for ease of connecting to external keyboard, mouse, monitor, and network.
- Please make sure your laptop is tightly seated on the dock to prevent connection issues (such as: flickering video).
- It is preferable to CLOSE all applications (especially Outlook) before undocking a laptop.
- Choose either Shutdown or Sleep before undocking the laptop.

**Wireless On-Off**
- Most CSDS supported laptops use FN + PrtScr to turn on Wireless.

**How to Connect to Purdue Air Link (PAL)**
- PAL 3.0 is a method of connecting securely to the wireless network at Purdue. It uses encrypted and authenticated connections to Purdue's wireless access points. (Additional information may be found at: http://www.itap.purdue.edu/airlink/)
- When connected to PAL, you do not need to use Cisco VPN to access your network data. PAL provides internet access, access to your network files, and allows you to use Outlook as if you were docked at your desk.

**How to Connect to Purdue VPN**
- Establishing a VPN connection is the recommended method for CSDS Laptop users to be able to access their network files when away from campus.
- Establishing a VPN connection allows you to use the MS Outlook client as if you are docked at your desk.
- Before connecting to the Purdue VPN, you must be connected to the Internet via a wireless or wired network. (home, hotel, airport, etc.)
- Cisco AnyConnect Secure Mobility Client is installed on all CSDS Laptops.

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<tr>
<th>Turn on the wireless switch on your laptop</th>
<th>Start the application with the All Programs icon</th>
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<tr>
<td>Click on the wireless icon in the system tray</td>
<td>OR</td>
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<tr>
<td>Choose the Pal2.0 Connection and click Connect</td>
<td>Click the icon in the system tray</td>
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<tr>
<td>Enter your Career Account Username and Password</td>
<td>Type: webvpn.purdue.edu &amp; click Connect</td>
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<tr>
<td>Notice the padlock on the Cisco AnyConnect icon. Your machine is now connected to the Purdue VPN.</td>
<td>Login with your Career Acct &amp; Password</td>
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