

Cleveland State



University

Information Services and Technology

Dial-up Instructions for Windows XP



Enclosed:

- Identify your CSU ID number & CampusPass password
- Create a dial-up connection so you can use CSU as your free Internet Services Provider
- Use your shortcut to access CSU Internet Service
- Changing Your Dial-up Password for Windows XP

CSU Internet Account

Questions/Problems? Please call the Call Center at 687-5050

CSU Dialup Instructions for Windows XP

Step 1: Identify your CSU ID number & CampusPass password

Your CSU Internet Account name is created when you first register for classes and remains active until approximately 6 months after you are no longer registered for classes.

Your Internet set-up requires three pieces of information:

CSU Phone Number: (216) 258-0045

Internet Name: Your CSU ID number

Internet Password: Your CampusPass password

If you do not know your CampusPass password, please contact the Call Center at 687-5050.

Note: If you can call Cleveland 216 area code phone numbers free, this Internet connection will be of no cost to you. If you must pay for calls to the 216 area code, using this Internet connection will incur long-distance phone fees from your phone company. We do not currently provide phone numbers for other area codes. However, we do have reciprocity agreements with other universities in northern Ohio. Please contact the Call Center (687-5050) if you need more information on this.

IF YOU ARE UNABLE TO ACCESS THE INTERNET – call the Call Center at 687-5050 to create your Internet account.

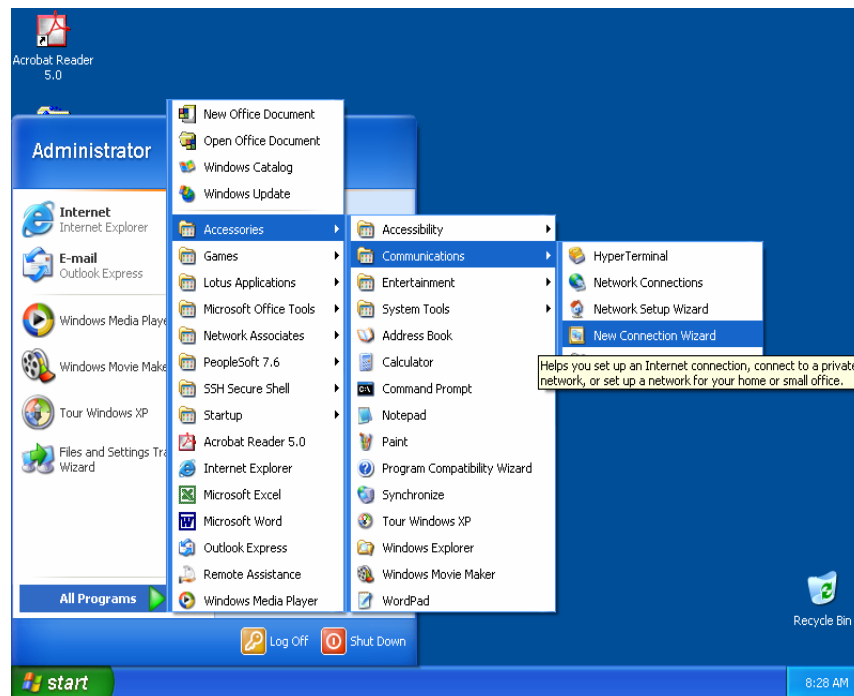
CSU Dialup Instructions for Windows XP

Step 2: Create the Dial-Up Set-Up

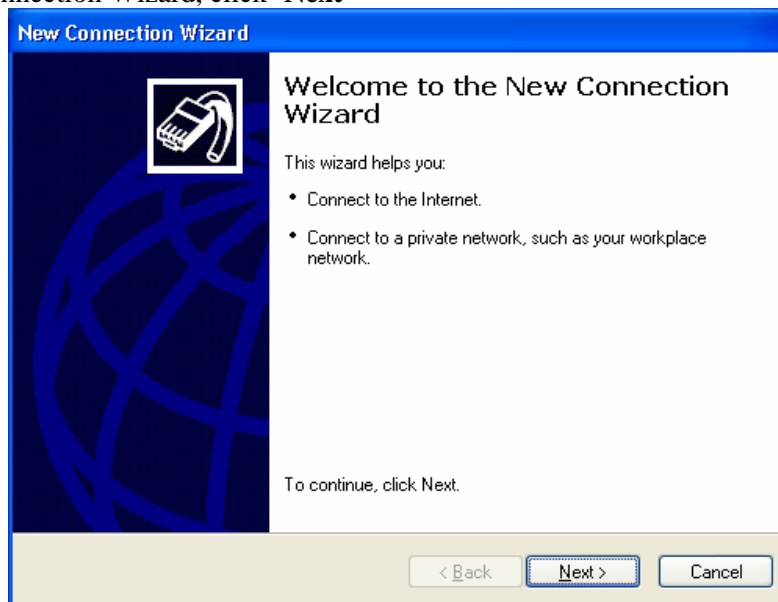
This document will create a dial-up set-up and a shortcut on your desktop. You can then use the shortcut to quickly start-up your Internet connection.

If you already have a dial-up connection to CSU on your desktop, either delete it or name the new connection CSU2.

- 1) Click Start / All Programs / Accessories / Communications / New Connection Wizard



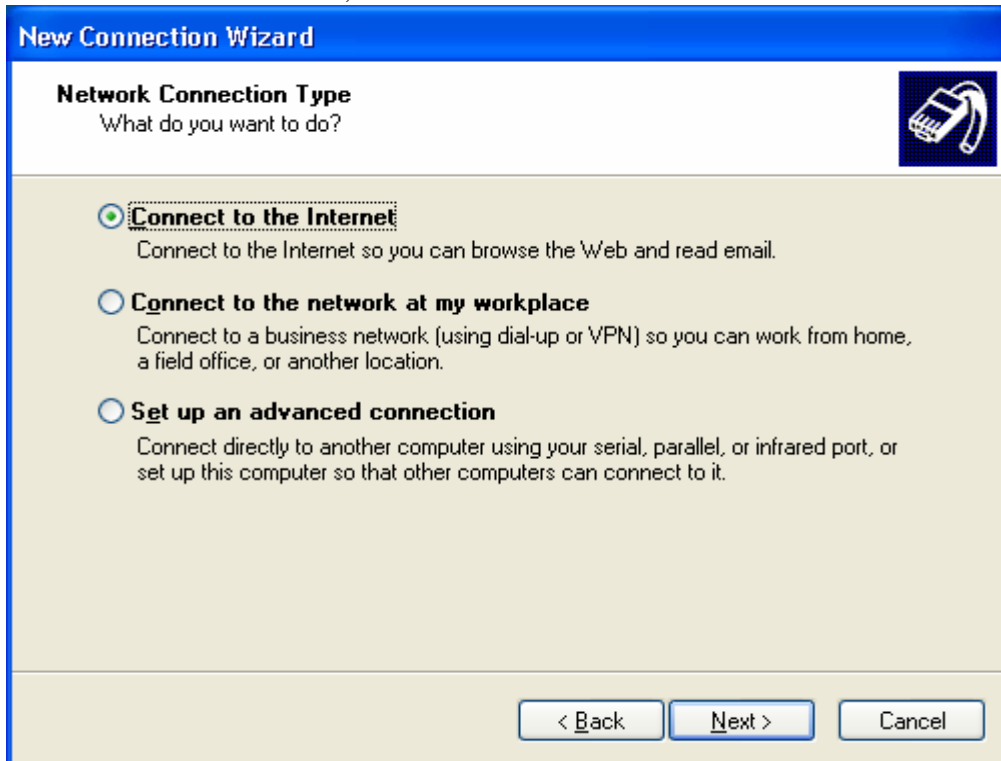
- 2) In the New Connection Wizard, click 'Next'



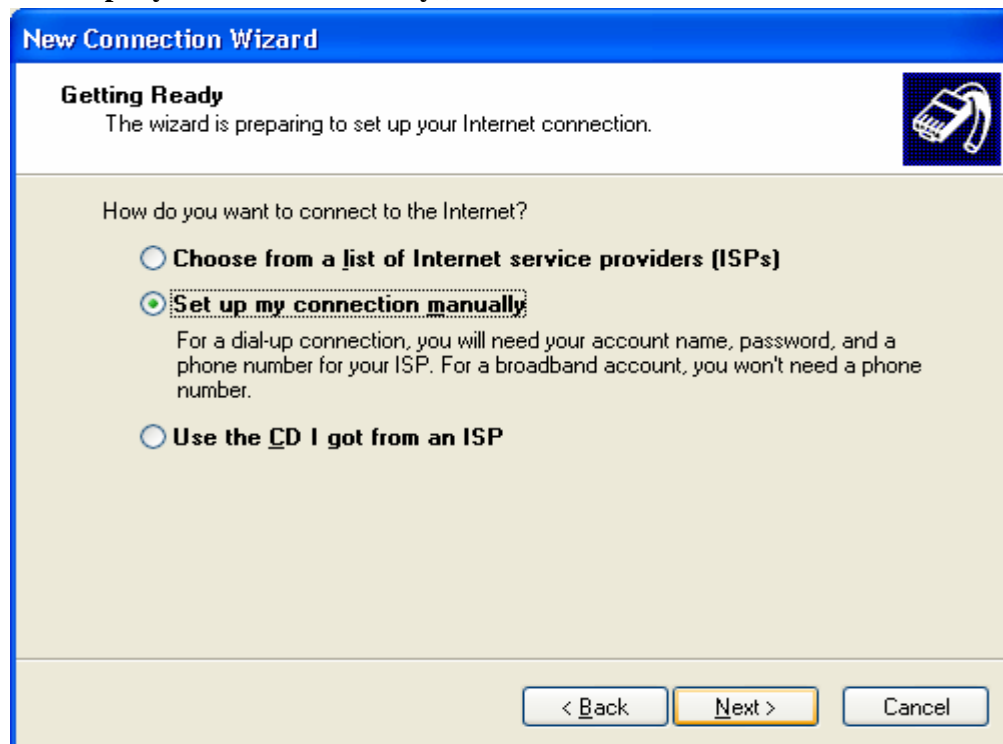
Continued...

CSU Dialup Instructions for Windows XP

- 3) Choose 'Connect to the Internet', and click 'Next'



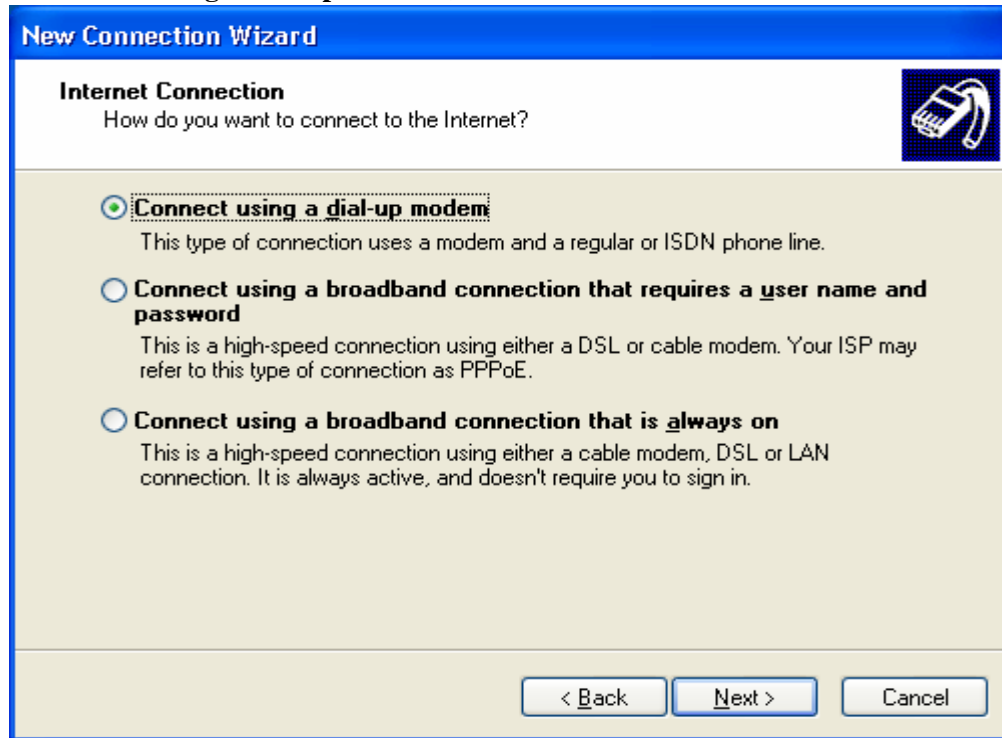
- 4) Choose 'Set up my connection manually', click 'Next'



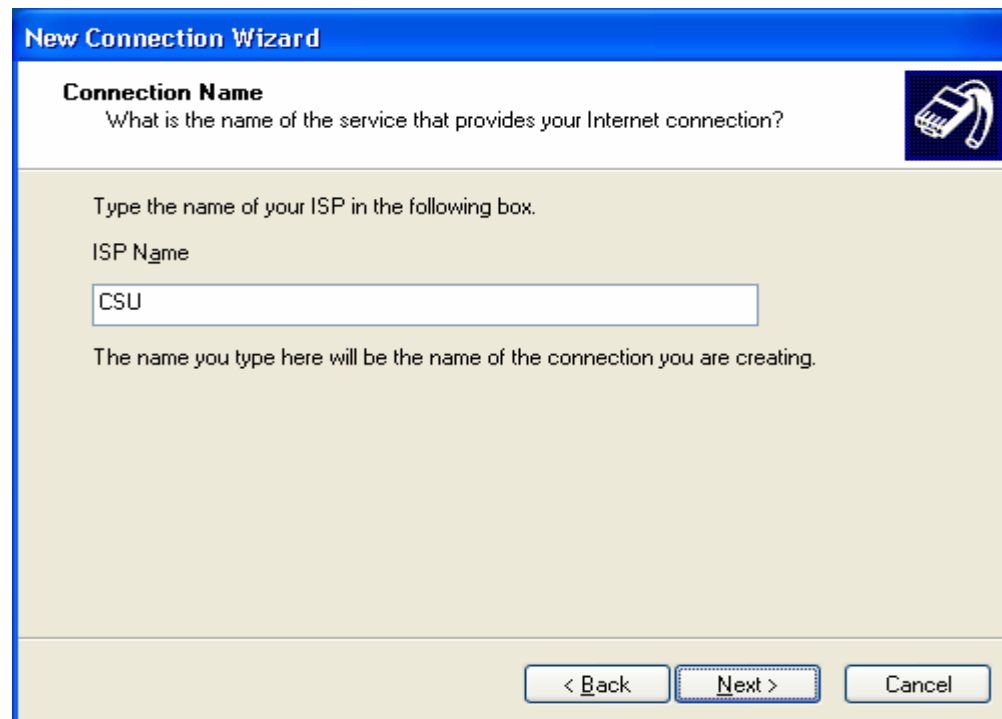
Continued...

CSU Dialup Instructions for Windows XP

- 5) Choose 'Connect using a dial-up modem', click 'Next'



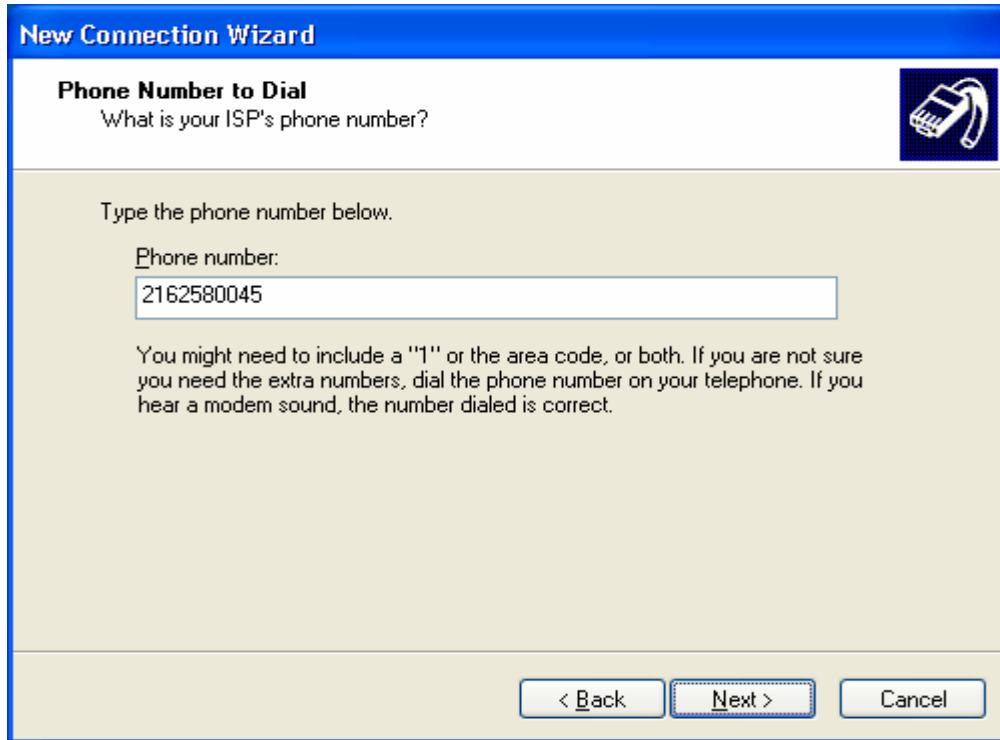
- 6) Enter CSU for the ISP Name, click 'Next'



Continued...

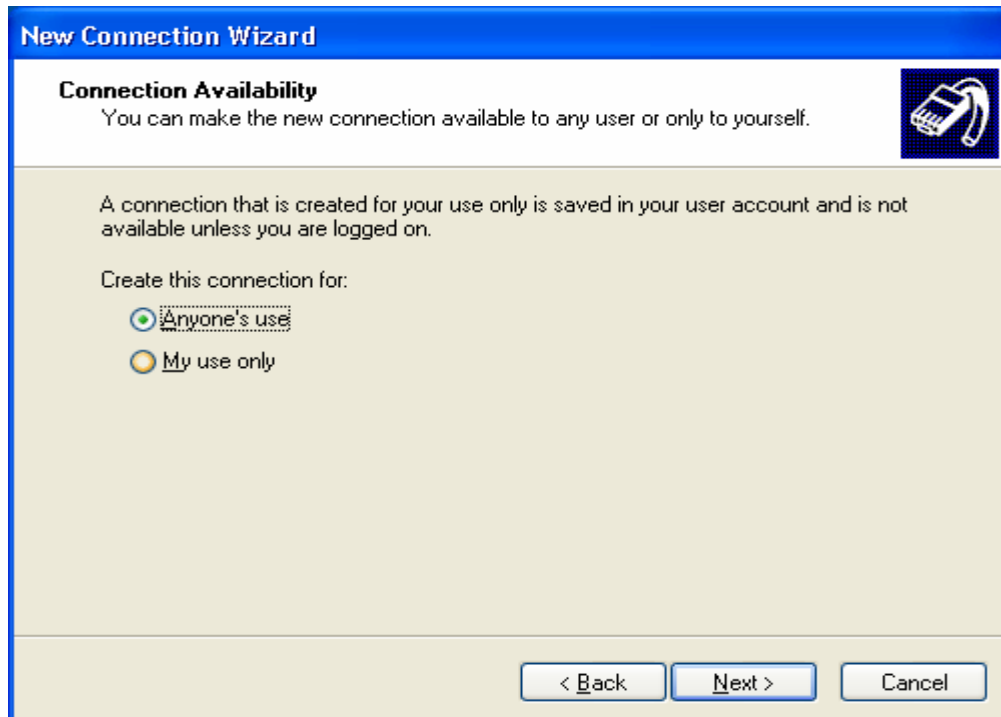
CSU Dialup Instructions for Windows XP

- 7) Enter **12162580045** (or **2580045** if you are within the 216 area code). When finished, click 'Next'



The screenshot shows the 'New Connection Wizard' dialog box with the title bar in blue. The main area has a light beige background. At the top, the title 'New Connection Wizard' is in white on a blue background. Below the title bar, the section is titled 'Phone Number to Dial' in bold black text. Underneath, it asks 'What is your ISP's phone number?' in a smaller font. To the right of this text is a small icon of a telephone handset. Below the question, it says 'Type the phone number below.' followed by a label 'Phone number:' and a text input field containing the number '2162580045'. Below the input field, there is a paragraph of instructional text: 'You might need to include a "1" or the area code, or both. If you are not sure you need the extra numbers, dial the phone number on your telephone. If you hear a modem sound, the number dialed is correct.' At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- 8) Choose 'Anyone's use', click 'Next'

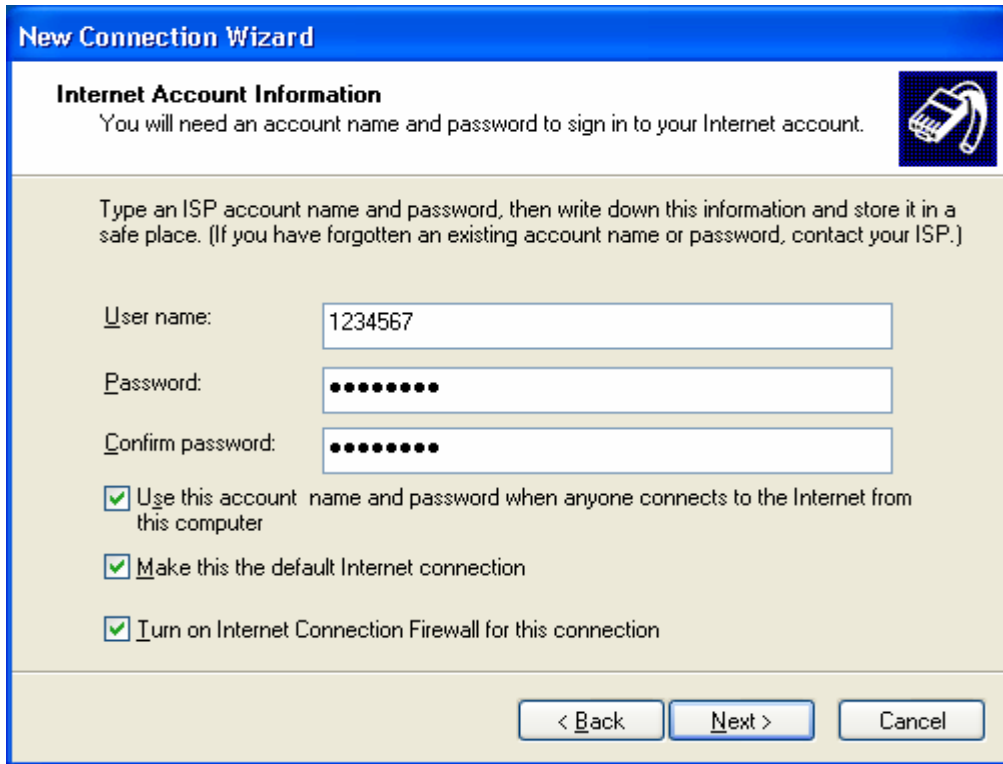


The screenshot shows the 'New Connection Wizard' dialog box with the title bar in blue. The main area has a light beige background. At the top, the title 'New Connection Wizard' is in white on a blue background. Below the title bar, the section is titled 'Connection Availability' in bold black text. Underneath, it says 'You can make the new connection available to any user or only to yourself.' To the right of this text is a small icon of a telephone handset. Below this, there is a paragraph of instructional text: 'A connection that is created for your use only is saved in your user account and is not available unless you are logged on.' Below the text, it says 'Create this connection for:' followed by two radio button options: 'Anyone's use' (which is selected with a green dot) and 'My use only' (which is unselected with a yellow dot). At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Continued...

CSU Dialup Instructions for Windows XP

- 9) Enter your **CSU ID** in the User Name box, enter your **CampusPass password** in the Password and Confirm Password boxes. **Check mark all boxes** (if not checked already). When finished, click 'Next'



The screenshot shows the 'New Connection Wizard' dialog box with the 'Internet Account Information' step selected. The title bar reads 'New Connection Wizard'. Below the title bar, the text 'Internet Account Information' is displayed, followed by the instruction: 'You will need an account name and password to sign in to your Internet account.' To the right of this text is a small icon of a computer mouse. Below this, a paragraph of text reads: 'Type an ISP account name and password, then write down this information and store it in a safe place. (If you have forgotten an existing account name or password, contact your ISP.)' There are three text input fields: 'User name:' containing '1234567', 'Password:' containing eight dots, and 'Confirm password:' containing eight dots. Below these fields are three checked checkboxes: 'Use this account name and password when anyone connects to the Internet from this computer', 'Make this the default Internet connection', and 'Turn on Internet Connection Firewall for this connection'. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

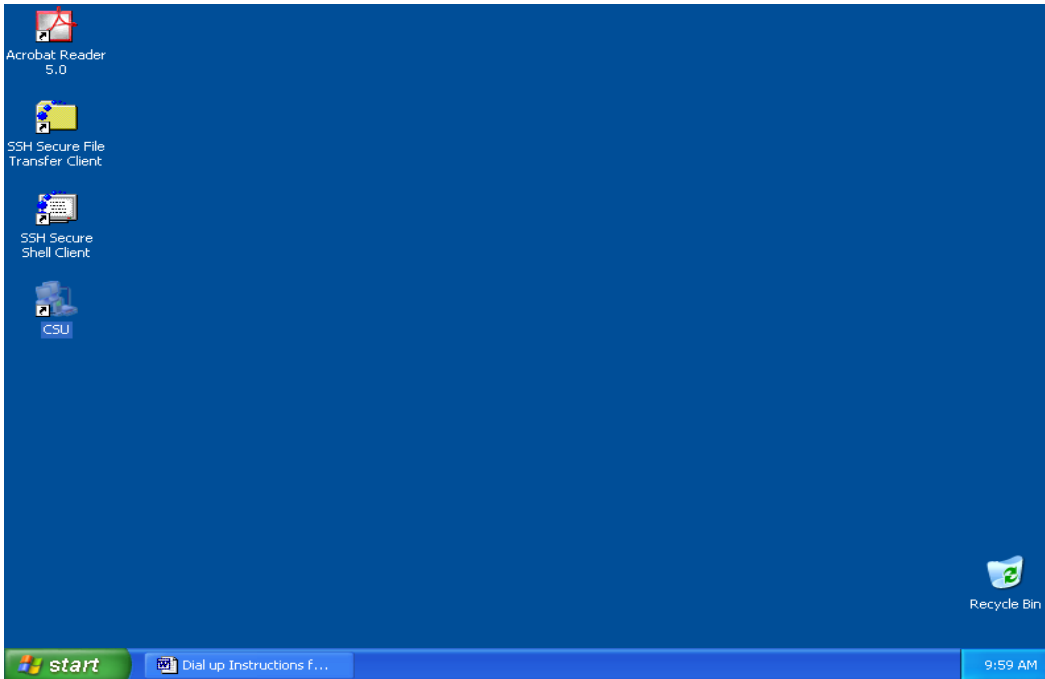
- 10) Check 'Add a shortcut to this connection to my desktop', click 'Finish'



The screenshot shows the 'New Connection Wizard' dialog box with the 'Completing the New Connection Wizard' step selected. The title bar reads 'New Connection Wizard'. On the left side, there is a large blue globe icon. To the right of the globe, the text 'Completing the New Connection Wizard' is displayed. Below this, a paragraph of text reads: 'You have successfully completed the steps needed to create the following connection:'. This is followed by a bolded heading 'CSU' and a bulleted list: 'Make this the default connection', 'This connection is firewalled', 'Share with all users of this computer', and 'Use the same user name & password for everyone'. Below the list, a paragraph of text reads: 'The connection will be saved in the Network Connections folder.' There is one checked checkbox: 'Add a shortcut to this connection to my desktop'. At the bottom of the dialog are three buttons: '< Back', 'Finish', and 'Cancel'.

CSU Dialup Instructions for Windows XP

Your desktop should now have a 'Shortcut to CSU' icon

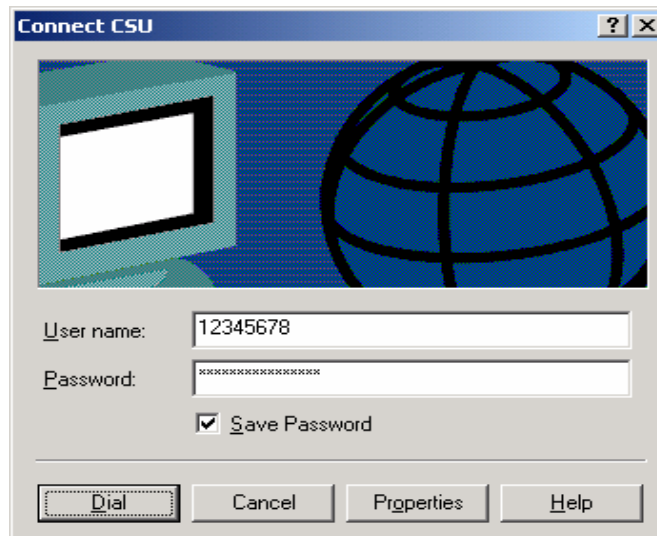


You can connect to the Internet by double-clicking this icon.

Connecting Using the Shortcut

Step 3: Connect to the Internet Using Your CSU Shortcut Icon

1. Double-click the CSU icon, make sure your CSU ID is in the User name box and your CampusPass password (it will appear encrypted) is in the Password box, then click 'Dial'



2. After connecting to CSU, double-click your Internet Explorer or Netscape icon or open your email.
3. To see the status of your connection, RIGHT-click the Internet Connection icon in your Desktray and select "Status":
4. To disconnect, RIGHT-click on the Internet Connection icon in your Desktray and select "Disconnect"



Internet Connection icon in Desktray

Desktray:
The lower-left corner of your screen, contains icons for easy access to some major programs (like Internet)

Connecting Using the Shortcut

Step 4: Changing Your Dial-up Password for Windows XP

Questions/Problems? Please call the Call Center at 687-5050

1. Open your Dial-up connection shortcut on your desktop by double-clicking on it. It may look similar to one of these...



2. Click in the Password field and type your new CampusPass password
3. Make sure the “Save this user name and password checkbox is checked
4. Click on Dial

