Quick Tips
for Networking non-Westminster PCs

Getting Started
If you bring a personal computer to campus, you may connect to the Westminster network. The IT
department does not support hardware or software not purchased by the college. What we will do is
provide you the information to do it yourself. This document provides basic self-help instruction for
getting your personal computer to access the Internet via the college network.

Disclaimer: it is your responsibility to understand the basic operation of your personal computer and
ensure that it is running properly. Westminster is not responsible in any way for your computer. If your
computer is infected with a virus or spyware or in any way interferes with network security or
compromises the network, it will be quarantined from accessing the network without notice. Use of the
Westminster network requires you to adhere to the Responsible Use of Technology Policy, available for
download at www.westminstercollege.edu/support.

Step One: Find a Live Data Port
Each office/room has at least one live data port, typically connected to the phone and from the phone to
the Westminster computer in that area. To see if other ports are live, plug the phone cable into them. If
your phone does not reboot and get a display and dial tone after one minute, the data port most likely can
not be used. Call IT at x2023 to ask about making an additional port live in your room/office.

- Some buildings are at capacity and we can not add data.
- If the building has capacity, IT needs five working days to make a data port live.

Step Two: Get a Network Interface Card and a CAT5 Cable
Once you know a live data port is available, you will need to purchase approximately 10 feet of CAT5
network cable and install a network card in your personal computer (available from most stores that sell
computer hardware). IT and ResNet can not assist you with installing or configuring network cards.
Many computers come with a pre-installed network card; refer to your computer’s system settings or
vendor documentation if you are uncertain.

Suggested network cards (the majority of other Ethernet cards will work if properly configured):

- Laptop/notebook computers: 3com Ether link III 10x100 MB card
- Desktop computers: 3com 3C905TX 10x100 MB card

Step Three: Connect and Get an IP Address
Once you are connected, turn your computer on. Your computer should automatically receive an Internet
Protocol (IP) Address. You should be able to access the Internet.

- IP addresses are assigned via DHCP, meaning they change periodically.
- You may not set up your computer as a server for file access from off-campus.
- You may not have a static IP address, nor may your computer assign IP addresses.
- You may access your network files (H: and W: drives) via FTP or the web portal. You may
access your email via POP3, IMAP, GroupWise WebAccess, or the web portal. See the related
QuickTips for more information.