

## Preparing Your Laptop for Pepperdine University

### Introduction

Your laptop will be one of your most valuable tools throughout your entire career at Pepperdine University. To ensure that you arrive on campus ready for your first day of classes, Information Technology recommends that all students put their laptops through the "TechCheck" process.

The TechCheck process consists of these steps:

- 1. Updating Your Operating System.** *Making sure your operating system is up-to-date with the latest patches and updates from the manufacturer.*
- 2. Installing Anti-Virus Software.** *Protecting your laptop with anti-virus software and making sure that it is updated with the latest virus definitions.*
- 3. Preparing Your Web Browser.** *Configuring and/or verifying your Web browser is ready to access University online resources.*
- 4. Connecting to the Campus Network.** *Connecting your laptop to University wired and wireless networks.*

While you could wait until you arrive on campus to do this during NSO, you can save yourself valuable time by doing Steps 1, 2 and 3 before you arrive on campus. These steps may require you to reboot your computer multiple times, so we recommend that you download and print this document for reference.

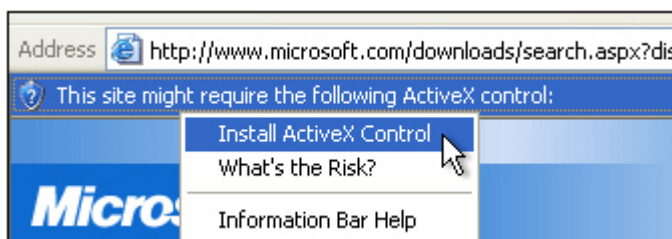
### Step 1: Updating Your Operating System

*Instructions for Microsoft Windows XP SP2 Computers*

1. Go to <http://update.microsoft.com/> and click on the link labeled "Upgrade to Microsoft Update..."



2. On the "Try Microsoft Update today" page, click the "Start Now" button.
3. Review the license agreement information and then click the "Continue" button.
4. A yellow bar will pop up under the toolbars. Click on the bar and choose "Install ActiveX Control."



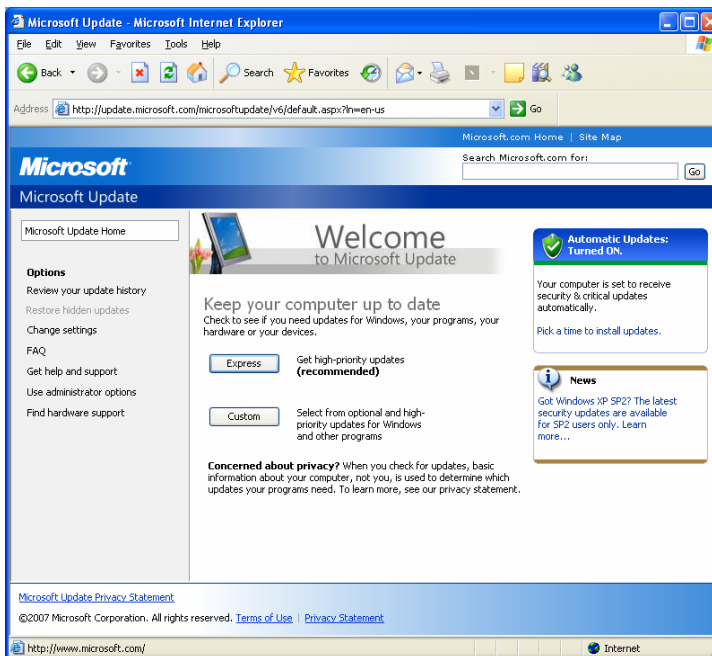
5. A Security Warning window will open. Make sure the name and publisher are valid and then click the "Install" button.



6. When installation is complete, the following message will be displayed. If there is a warning that Automatic Updates is turned off, follow the on-screen instructions to enable it. Otherwise, click the "Check for Updates" button.

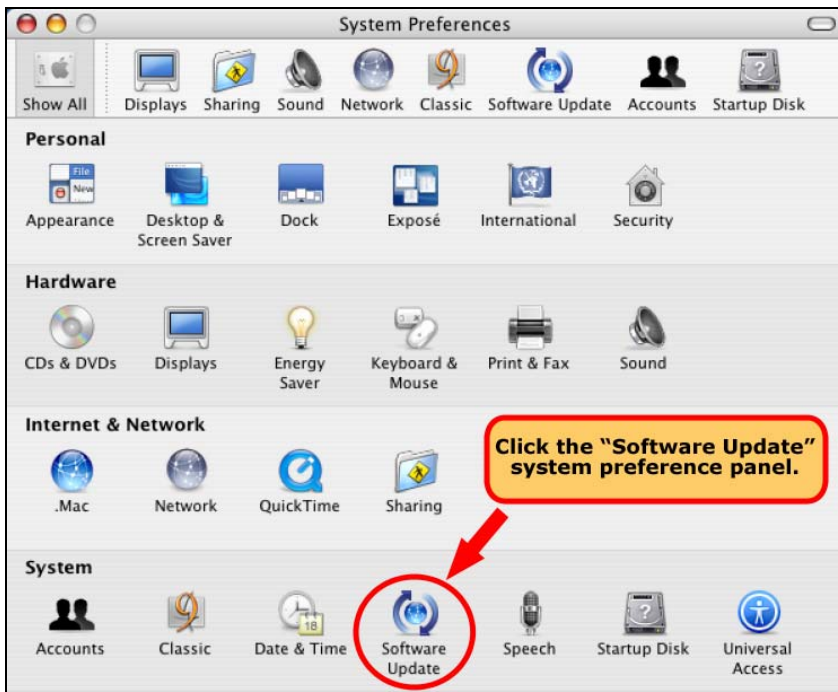


7. You will be directed to the new Microsoft Update Web site. Click the "Express" button and wait for the site to check for updates for your computer. Review and install all recommended updates.



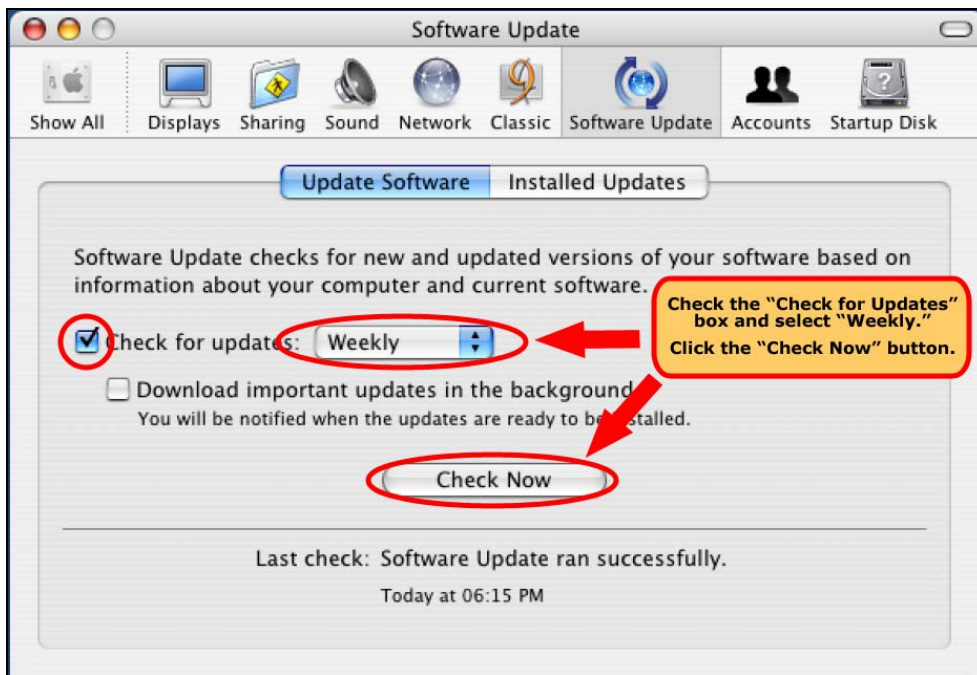
Instructions for Macintosh OS Computers

1. Open System Preferences and click on the "Software Update" icon.



On the Software Update window (below), we suggest you select the "Weekly" option for how often software updates will be checked. Checking will only occur while you are connected to the Internet.

Click the "Check Now" button to force a check for software updates to occur immediately.



2. When software updates are found for your computer system, the following window will appear. It lists the updates that relate to your personal computer system and software.



3. When you highlight any of the software update choices, a description of that choice will appear in the lower part of the Software Update window.

After you select the checkboxes in front of all pertinent software update selections, click the "Install" button to start the update process.

## Step 2: Installing Anti-Virus Software

If you do not already have an anti-virus program installed on your laptop, Pepperdine University provides Trend Micro's OfficeScan at no charge to all students. This software is Windows-only and can be installed over the Internet via any high-speed connection. If you have an Apple laptop, the University provides Symantec Anti-Virus for Mac OS, but does not provide online installation for this product. You can receive your copy of Symantec Anti-Virus at your NSO TechCheck or from the Computer Store in Payson Library.

### *Preparing to Install Trend Micro OfficeScan (PC)*

First, you will need to make sure Internet Explorer (IE) will allow you to install this software. By default, IE will disallow these types of online installations as a security precaution. The following settings will ensure that you are able to install OfficeScan, while still maintaining a high level of security:

1. Open Internet Explorer.
2. Click on the Tools menu and then select "Internet Options."
3. Click on the "Security" tab, and then select the "Internet" zone.
  - a. Click the "Custom Level..." button.
  - b. The settings should be as follows:
    - i. ".Net Framework-reliant components:"
      1. Disable "Run components not signed with Authenticode."
      2. Enable "Run components signed with Authenticode."

- ii. "ActiveX controls and plug-ins:"
        - 1. Disable "Automatic prompting for ActiveX controls."
        - 2. Enable "Binary and script behaviors."
        - 3. Enable "Download signed ActiveX controls."
        - 4. Disable "Download unsigned ActiveX controls."
        - 5. Disable "Initialize and script ActiveX controls not marked as safe."
        - 6. Enable "Run ActiveX controls and plug-ins."
        - 7. Enable "Script ActiveX controls marked safe for scripting."
      - c. Click "OK."
    - 4. Select the "Local Intranet" zone.
      - a. Click the "Custom Level..." button.
      - b. The settings should be as follows:
        - i. ".Net Framework-reliant components:"
          - 1. Disable "Run components not signed with Authenticode."
          - 2. Enable "Run components signed with Authenticode."
        - ii. "ActiveX controls and plug-ins:"
          - 1. Disable "Automatic prompting for ActiveX controls."
          - 2. Enable "Binary and script behaviors."
          - 3. Enable "Download signed ActiveX controls."
          - 4. Disable "Download unsigned ActiveX controls."
          - 5. Disable "Initialize and script ActiveX controls not marked as safe."
          - 6. Enable "Run ActiveX controls and plug-ins."
          - 7. Enable "Script ActiveX controls marked safe for scripting."
      - c. Click "OK."
  - 5. Close and re-open Internet Explorer.

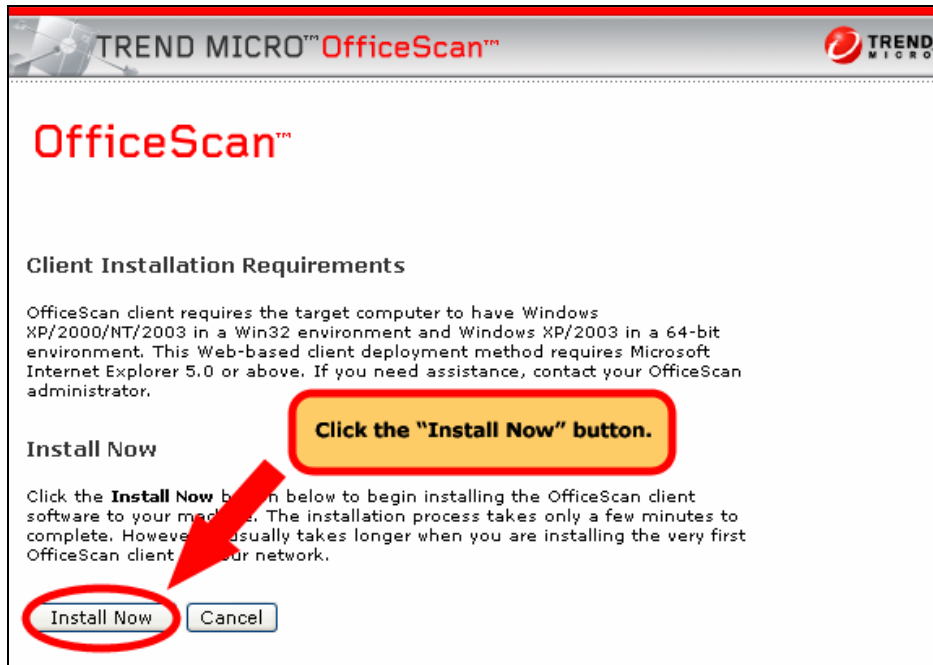
*Installing Trend Micro OfficeScan (PC)*

Now that you have completed the above steps for your Internet Explorer for Windows browser, you are ready to install the Trend Micro OfficeScan anti-virus software. Be sure you have a high-speed Internet connection.

1. Go to this URL:  
<http://mal-trend.pepperdine.edu>
2. On the Web page, look for the "Install OfficeScan Client" box. Click the "Click here" link to install OfficeScan.



3. At the OfficeScan window, click the "Install Now" button.



4. OfficeScan installation should proceed without further interruption.

### Step 3: Preparing Your Web Browser for Online Resources

At Pepperdine University, the two primary online tools for students are WaveNet and Blackboard.

- **WaveNet** (<https://wavenet.pepperdine.edu>) is the University's main portal where you will access all major University business services – such as Registration, Final Grades, and Employee/Faculty/Student Services. It also serves as our primary information gateway, providing news, event notices, and targeted announcements. As a portal, WaveNet is the doorway to all other University services, such as Blackboard, email, timesheets, and more.
- **Blackboard** (<https://pepperdine.blackboard.com>) is the University's e-Learning or learning management system. It is a powerful Web-based application to help the community achieve its teaching and learning objectives. Blackboard offers instructors and students a set of tools to communicate, collaborate, and assess work. It also offers drag-and-drop file storage and sharing tools so faculty, staff, and students can work together on academic projects.

On the next page, please review the steps for your laptop's Web browser(s).

Configure Your Web Browser

Internet Explorer (PC)	Mozilla Firefox (Mac / PC)
<p><b>Set browser to trust WaveNet and Blackboard.</b></p> <ol style="list-style-type: none"> <li>1. Click on the Tools menu.</li> <li>2. Select "Internet Options."</li> <li>3. Click the "Security" tab.</li> <li>4. Click the "Trusted Sites" icon.</li> <li>5. Click the "Sites" button.</li> <li>6. Enter and click "Add" for each of the following sites:                             <ol style="list-style-type: none"> <li>a. wavenet.pepperdine.edu</li> <li>b. pepperdine.blackboard.com</li> </ol> </li> <li>7. Click "OK." Click "OK."</li> </ol> <p><b>Adjust the "Stored Pages" setting.</b></p> <ol style="list-style-type: none"> <li>1. Click on the Tools menu.</li> <li>2. Select "Internet Options."</li> <li>3. Click the "General" tab.</li> <li>4. In the "Browsing History" section, click the "Settings" button.</li> <li>5. Select "Every time I visit the webpage."</li> <li>6. Click "OK." Click "OK."</li> </ol> <p><b>Adjust "Pop-up Blocker Settings."</b></p> <ol style="list-style-type: none"> <li>1. Click on the Tools menu.</li> <li>2. Select "Pop-up Blocker" and "Pop-up Blocker Settings."</li> <li>3. Enter and click "Add" for each of the following sites:                             <ol style="list-style-type: none"> <li>a. wavenet.pepperdine.edu</li> <li>b. pepperdine.blackboard.com</li> </ol> </li> <li>4. Click "Close."</li> </ol> <p><b>Enable Cookies.</b></p> <ol style="list-style-type: none"> <li>1. Click on the Tools menu.</li> <li>2. Select "Internet Options."</li> <li>3. Click the "Privacy" tab.</li> <li>4. Click "Sites."</li> <li>5. Enter and click "Allow" for each of the following sites:                             <ol style="list-style-type: none"> <li>a. wavenet.pepperdine.edu</li> <li>b. pepperdine.blackboard.com</li> </ol> </li> <li>6. Click "OK." Click "OK."</li> </ol> <p><b>Verify JavaScript is Enabled.</b></p> <ol style="list-style-type: none"> <li>1. Click on the Tools menu.</li> <li>2. Select "Internet Options."</li> <li>3. Click the "Security" tab.</li> <li>4. Click the "Internet" icon.</li> <li>5. Click "Custom Level."</li> <li>6. Scroll down to "Scripting" and verify that "Active Scripting" is set to "Enable."</li> <li>7. Click "OK." Click "OK."</li> </ol> <p><b>Verify Java is Enabled.</b></p> <ol style="list-style-type: none"> <li>1. Click on the Tools menu.</li> <li>2. Select "Internet Options."</li> <li>3. Select the "Internet" icon.</li> <li>4. Click "Custom Level."</li> <li>5. Scroll down to "Scripting" and verify that "Scripting for Java applets" is set to "Enable."</li> <li>6. Click "OK." Click "OK."</li> </ol>	<p><b>Adjust Pop-Up Blocker Settings</b></p> <ol style="list-style-type: none"> <li>1. Click on the Tools menu.</li> <li>2. Select "Options."</li> <li>3. Click the "Content" icon.</li> <li>4. Next to "Block pop-up windows," click "Exceptions."</li> <li>5. Enter and click "Allow" for each of the following sites:                             <ol style="list-style-type: none"> <li>a. wavenet.pepperdine.edu</li> <li>b. pepperdine.blackboard.com</li> </ol> </li> <li>6. Click "Close." Click "OK."</li> </ol> <p><b>Enable Cookies.</b></p> <ol style="list-style-type: none"> <li>1. Click the Tools menu.</li> <li>2. Select "Options."</li> <li>3. Click the "Privacy" icon.</li> <li>4. Check the box next to "Accept cookies from sites."</li> <li>5. Next to this, click "Exceptions."</li> <li>6. Allow the following sites:                             <ol style="list-style-type: none"> <li>a. wavenet.pepperdine.edu</li> <li>b. pepperdine.blackboard.com</li> </ol> </li> <li>7. Click "Allow" after entering each site.</li> <li>8. Click "Close." Click "OK."</li> </ol> <p><b>Verify JavaScript is Enabled.</b></p> <ol style="list-style-type: none"> <li>1. Click the Tools menu.</li> <li>2. Select "Options."</li> <li>3. Click the "Content" icon.</li> <li>4. Verify the box next to "Enable JavaScript" is checked.</li> <li>5. Click "OK."</li> </ol> <p><b>Verify Java is Enabled.</b></p> <ol style="list-style-type: none"> <li>1. Click the Tools menu.</li> <li>2. Select "Options."</li> <li>3. Click the "Content" icon,</li> <li>4. Verify the box next to "Enable Java" is checked.</li> <li>5. Click "OK."</li> </ol>

#### **Step 4: Attend a TechCheck Session**

Congratulations! Your computer is now ready to connect to Pepperdine's network.

When you arrive on campus for New Student Orientation (NSO), check your NSO Schedule for the dates and times of the TechCheck Sessions where we will help you configure your laptop to connect to our Pepperdine network.

For more detailed information about all of Information Technology's services, please visit our Web site at: <http://www.pepperdine.edu/IT/> or call the Help Desk at (310) 506-HELP (4357).