

Registering a Device on the Wired Network

Network registration verifies your network-enabled, hard-wired device as a member of the CWRU network. Registration of hard-wired devices is required for all students, faculty and staff who wish to use the wired network (Ethernet) on the CWRU campus. Device registration enhances security, prevents unauthorized network traffic, and prevents unwanted activities from occurring on the network. Registration also allows ITS to contact and assist owners of devices if their machines become infected with a network-damaging virus or are otherwise damaging to the network.

Any device that is network-enabled can be registered on the wired network, including computers, laptops, game consoles, BluRay players, DVD players and televisions.

Device registration can take place off or on campus. There are three items of information required to complete registration: your CWRU Network ID, the device's hostname and MAC address.

Computer Registration: Off-campus Device Registration: On- or Off-campus

Use these directions to register your computer/laptop from an off-campus location, or to register another device such as a BluRay player or gaming console from either on- or off-campus.

1. Open your preferred Internet browser and go to www.case.edu/its/devreg.
2. If prompted, log in to the Single Sign-on screen with your CWRU Network ID and password.
3. Enter your device's MAC address into the Device MAC Address field. See the MAC address section of this document for directions on how to locate it.
4. Optionally, enter your device's name into the Requested Hostname (optional) field. See the Hostname section of this document for directions on how to locate it.
5. Click the Send Information button.

It may take up to one hour for the registration process to complete and allow your device onto the campus wired network.

Computer Registration: On-campus

If you choose to wait to register your computer/laptop until you are on campus, there is an automated process that will occur the first time you connect the device to the wired network.

1. Plug your computer into the nearest faceplate or network switch using an Ethernet cord.
2. Turn your computer on.
3. Open your preferred Internet browser. It will immediately redirect from your homepage to the computer registration page at setup.case.edu.
4. Enter the information requested.
 - a. Your computer's name. See the Hostname section of this document for directions on how to locate it.
 - b. Your computer's MAC address. See the MAC address section of this document for directions on how to locate it.
 - c. Your CWRU Network ID.
5. Click Send Information.

It may take up to one hour for the registration process to complete and allow your computer onto the wired network. Meanwhile, the CaseWireless wireless network can be used.

Hostname

Your computer or device is identified by its name, or hostname, on the CWRU wired network. It is CWRU policy that the name used to identify your device on the network is the same name you picked when setting up your operating system.

Each hostname must be unique on the CWRU network. Therefore, if your computer has a name that someone else has already registered, you will need to pick a new one. Additionally, the hostname cannot contain special characters.

Locating and changing your computer's name in Windows:

1. Right-click on My Computer.
2. Select Properties. Locate the computer name section.
3. To change your computer's name, click Change Settings.
4. Click the Change button.
5. Give your computer a name that is unique, but does not include spaces, apostrophes, or hyphens.

Locating and changing your computer's name on a Mac:

1. Click on the Apple Icon.
2. Select System Preferences from the menu.
3. In the Internet and Networking section, click on Sharing. Your computer's name is located in the Computer Name field.
4. To change your computer's name, click Edit.
5. Enter an appropriate name that doesn't use spaces, apostrophes or hyphens into the Computer Name field.
6. Click OK.

MAC address

Your Media Access Code (MAC) Address (also called Physical Address, Ethernet Address, Hardware Address or Adaptor Address) is the unique 12-digit name of your network interface card.

To find the MAC address for a device not specifically covered here (BluRay players, DVD players, smart televisions, etc.), please refer to your owner's manual.

Finding your MAC address on Mac OS X:

1. Open System Preferences (either under the Apple menu or by clicking the icon in the dock).
2. Select the Network icon from the Internet & Network window.
3. Select Ethernet in the left menu and pick the Advanced button on the right.
4. Select the Ethernet tab on the right side of the bar.
5. The Ethernet ID is your MAC Address for the network registration process.

Finding your MAC address in Windows XP:

1. On the Start menu, select Run.
2. Type cmd to open a command prompt.
3. In the command prompt, type ipconfig /all. A page of information will scroll past including the Physical Address or MAC address of the wired Ethernet card. The address will be in the form XX-XX-XX-XX-XX-XX

Finding your MAC address on Windows Vista & Windows 7:

1. Click the Windows (Start) button and enter "Command Prompt" in the search box.
2. Select the Command Prompt program.
3. In the Command Prompt, type "getmac" and hit Enter. Your MAC Address will be labeled Physical Address, and will look like XX-XX-XX-XX-XX-XX.

Finding the MAC address of your Nintendo Wii:

1. Select the Wii button on the home menu.
2. Select the Wii Settings option.
3. Click the Internet button.
4. Choose Console Information. You will see your MAC Address.

Finding the MAC address of your Playstation 3:

1. Go to the Settings option on the Cross Media Bar.
2. Select System Settings.
3. Go to the System Information option. You will see your MAC address at the top of the screen.

Finding the MAC address of your Xbox:

1. If your Xbox has a disk in it, remove it.
2. Power on the Xbox.
3. Select Settings.
4. Select Network Settings. At the bottom right corner you will see the MAC address.

Finding the MAC address of your Xbox 360:

1. Select the System tab in the Xbox dashboard.
2. Select Network Settings.
3. Select Edit Settings.
4. Go to Additional Settings and select Advanced Settings. At the bottom of the screen you will see the Wired MAC Address.

Changing registration information

Updated network records help to ensure the security of the CWRU network. When information related to a network device changes, the owner is required to update the information with ITS. This allows us to keep accurate records of devices and can help ensure the security of the network as a whole.

You may remove or add a networked device from your account by accessing setup.case.edu and signing in with your CWRU Network ID and password.

Please contact the ITS Service Desk by calling 216.368.HELP (4357) for assistance when you plan on:

- Moving a network card from your computer to someone else's.
- Changing the owner of a network device (e.g., someone new takes ownership of a departmental computer).