

Accessing the Senate Network from a Windows 2000 Computer over a Dial-Up Modem

CONNECTING TO THE SENATE NETWORK

1. Turn on your computer.
2. Press **Ctrl + Alt + Del**. The “Log On to Windows” screen appears.

Note: You should have already been added as a local user on your machine. For assistance see your Systems Administrator.
3. In the box next to “Log on using dial-up connection,” click once to put a **checkmark ✓**, if there is not already one there.
4. In the User name: field, type your network logon **user name** (Ex. MaryJ).
5. In the Password: field, type your **network password**, then click on **OK**. The Network and Dial-Up Connections window appears.
6. Under “Choose a network connection:”, verify that **Senate Connection** is selected, and if not, click on the **down arrow ▼**, then select it from the list.
7. Click on the **Dial** button. The “Connect Senate Connection” window appears.
8. In the User name: field, type your **user name** as listed on the back of your SecurID card.

Note: Your SecurID user name may or may not be the same as your network logon user name. For assistance see you Systems Administrator.
9. In the Password: field, remove any **existing text** (Ex. *****), then type your **SecurID PIN number** (if you are unsure, ask your Systems Administrator).
10. Verify that the **phone number** in the Dial: field is correct, and if not, change it.
11. Click on the **Dial** button.
12. If you are prompted if you want to make the phone number change permanent, click on **No**. The “Connecting Senate Connection” window appears, then you may hear dialing followed by background noise (if you have your speaker turned on and the volume turned up), then the “After Dial Terminal” window appears.
13. Continue with **Step 14** at the top of the next column.

CONNECTING TO THE SENATE NETWORK (continued)

14. After your SecurID user name appears in the Username: field (this may take up to 30 seconds to show up), in the Password: field, type the **six digit number** currently being displayed on your SecurID card, then press **Enter**.

(Ex. **123456 + Enter**)

Note: The bars along the left side of your SecurID card indicate the amount of time remaining (between 30 and 60 seconds) before the displayed number changes. The more bars remain, the more time you have.

The “Connecting Senate Connection” window reappears, then, if you were successful, the dial-up connection icon



appears in your Task Bar.

DISCONNECTING FROM THE SENATE NETWORK

1. From the Task Bar, right click on the dial-up connection icon.

2. From the pop-up menu, click on **Disconnect**. The dial-up connection icon disappears from your Task Bar.

Note: See the other side of this card for instructions on *Mapping to a Network Resource*.

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MAPPING TO A NETWORK RESOURCE

(To get to your Home or Shared folders)

1. From the desktop, double-click on the **My Network Places** icon.



The My Network Places window appears.

2. Double-click on the **Add Network Place** icon.



Add Network Place

The following window appears:



3. In the "Type the Location of the Network Place" field, type the **pathname** of the resource to which you are trying to connect using the format

\\servername\foldername

Ex. \\Frist-DC\TomG

4. Click on the **Next>** button.

The following window appears:



5. Continue with **Step 6** at the top of the next column.

MAPPING TO A NETWORK RESOURCE (CONT.)

6. In the field "Enter a name for this Network Place:", type a brief **description** of the folder to which you are connecting.

Ex. My Home Folder on Frist-DC

7. Click on the **Finish** button.

- If the connection was successful: Your mouse pointer turns into an hourglass, then, after up to a minute, a window will appear on your screen with a list of the folders/files available from your network resource. Continue with **Step 8** below.

- If the connection was unsuccessful: Your mouse pointer turns into an hourglass, then, after up to a minute, a window similar to the one below will appear on your screen:



Click on **OK**. Try remapping the network resource and/or contacting your Systems Administrator for assistance.

8. Click on the **X** in the Title Bar to close the window with the list of folders/files.
9. Click on the **X** in the Title Bar of the My Network Places window to close it.

Note: The next time you connect to your office server, your network resources (Ex. your Home Folder; the shared folder SHARE) will be available for you. When you double-click on the network resource, it may take a few moments to reconnect.

Note: If you have previously mapped a network resource, then attempt to reconnect at a later time, the system may indicate that the resource is unavailable (a large red X through the resource's icon). This is incorrect. Double-clicking on the resource will (usually) display the available folders/files.