Connecting with macOS 10.14 - 11 to BelleNet
(Mojave, Catalina, and Big Sur)

Failure to complete all of the instructions for connecting your computer to BelleNet may result in network and Internet connectivity issues while you are on campus.

Quick Start Guide Available

A Quick Start version of these instructions is available. It lists all of the steps for connecting to BelleNet, but without the step-by-step guidance and graphics in this document.

A Special Note If You Use Windows on Your Mac

If you have a Mac and you have installed Microsoft's Windows operating system on it, you will need to follow the instructions in this document as well as the appropriate BelleNet connection instructions for the version of Windows that you have installed. If your Mac is running Windows (which we only recommend installing if you must have a specific application you need to use that is only available for Windows), your computer will be just as vulnerable to viruses, spyware, and other malware as any other computer running Windows. Please take the necessary precautions with your computer to protect it and your data, including installing the security software Saint Mary's College provides on both the macOS portion of your computer and the Windows portion of your computer. Make sure that both Software Update (Mac) and Windows Update (Windows) are configured properly and that you always install the updates on your computer promptly. ResNet also recommends that you use the macOS portion of your computer for all of your e-mail, instant messaging, and web surfing to limit your computer's exposure to viruses, spyware, and other malware.

General Information

Please confirm that your Mac has version 10.14, 10.15, or 11 installed before continuing. (To confirm the operating system version, go to the Apple menu in the upper left corner and select "About this Mac.")

All you need to connect to Saint Mary's network and the Internet is macOS version 10.14 (Mojave), 10.15 (Catalina), or 11 (Big Sur) installed on your computer.

We recommend that you set aside at least an hour of quality time to complete these instructions.

These instructions assume that you are relatively at ease with basic Mac skills. If you have never used a Mac before, we suggest that you take fifteen minutes to learn a little about your Mac before you proceed with connecting it to BelleNet.

About Your User Name

While setting up your computer, you will be asked to enter your user name, e-mail address, and/or full name.

Your **user name** is the name you use to access the computer systems on campus, including the portal, Blackboard, network drives, and the computers in the classrooms and clusters. Your user name may consist of up to twenty characters. It is usually the first letter of your first name, up to the first seventeen letters of your last name, and two numbers (e.g., *msmith01*).

Your **e-mail address** consists of your user name followed by "@saintmarys.edu" (e.g., *msmith01@saintmarys.edu*).

Your **full name** consists of your first and last name (e.g., *Mary Smith*).

Setting Up Your Mac

1. **Set up your Mac according to the instructions in the box**. We recommend that you use your computer's power adapter while following these instructions.
2. **Start up your Mac**.
3. Choose to connect to the BelleNet network via a wired or wireless connection. Follow the steps in the next section (Getting Wired/Going Wireless) according to the connection type you have chosen.

Going Wireless

Wireless network and Internet access is available in all of the residence halls. Wireless access is convenient, and is ideal for checking e-mail and surfing the web, but a wired connection will provide a better experience for high-bandwidth activities.

The wireless network in the residence halls is named *BelleNet*. On your Mac, click on the Wi-Fi menu (📶) near the upper right corner of the screen and select **BelleNet** to set it as your wireless network.

Once you connect to the BelleNet wireless network, you may see the BelleNet network registration page automatically appear. **You are welcome to register your computer on the network at this time, but you must continue with the instructions in this document to make sure that your computer is configured correctly for the network.**

If you do not see the BelleNet network registration page automatically appear, please continue with the instructions in this document. You will have another opportunity to register your computer on the network after updating your settings.

You may also see the *DeviceNet* wireless network from your residence hall room. *DeviceNet* is the wireless network for devices that are not compatible with 802.1x security. Please do not connect your computer to the DeviceNet wireless network.

If you do not see the BelleNet wireless network as an option when trying to connect to the wireless network from your residence hall room, please contact the ResNet Office for assistance.

Getting Wired

A wired connection will provide a faster and more reliable network and Internet experience. We recommend that all students use an Ethernet cable for high-bandwidth activities, including streaming video from Amazon Prime, Netflix, Hulu, and other sources. Ethernet cables are available for purchase from the Bookstore.

If you would like to connect your computer to the wired DeviceNet network in the residence hall, please submit a registration request. http://www.saintmarys.edu/resnet/resnetfaq/manualregister.html

Students may also need an Ethernet Adapter to access the DeviceNet wired network.

1. **Plug one end of your (RJ45) Ethernet cable into the Ethernet jack or Ethernet adapter for your computer.** An Ethernet cable looks like a phone cord, only the plugs on the ends are bigger, and the wire is thicker and rounder.

2. **Plug the other end of the cable into the Ethernet jack that you will be using for BelleNet access.**
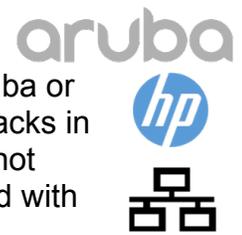
Most residence hall rooms have small rectangular boxes labeled with the Aruba or HP logo. These are wireless access points and they have multiple Ethernet jacks in a row available on their bottom/side, marked with a small Ethernet icon. Do not connect to any jacks on the wireless access point other than the ones marked with E1, E2, E3 (Aruba models) or the Ethernet icon (HP models).

If you do not have an Aruba or HP wireless access point in your residence hall room, and you need to use a wired Ethernet connection, please contact ResNet at resnet@saintmarys.edu.

3. **Please do not force the Ethernet cable into a data jack.** If you find that the Ethernet cable is not fitting in the jack properly, try plugging the Ethernet cable into another available data jack.

Administrator Accounts and Logging In to Your Mac

In order to configure your Mac for BelleNet, you must have an administrator account for your computer.

During the setup of your Mac, you should have been prompted to create a new account. You would have been asked for your **name**, a **short name** (user name), and a **password**. The account that was created during setup will have Administrator access. It is not required that your user name and password for your Mac be the same as your Saint Mary's user name and password, though it is recommended.

Make sure that you have Administrator access to your own computer. When you install or upgrade software on your Mac, you will be required to type in your user name and password. Only the owner of the computer should have an Administrator account.

To create an administrator account, or if you don't know if you have administrator access to your computer:

1. Click on **System Preferences** in the dock. (It looks like a rectangle with one or more gears in it.) If you do not see this item listed in the dock, you can also select **System Preferences…** from the Apple Menu.
2. Click on the **Users & Groups** icon.
3. You should see **your name** listed in the left column of the window, with the word **Admin** below it. If this is the case, you are the Administrator of your Mac.
4. If you do not see your name listed, or you do not have the word Admin below your name, you need to have an Administrator account created for you.
5. You may have to click on the lock in the lower left corner of the window to make changes. If so, enter your existing Administrator password when prompted.

To modify your existing account:

1. Click once on your name in the left column.
2. Check the box next to "**Allow user to administer this computer**."
3. Close the window, and agree to save any changes if you are prompted.

To create an administrator account:

1. Click on the **plus sign** (**+**) in the lower left corner of the window to create a new user.
2. In the window that appears, in the New Account pop-up, select **Administrator**.
3. Complete the Full Name, Account Name, Password, and Verify fields.
4. Click **Create User**.
5. Select Turn off Automatic Login if prompted.
6. Close the window, and agree to save any changes if you are prompted.

Typing a password hint when creating or editing your administrator account is strongly discouraged. Please use a password that is easy for you to remember, but is difficult for others to guess to help keep your computer secure.

It is strongly recommended that you configure your Mac to ask you to log in when you use it. This will help keep your computer secure and prevent unauthorized people (those without an account on your Mac) from accessing your computer.

To set up your Mac to prompt for a login:

1. Click on **System Preferences** in the dock.
2. Click the **Users & Groups** icon.
3. Click on **Login Options** (which has an icon of a house next to it).
4. You may have to click on the lock in the lower left corner of the window to make changes. If so, enter your existing Administrator password when prompted.
5. Make sure that the **Automatic login:** option is set to **Off.**
6. Close the **Accounts** window. If prompted, click **Save**.

Getting Connected

1. In the dock (at the bottom of your Mac desktop), click on the **System Preferences** icon. (It looks like a rectangle with one or more gears in it.) If you do not see this item listed in the dock, you can also select **System Preferences…** from the Apple Menu.

2. Click on the **Sharing** icon.

3. In the space next to **Computer Name**: type in *your user name-mac* (e.g. *msmith01-mac*). The computer name identifies your computer to other computers on the network.

    Note: The computer name identifies your computer to other computers on the network, and including your username ensures your computer is both recognizable and has a name that will not conflict with another student's computer. If you use a name other than *your user name-mac*, you will not be properly identified on our network and your BelleNet connection may be deactivated until the problem is corrected.

4. Click on the icon of twelve dots in a square. If you are prompted to save the changes, click **OK**.

5. Click on the **Network** icon.

    For wireless connections:

    a. In the left column, **Wi-Fi** should appear highlighted. If it does not, click on it once to highlight it.

    b. Click on the **Advanced…** button in the lower right corner of the window.

    c. Click on the **TCP/IP** tab at the top of the window.

    d. In the pop-up list next to **Configure IPv4**: select **Using DHCP**. *If you cannot complete this step, you need to connect your Mac to the BelleNet wireless network as described earlier in the section "Going Wireless." Please do this before continuing with these instructions.*

For wired connections:

    a. In the left column, **Ethernet** or **Built-in Ethernet** or **Thunderbolt Ethernet** should appear highlighted. If it does not, click on it once to highlight it.

    b. In the pop-up list next to **Configure IPv4**: select **Using DHCP**. *If you cannot complete this step, you need to connect your Mac to the network using an Ethernet cable and the network jack in your residence hall room. Please do this before continuing with these instructions.*

6. The **DNS Server** information (appearing in the DNS Server field for wired connections, in the DNS tab for wireless connections) will be completed automatically. The server will send the correct information to your computer (the text may appear light gray, as illustrated on the next page).

7. If the information is not automatically provided by the server and a text field appears next to **Search Domains:** type **saintmarys.edu**.

8. Click **OK** or **Apply** at the bottom of the window (if it is an available option) and close the **System Preferences (Network)** window.
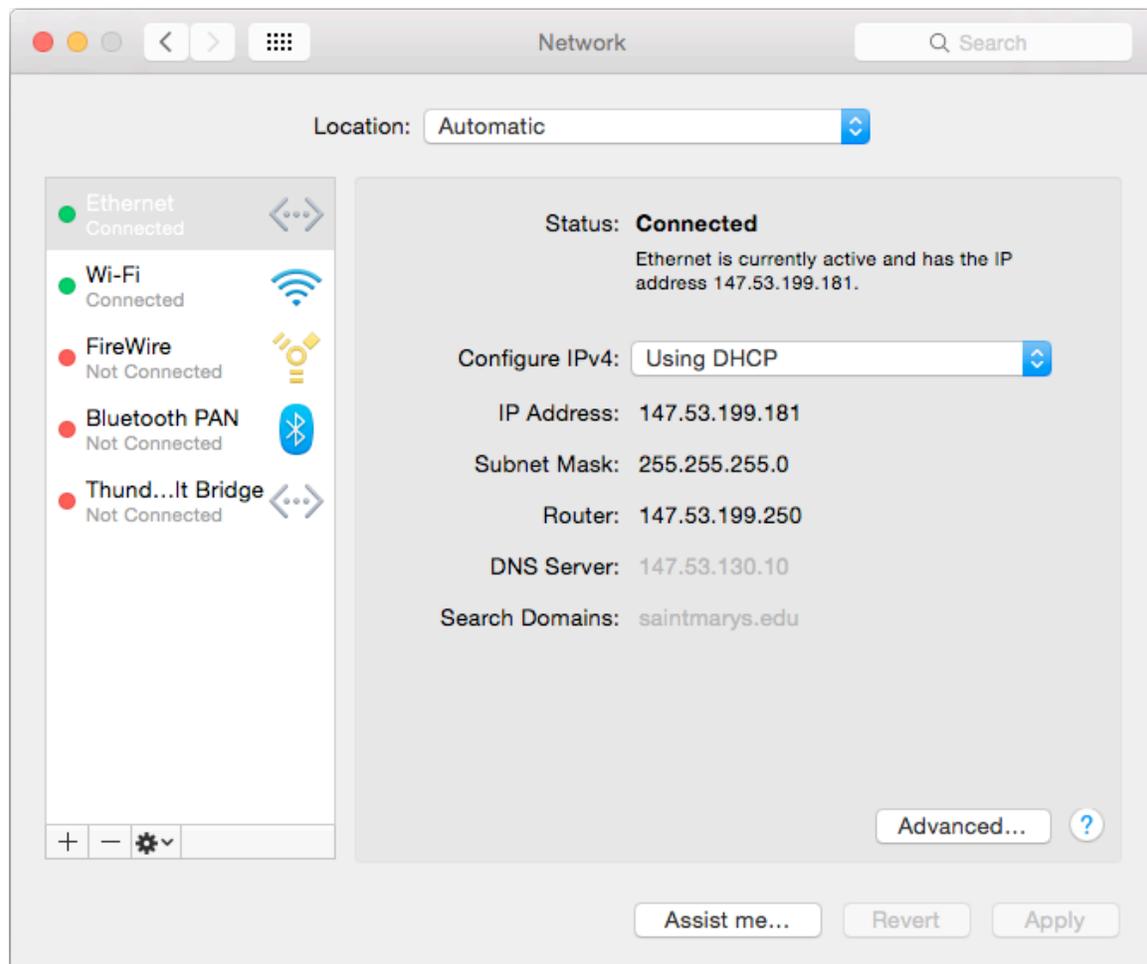
Registering Your Computer on BelleNet

At this point in the connection process, you need to register your computer on BelleNet.

The wireless network in the residence halls is named *BelleNet*. On your Mac, click on the Wi-Fi menu ( ) near the upper right corner of the screen and select **BelleNet** to set it as your wireless network.

Once you connect to the BelleNet wireless network, you may see the BelleNet network registration page automatically appear. Register your computer on the network at this time.

If you do not see the BelleNet wireless network as an option when trying to connect to the wireless network from your residence hall room, please contact the ResNet Office for assistance.

After it has been successfully registered on BelleNet, please restart your computer.

Once you have registered your computer on BelleNet, you need to continue the instructions for configuring Software Update, connecting to network drives, and installing virus protection software.

Failure to complete all of the instructions for connecting your computer to BelleNet may result in a loss of network access.

Software Update

Apple releases new versions of their software (operating system updates as well as application updates) through Software Update and the App Store. Your Mac should be set to automatically check for updates to ensure the best protection against security threats.

1. In the dock (at the bottom of your Mac desktop), click on the **System Preferences** icon. (It looks like a rectangle with a gear in it.) If you do not see this item listed in the dock, you can also select **System Preferences...** from the Apple Menu.

2. Click on **Software Update**.

3. If any updates are available, click the **Update Now** button to install them.

4. Saint Mary's College recommends that you check *Automatically keep my Mac up to date* so your computer will download and install app updates automatically. This is the best way to keep your computer's software up-to-date and ensure you have any security updates installed promptly.

5. If you check *Automatically keep my Mac up to date*, click on the **Advanced** button. You can check all of the options available, or uncheck some options if you prefer. For example, you may want to automatically check for updates and download new updates when available, but manually approve when those updates are installed on your computer.

6. In the dock (at the bottom of your Mac desktop), click on the **App Store** icon. If you do not see this item listed in the dock, you can also select **App Store...**from the Apple Menu.

7. In the left column, cluck on **Updates**.

8. If any updates are available, click the **Update** button to install them.

9. After the update is complete, your computer will notify you if it needs to be restarted. If necessary, **restart** your computer.

10. **Repeat** the software update process to see if additional updates are available. Because some software updates are prerequisites for others, you may need to repeat these steps several times to install all of the software updates available for your computer.


Connecting to Network Drives

What are personal network drives?

All students, faculty, and staff at Saint Mary's College are provided with 10GB of disk space on our network to save their files.

This space is accessible from any networked computer on campus, and is commonly referred to as a personal network drive (or the H: drive on Windows computers). A student can save a paper she is working on in her room to her network drive; go to a computer cluster; access the paper saved on her network drive; and print it from the laser printers. Network drives eliminate the need to carry files around on disks or flash drives. Also, a backup of all network drives is created every night, which makes it a secure place for your important papers and other files. Saint Mary's College strongly recommends that you save a copy of your work to your network drive.

To connect to your personal network drive for the first time:

1. While in the Finder (you know you're in the Finder if you look up at the menu bar and it says **Finder** next to the Apple Menu - if you're not in the Finder, click on the desktop), go to the **Finder** menu and select **Preferences…**

2. Click on the **General** icon.

3. In the area below **Show these items on the Desktop:** check the boxes next to **Hard disks** and **Connected servers**. (You may want to check the boxes for External disks and CDs, DVD, and iPods, too.)
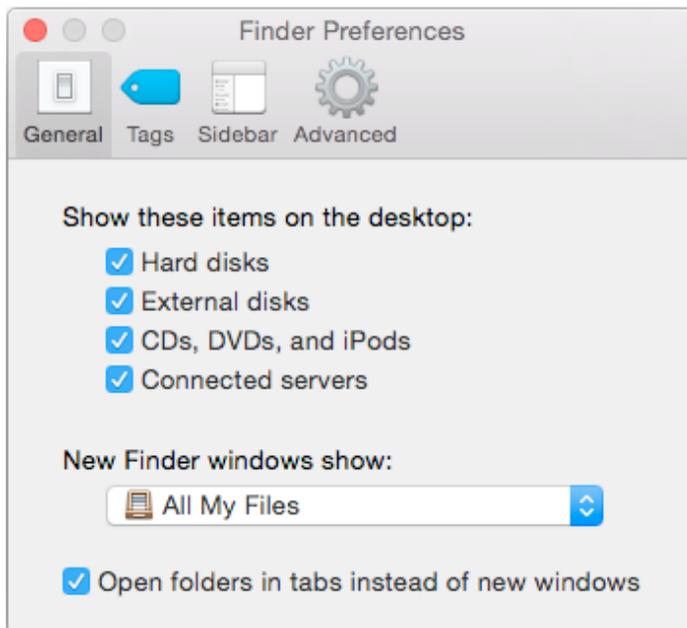
4. Close the Finder Preferences window.

5. While in the Finder, go to the **Go** menu and select **Connect to Server...**

6. Next to **Server Address:** type in the following:

    smb://*username*@fs1.saintmarys.edu/*username*

Connect to Server

smb://username@fs1.saintmarys.edu/username

Favorite Servers:

Browse   Connect
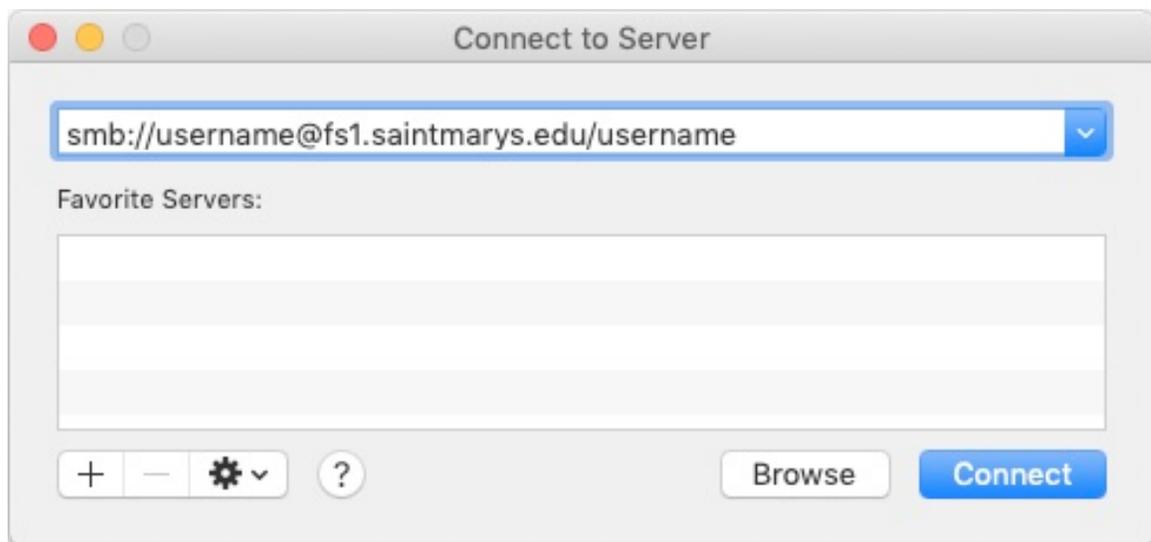
7. Click **Connect**.

8. You will be prompted for a username and password to connect to the server. Type in *your user name* (e.g., *msmith01*) and *your password* and then click **Connect**.

9. **The network drive's icon** will appear on your desktop. A window will open to display the contents of your network drive.

10. To easily remount a network drive:

    a. **Select** the drive by clicking on its icon once to highlight it.

    b. **Click down once** on the icon of the drive and drag it to the right side of the dock at the bottom of the screen. You should see icons in the dock moving around to make room for the new icon to appear.

    c. **Let go** of the mouse button to "drop" the icon in the dock.

    d. When you shut down or log out of your computer, it will automatically disconnect from any mounted network drives. To reconnect to your network drive when you turn your Mac back on, click once on the icon in the dock of your network drive. You will be prompted for your Saint Mary's login and password and then the volume will mount.

What are shared network drives?

Students, faculty, and staff at Saint Mary's College are given access to various shared network drives, depending on their department and materials needed. The file server for shared network drives is *mavis*. Shared network drives are accessible from any networked computer on campus. All students, faculty, and staff have access to the shared network drive named SMC (also known as the P: drive). Several folders will be

visible when you open the SMC network drive:

- *Courses* - course-specific items
- *Departments* - departments that have shared accounts
- *Software Distribution* - includes software that Saint Mary's has licensed for campus-wide use, such as the College-provided virus protection software
- *Student Groups* - student groups that have shared accounts

For each department/group that has an account on SMC, a folder will be visible. All members of the Saint Mary's community will be able to see the listing of folders for departments/groups. ***The contents of the folders in SMC will be visible only to the individuals with permission to view them.*** Department/group accounts may have a subfolder named Public that will be accessible to all members of the Saint Mary's community. The decision to offer items in a Public folder is up to each individual department/group.

To connect to the SMC shared network drive for the first time:

1. While in the Finder (you know you're in the Finder if you look up at the menu bar and it says **Finder** next to the Apple Menu - if you're not in the Finder, click on the desktop), go to the **Go** menu and select **Connect to Server...**

2. Next to **Address**: or **Server Address**: type in the following:

   smb://mavis.saintmarys.edu/SMC
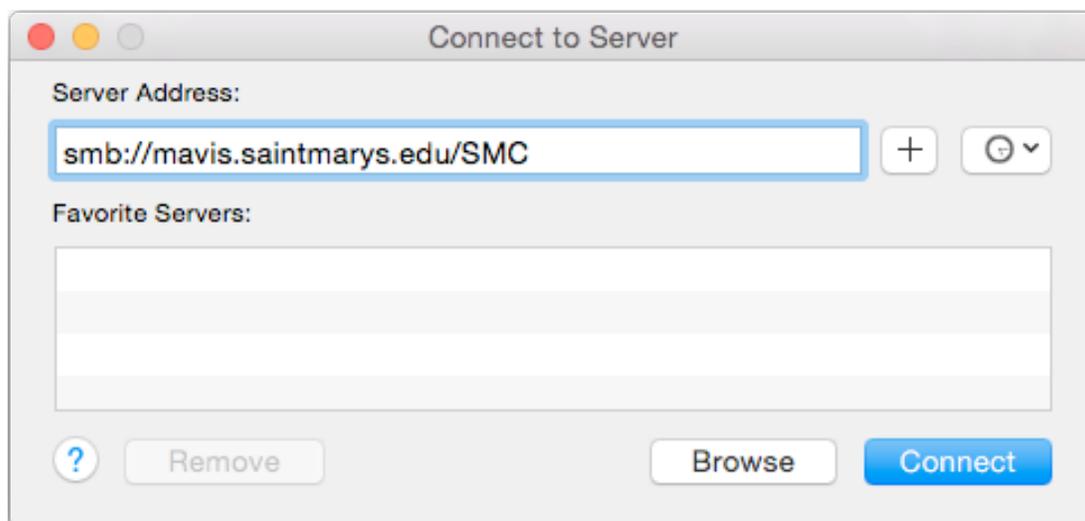
Note: if you wanted to mount a specific folder on the SMC shared network drive, you can do so. For example, if you wanted to mount the Public folder inside the Infotech folder, which is in the Departments folder on the SMC shared drive, you would type

in **smb://mavis.saintmarys.edu/SMC/Departments/Infotech/Public** - if a folder has a space in the name, please include that space in the path name.

3. Click **Connect**.

4. You may be prompted for a username and password to connect to the server. Type in *your user name* (e.g., *msmith01*) and *your password* and then click **Connect**.

5. **The network drive icon** will appear on your desktop. A window will open to display the contents of the shared network drive.

6. To easily remount a network drive:

   a. **Select** the drive by clicking on its icon once to highlight it.

   b. **Click down once** on the icon of the drive and drag it to the right side of the dock at the bottom of the screen. You should see icons in the dock moving around to make room for the new icon to appear.

   c. **Let go** of the mouse button to "drop" the icon in the dock.

   d. When you shut down or log out of your computer, it will automatically disconnect from any mounted network drives. To reconnect to your network drive when you turn your Mac back on, click once on the icon in the dock of your network drive. You will be prompted for your Saint Mary's login and password and then the volume will mount.

Security Software – Bitdefender

All computers connected to BelleNet are required to have up-to-date security software installed. Failure to have current virus/malware protection software on your computer will result in the loss of BelleNet access privileges. It is strongly recommended that you install the security software provided by Saint Mary's College.

For instructions on how to install Bitdefender on your computer, visit **http://www.saintmarys.edu/virus**.

The Bitdefender software provided by Saint Mary's College will automatically update its virus signatures and application when updates are available as long as the Autopilot feature is enabled (recommended), and it provides active protection from malware threats.

If your Mac is running Windows (which we only recommend installing if you must have a specific application you need to use that is only available for Windows), your computer will be just as vulnerable to viruses, spyware, and other malware as any other computer running Windows. Please take the necessary precautions with your computer to protect

it and your data, including installing the virus protection software Saint Mary's College provides on both the macOS portion of your computer and the Windows portion of your computer. Make sure that both Software Update (Mac) and Windows Update (Windows) are configured properly and that you always install the updates on your computer promptly. ResNet also recommends that you use the macOS portion of your computer for all of your e-mail, instant messaging, and web surfing to limit your computer's exposure to viruses, spyware, and other malware.

Congratulations! You have completed configuring your Mac for BelleNet access.