

## OVERVIEW / PROCEDURE DESCRIPTIONS

These procedures are for users who already have their VPN settings established and need to change their computer/host name.

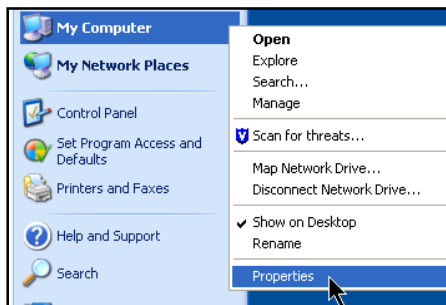
## GETTING STARTED

- Changing the computer/host name in VPN settings requires you that first obtain the name of your computer on campus and then to edit the VPN settings.
- Internet Explorer is the required web browser.

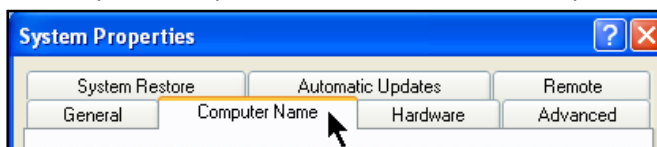
## STEPS

### A. Identifying your Campus Computer Name

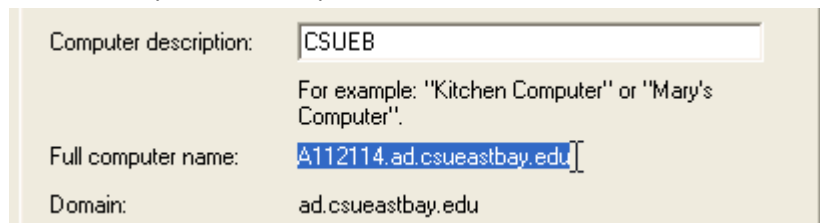
1. Right click on the My Computer icon and click Properties.



2. In the System Properties window, click the Computer Name tab.



3. Write down your Full Computer Name.

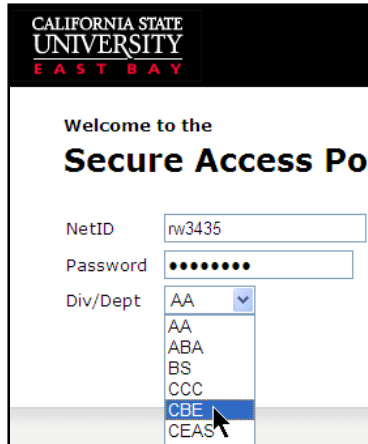


**The computer name is based on the CSUEB asset tag number and is case sensitive.** There are no spaces in the computer name. Write it down exactly as it is written or select and copy the name to the clipboard (right click and "copy.").

## B. Edit VPN Settings on Campus Computer

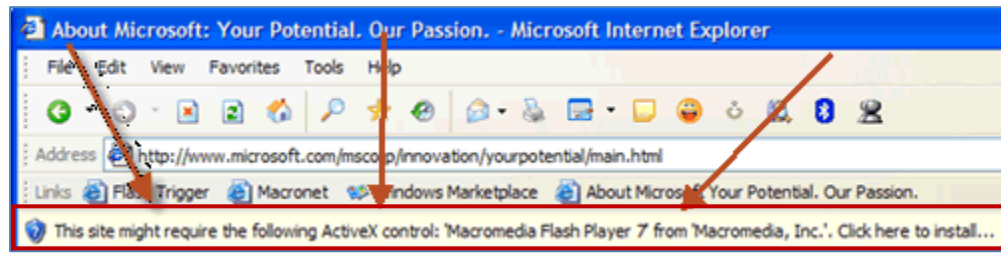
You must use Internet Explorer as your web browser.

1. Go to <https://access.csueastbay.edu>
2. Enter your NetID, Password and Division.

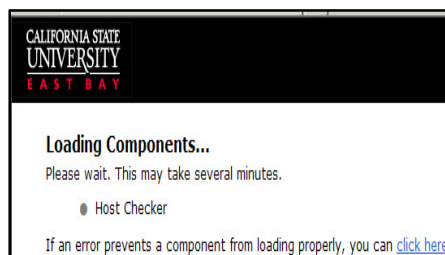


The screenshot shows the login page for the California State University East Bay Secure Access Portal. At the top left is the university logo. The main heading reads "Welcome to the Secure Access Portal". Below this are three input fields: "NetID" with the value "rw3435", "Password" with masked characters, and "Div/Dept" with a dropdown menu. The dropdown menu is open, showing a list of department codes: AA, ABA, BS, CCC, CBE, and CEAS. The "CBE" option is highlighted with a mouse cursor.

3. Click "Sign In."
4. **\*If Gold bar appears near the top of your window and asks you to install ActiveX, please Click Install\***

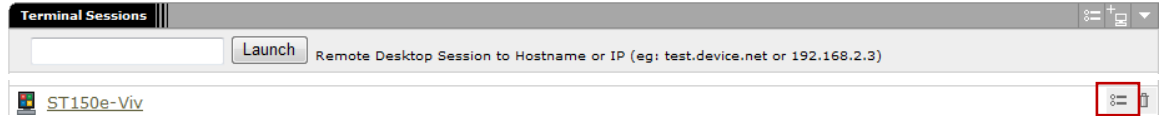


5. Wait for the page to load.



## CHANGE HOST NAME in VPN FOR WINDOWS

- Under the Terminal Sessions area, locate the terminal session that represents the computer name you need to change and click on the Item Properties icon. (next to trash can)



- Move to the **Settings** area and enter your new computer name.



- Move to the **Connect Devices** area.

- Click all open boxes.



- Connect local drives
- Allow Clipboard sharing. This allows you to cut/copy/paste between your campus and home computers.
- Connect local printers. This allows you to print to your home computer.

- Click **Save**.

### HELP

<i>If You Need Help With . . .</i>	<i>Contact</i>
Questions about this guide . . .	<a href="http://servicedesk.csueastbay.edu">http://servicedesk.csueastbay.edu</a>