

Connecting to UCDC Wired “Ethernet” Network

PC's & MAC's (Desktops/Laptops)

1. Connect your laptop Ethernet port to the bottom Ethernet port on the wall.
2. Open a new web browser and go to <https://helpdesk.ucdc.edu>.
* **Mac users use Safari.**
You will be directed to the UCDC Sign On page.
3. Enter your UCDC username & password. Scroll down to accept Terms & Conditions. Click **Sign On**.
4. Click on **Start** at the bottom of the page.
5. Give your device a name and a description. This can be anything you choose. Then click continue to complete registration.

The image shows three sequential screenshots of the UCDC web portal. The first screenshot, labeled 'Step 3', shows the 'Sign On' page with fields for 'Username:' and 'Password:', a 'Sign On' button, and a scrollable area for 'Terms and Conditions'. The second screenshot, labeled 'Step 4', shows the 'Device Portal' 'Welcome to UCDC Device Registration' page with a 'Start' button. The third screenshot, labeled 'Step 5', shows the 'My Devices Portal' registration form with fields for 'Device name:' (containing 'Mike's iPhone') and 'Description:' (containing 'iPhone'), a 'Device ID' field, and a 'Continue' button. A mobile keyboard is visible over the registration form.

Non-iOS/PC/Android devices

Before connecting your device to the Ethernet port make sure that you register the device at <https://mydevices.ucdc.edu>.

1. Go to <https://mydevices.ucdc.edu>. If you have already registered your devices, you will see them listed here.
2. On the device you want to register, find the MAC address (also called Physical Address or LAN MAC Address).
3. On the Device Portal Registration page, click on Add and type the **MAC Address** of your device (**DO NOT ADD THE WI-FI Mac Address**).
4. Connect the Ethernet cable to the Ethernet port on the wall and your device. Reboot your Device.

The image shows two screenshots of the 'My Devices Portal'. The first screenshot, labeled 'Step 1', shows the 'Sign On' page with 'Username:' and 'Password:' fields and a 'Sign On' button. The second screenshot, labeled 'Step 3', shows the 'Manage Devices' page with a table of registered devices. The table has columns for 'MAC Address', 'Device Name', 'Description', and 'Status'. Two devices are listed, both with a status of 'Pending'.

MAC Address	Device Name	Description	Status
54:EE:75:3A:EE:19	Ehab's laptop	ehab's laptop	Pending
E8:B1:FC:F5:08:BB	Ehab's Laptop		Pending