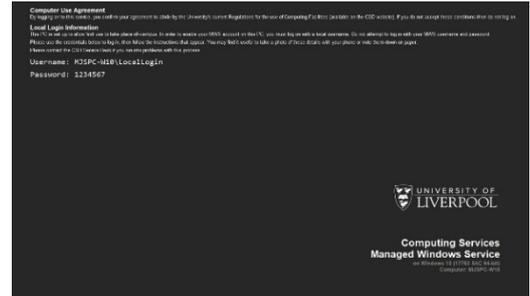




Setting up your new computer to use your University Managed Windows Service (MWS) account from home

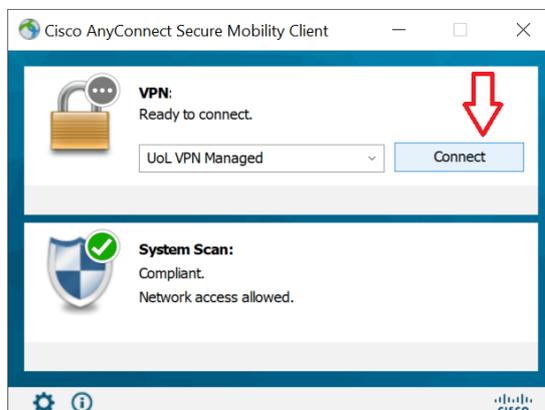
Under normal circumstances, newly purchased University computers expect to be connected to the University network for the first logon. As this computer has been supplied direct to your home, please follow the steps below to set up the device for use with your University Managed Windows Service (MWS) account:

1. **Check: Are you registered for VPN?** If so, continue. If not, before continuing with the steps below, visit <https://s.liv.ac.uk/717> on a separate device to register before continuing with the steps below.
2. **Plug the laptop in** to the mains power using the power cable provided before switching it on.
3. **Power on the computer** – you will see that the wallpaper is black instead of blue, showing that the device needs some further steps to be used from home.
4. **Before you press any key on the computer, make a note (or take a photo with your mobile) of the username and password displayed on the screen** – you will need to use these details to logon to the computer for the first time.
5. Press any key for the login screen to appear.
6. Login using the details you noted in step 3.



Once you have logged on using the local login credentials provided, please complete the steps below. To help guide you, a window will open on the computer which also summarises these next steps.

7. **Connect the computer to the internet:** sign-in to your home wireless network using the wi-fi icon  in the lower-right corner of the screen.
8. Click the **Cisco AnyConnect Secure Mobility Client icon**  in the system tray in the lower-right corner of the screen, then click **Connect**.



The University of Liverpool Network

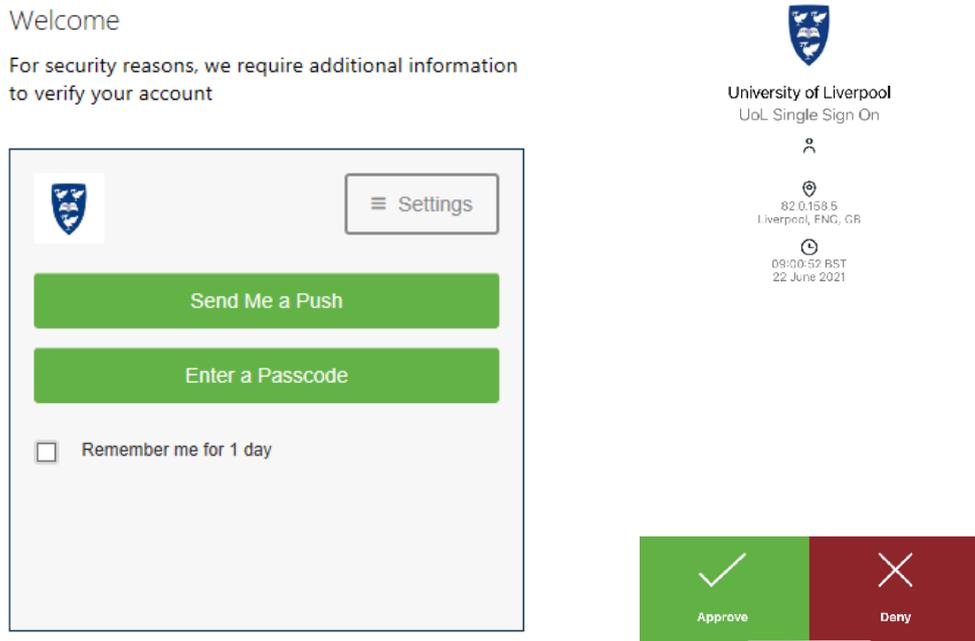
Log in with your MWS credentials. Remember to use your username in the format
username@liverpool.ac.uk

9. It is preconfigured for use but will prompt you for your credentials – enter your **University username** (in the format username@liverpool.ac.uk) **and password**.

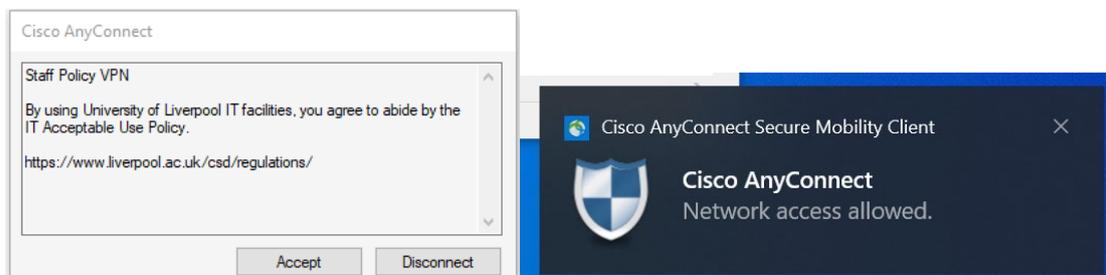
SECURITY: Once you have signed in with your credentials, you will be prompted to provide two-

factor authentication (2FA) through Duo Security. If you haven't already registered for 2FA, enrol your mobile device in order to continue: <https://duoenrolment.liverpool.ac.uk/>

10. Select your preferred 2FA option (if you have registered with a mobile device and downloaded the Duo app, select 'Send me a push')

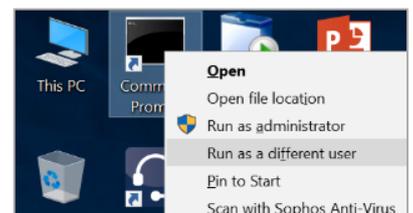


11. You will then be asked to agree to use this service as per the University's IT Acceptable Use Policy. Once you click Accept, a system scan will commence. When this is completed (usually after around 30 seconds), a pop-up notification will let you know when network access is allowed.



12. You are now **connected to the VPN**.
13. Run the **Command Prompt** shortcut with your MWS credentials by completing the following steps:

- Press **Shift** and **right-click** the Command Prompt shortcut on the desktop.
- Choose **Run as a different user**.
- Enter your MWS username and password and click **OK**.
- A command prompt window should open.



The computer will **reboot automatically** when it is ready – be patient and wait for this process to complete. **DO NOT REBOOT MANUALLY OR YOU RISK LEAVING THE PC UNUSABLE.**

You should then be able to **log on normally with your MWS username and password**.