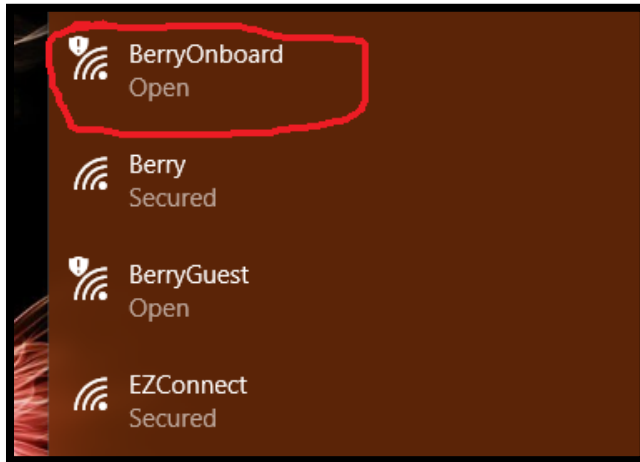
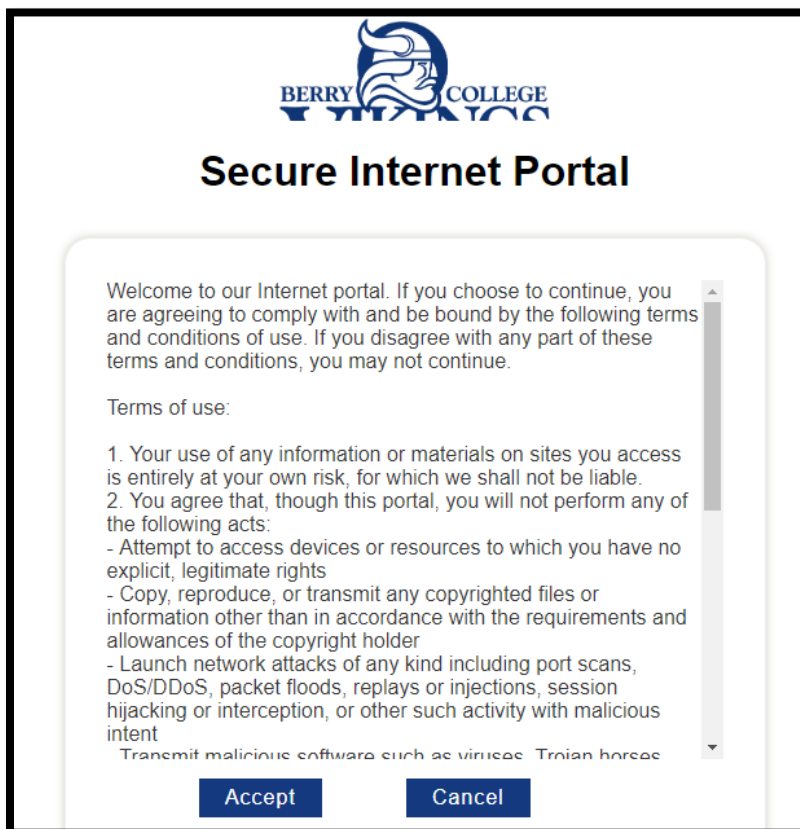


Step by Step:How to Request an *EZConnect* Password Using the Self-Service Portal

1. Using a laptop or other wireless device that has a web browser, connect to the *BerryOnboard* wireless network. The image shows a Windows 10 laptop connecting, but the process is similar for all devices.

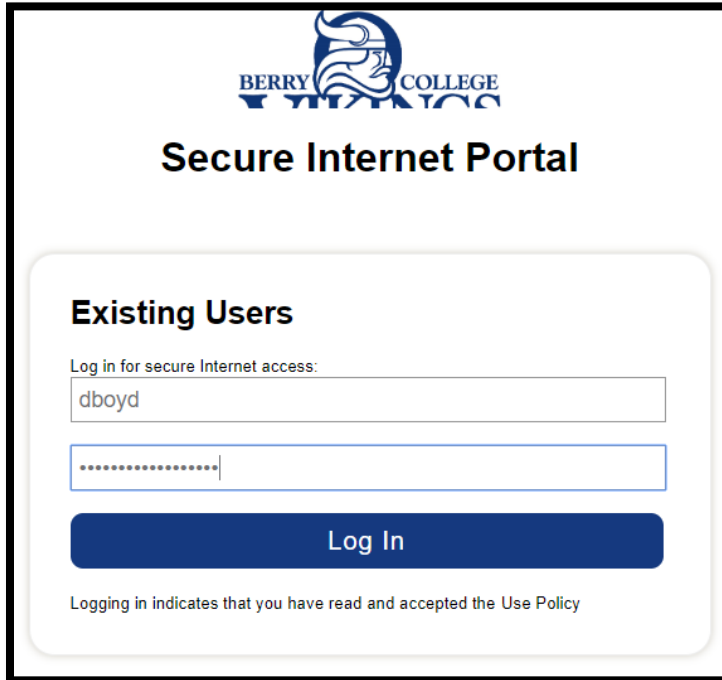


2. Your device may automatically open the web browser, but if it does not, open a web browser and attempt to go to any web site.
3. You should see a screen similar to the image below.



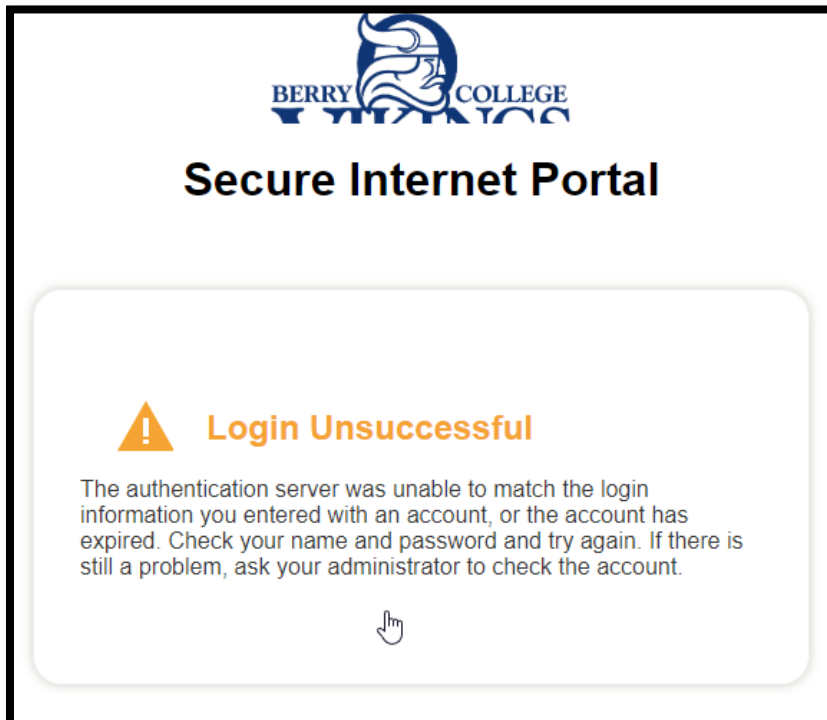
4. Read the agreement carefully and then click “Accept” if you agree to the terms of use

5. On the next page, login using your Active Directory credentials (the username and password everyone uses to connect to the *Berry* wireless network or to login to your college-provided desktop or laptop).



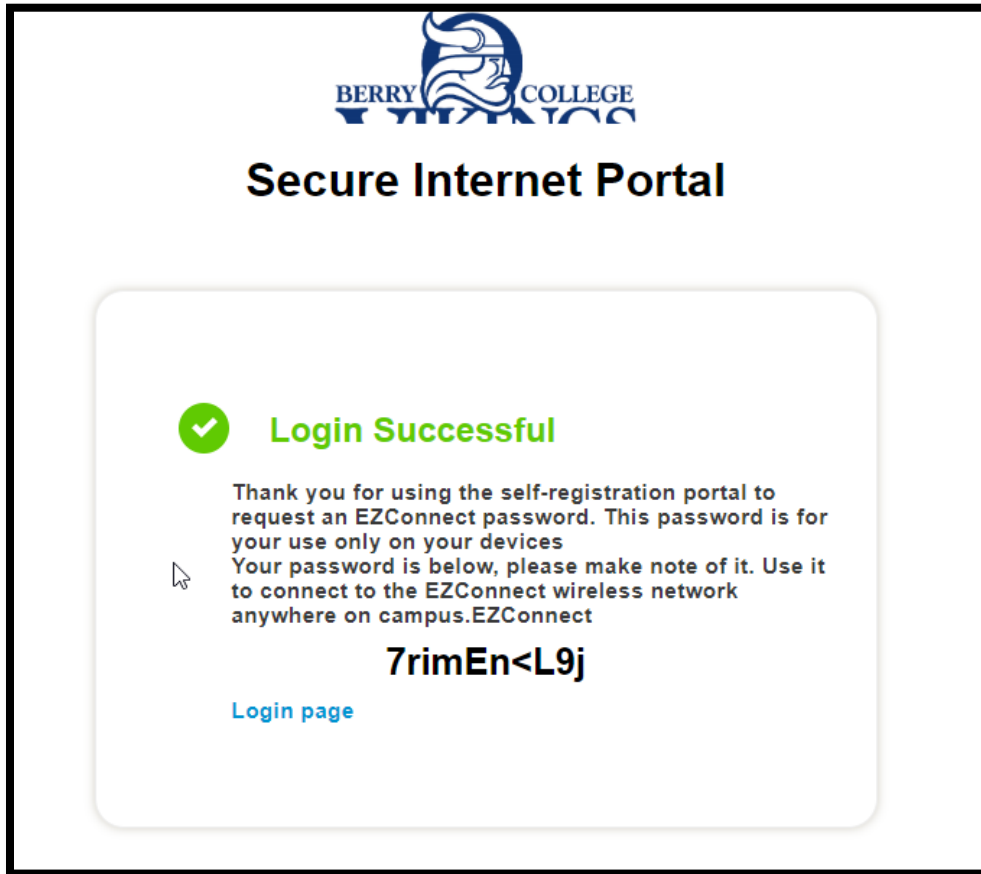
The screenshot shows the Berry College logo at the top, followed by the title "Secure Internet Portal". Below this is a section titled "Existing Users". It contains a label "Log in for secure Internet access:" above a text input field containing the username "dboyd". Below the username field is a password input field with masked characters. A blue "Log In" button is positioned below the password field. At the bottom of the form area, there is a note: "Logging in indicates that you have read and accepted the Use Policy".

6. If you did not enter your credentials correctly, you will get a page that looks similar to the image below. Please try to enter your credentials again. If you continue to have issues authenticating please contact the Technical Support Desk at extension 5838 or 706-238-5838, or at computing@berry.edu.



The screenshot shows the Berry College logo at the top, followed by the title "Secure Internet Portal". Below this is a large white box with a rounded border containing an orange warning icon (a triangle with an exclamation mark) and the text "Login Unsuccessful". Below the error message, there is a paragraph of text: "The authentication server was unable to match the login information you entered with an account, or the account has expired. Check your name and password and try again. If there is still a problem, ask your administrator to check the account." At the bottom center of the white box is a small hand cursor icon.

7. If you entered your credentials correctly, you should see a screen similar to this.



8. **IMPORTANT!!!** Write down or capture the password presented to you. At this time, we have no way to send your password to you automatically during the initial request.
9. You can now use your password to connect to the EZConnect network.