

# INTERNET SET UP GUIDE 2019

## How to setup your devices to connect to the Internet

SHENTEL<sup>®</sup> Device Admin

Use this page to add or modify devices on your Longwood Internet account.

**Existing Users**

Longwood Email Address

Password

[Forgot Password](#)

OR

**New Users**

Longwood Email Address

### 1. CONNECT YOUR DEVICE TO THE INTERNET.

You may plug into the wall or enable wifi from your device and connect to the **Shentelwifi** network to begin.

### 2. VISIT THE FOLLOWING URL from any web browser.

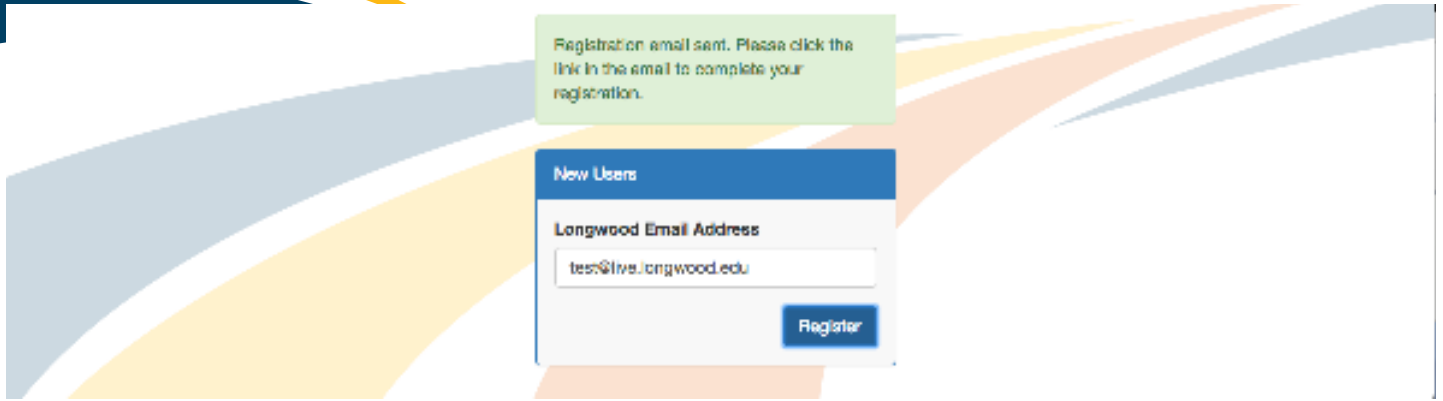
**<https://longwood.shentel.net>**

**NEW USERS:** Enter your Longwood email address into the box on the bottom and click **Register**

*Note: You must use your live.longwood.edu email address to register.*

**RETURNING STUDENTS:** Enter your Longwood email address and password from last year into the box on the top and click **Login**

*Note: Any devices you registered from last year will still be on your account. You will only need to login again if you wish to add new devices or remove unused devices.*



### 3. CHECK YOUR EMAIL

You will be sent an email from Shentel with a link to complete your registration process. Click the link to proceed.

### 4. SET A PASSWORD

The link will take you to a page prompting you to change your password. This password will be used to add or remove devices from your network connection.

**Requirements:**

- Must have a minimum of 8 characters
- Must meet at least (3) of the following:
  1. At least (1) lower case letter
  2. At least (1) upper case letter
  3. At least (1) number
  4. At least (1) special character (?, \*, %, etc.)
- Must not match a previously used password

**New Password**

**Confirm Password**

*Note: Setting your Internet password here will not change the password used to check your Longwood email account.*

To get started, we'll need to know what devices you'll be using to access the Internet. Please use the instructions below to add or modify devices. You can return to this page at any time to add or modify your devices.

#### Add a New Device

To add the device you are currently using, enter a description (i.e. Laptop) and click "Add". To add additional devices, please enter their MAC address along with a description and click "Add".

MAC Address  Description   [How to find my MAC address](#)

#### Existing Devices

This is a list of your existing devices. You have added 0 of your 8 allowed devices.

If you're having difficulties adding devices, please call Shentel Tech Support at 1-855-267-7289.

## 5. ADD DEVICES:

You will need to give permission for each specific device you wish to connect to the Internet. This would include any laptop, tablet, gaming system, Roku box, smartphone or other device.

To add devices, enter the MAC address for your device and give it an identifying name in the Description box, then click **Add**.

## 6. REPEAT to add multiple devices. You may have up to 8 devices on your connection.\*

*Note: If you are using a laptop or device with a browser, the MAC address should already be filled in. For other devices you will need to manually enter the MAC address. If you do not know how to find the MAC address, please click the **How to find my Mac address** link.*

***\*You are responsible for activity that occurs on any device you have added to your network. Please be careful about adding devices that you do not control.***



## YOU ARE DONE:

Once a device has been added to your network, you will not need to login from that device again. Simply enable wifi and connect to the **Shentelwifi** network from any location on campus.

If you need to add or remove devices in the future, simply visit the following URL from any web browser and login using the information you just set up:

**<https://longwood.shentel.net>**

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## REMOVING DEVICES

Existing Devices			
This is a list of your existing devices. You have added 1 of your 8 allowed devices.			
#	MAC Address	Description	
1	12:34:56:78:90:12	Laptop	<a href="#">Edit</a> <a href="#">Delete</a>

If you need to remove a device from your connection, login using your credentials. Click the red **Delete** button next to the device you wish to remove.

This device will no longer have access to the Internet and would need to be added back if you would like it to be able to connect.

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## RENAMING DEVICES

Click the blue **Edit** button next to the device you wish to rename

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## TO CHANGE YOUR PASSWORD

Click your email address in the top right corner of the screen and select **Change Password** from the dropdown menu.

