# **DormNet Application Procedure**

## I. Preparation

- 1. (If you only want to use Wi-Fi, you can skip this preparation.)

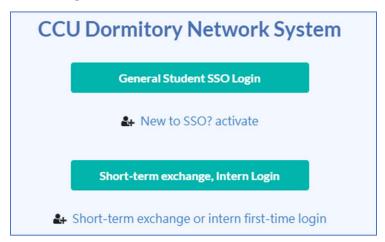
  Get a network cable, and use it to connect your computer port to the network socket on the wall. If your computer doesn't have a network port, you might need to get a USB network adapter.
- 2. Computer Network Settings (Please refer to the Manual / Network Setting page on DormNet Homepage for details)
  - A. Obtain an IP address and DNS server address automatically.
  - B. Do not allow Sharing.
- 3. Proxy server.
  - If you have the demand for proxy server, please check whether the proxy setting is appropriate. If you are not sure, it's recommended that you uncheck it first.
- 4. If it's your first time to DormNet, please follow Step II or III to register an account. If you have applied before, go to Step IV directly.

5.

# II. SSO Account Activation (General Student)

For those students with formal student ID.

- General student in Undergraduate or Graduate school usually has a formal student ID. No. which begins with a number.
- Exchange or On-the-Job Training Program students may also have a formal student ID.
- 1. Go to the homepage of CCU DormNet http://140.123.242.6/. Click on [Apply now].
- 2. Click on [New to SSOs? Activate]

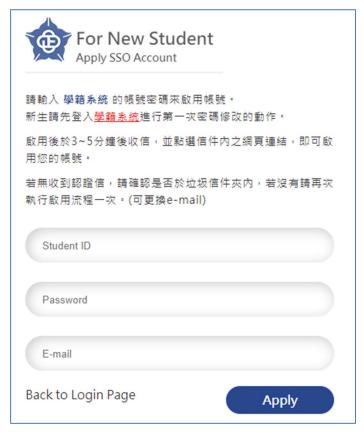


- 3. Fill in the information
  - A. If you are new to our school, please log into [Student Academic Record Entry System] to modify the password first.





B. Please fill in the account and password of [Student Academic Record Entry System] and an email address to receive the verification email.



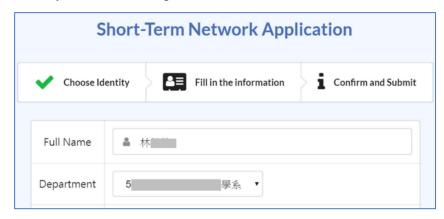
- C. After clicking the [Activate] button, please check your email and click the link in the verification mail to activate your account.
- D. Now return to DormNet <a href="https://www.dorm.ccu.edu.tw/student/login">https://www.dorm.ccu.edu.tw/student/login</a> to continue with [General Student SSO Login].

## III. Short-term exchange or intern student

For those students without formal student ID.

- Short-term exchange student or intern who has a temporary CCU Student ID No. which begins with an English letter.
- Non-CCU student who has no CCU Student ID No. E.g. summer camp student.

A. Fill in you name and department.



#### B. E-mail

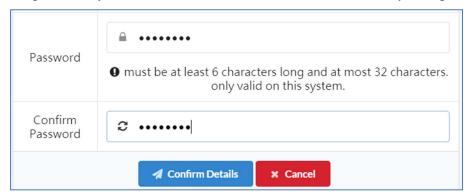
Please fill in an e-mail address that is valid and used frequently.

You will use this email address to receive related notification letter and password confirmation letter when you forget your password in the future.



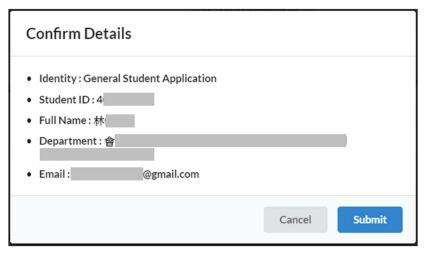
#### C. Password

Please set the password yourself, which is "unrelated" to other school system passwords.



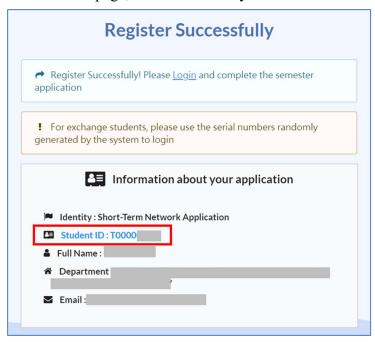
### 4. Confirm application information

A. Please click on [Confirm Details] first, and then click on [Submit] in the popup information box to confirm.



If data is verified ok, it would pop up a "Register Successfully" page.

For those who applied for Short-Term Network, please memorize the student ID number shown on the page, which would be your DormNet account. Ex. "T00000XXX".



B. Now return to DormNet https://www.dorm.ccu.edu.tw/student/login to continue with [Short-term exchange, Intern Login].

## IV. Application Procedure

- 1. Log in the system
  - A. General Student SSO Login

The button will take you to SSO Login page. Enter your SSO account and password here, check the [I'm not a robot] box, then click the green arrow.



### B. Short-term exchange, Intern Login

Click the button, and blank fields will show you for you the enter your account and password. Then click [Login] again.

If you have forgotten your password, please go to the upper right corner of the login page and select [Forgot Password].



### 2. Go to apply

After you log in, click on [Go to apply]



### 3. Set up Bed no. and MAC address



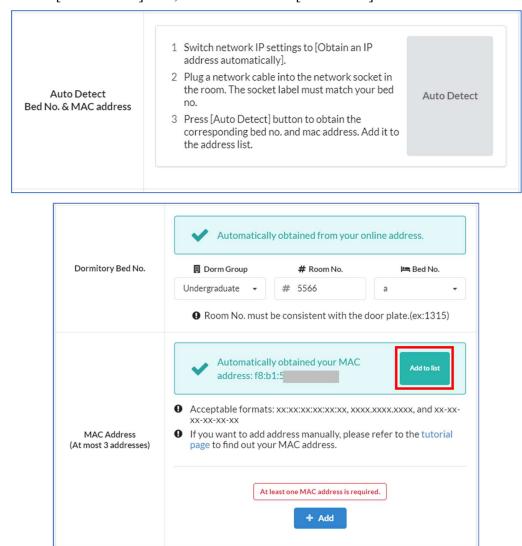
Choose the Network Type: Follow the instructions on the webpage, choose the option that meet your personal needs, and fill in your room number and bed number.

- A. If you only want to use DormNet Wi-Fi at this moment, or haven't found the mac address yet
  - please fill in room and bed no.
  - If you have the need of using the wired network in the future, please visit the DormNet webpage, log in and link to "Profile" page to add mac address of the device to be connected to DormNet. (To look up mac address, please refer to the manual:

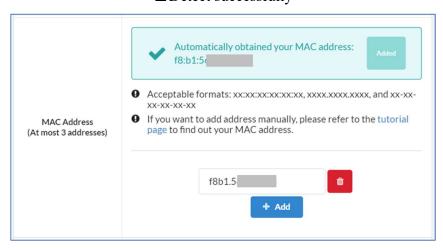
    <a href="https://www.dorm.ccu.edu.tw/tutorial">https://www.dorm.ccu.edu.tw/tutorial</a>)
  - Wi-Fi availability in Graduate Dormitory is limited. Please check signal strength before applying.
- B. Use both wired and wireless network. Fill in bed no. and MAC address.
  - Auto Detect (when computer is connected to the DormNet network)
    Please follow the instructions on the application page.

You must plug both ends of the network cable to the network port on the computer and the socket on the wall appropriately.

If your computer doesn't have a network port, you might need to get a USB network adapter. Click on [Auto Detect] first, and then click on [Add to list] after the detection is successful.



### ▲ Detect successfully



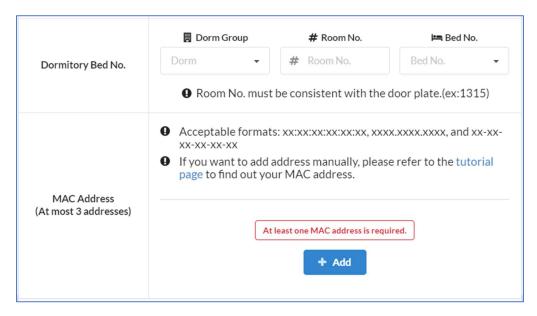
▲ Add MAC address successfully

• Add manually (when computer is not connected to the DormNet network)

Please fill in your dorm group, room and bed number.

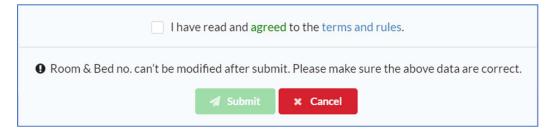
The MAC address should be filled in at least one set, up to three sets.

Finding out the MAC address by yourself takes much more efforts and goes wrong easily. It's strongly suggested that you connect the computer network port to the socket in your room, and then use the [Auto Detect] function given above to complete this setting. If you wish to do it manually, please refer to the "MAC Address Lookup" section on the Manual page of DormNet website.



C. After confirming that you have read and agreed the Regulations of DormNet, check "I have read and agreed to the terms and rules".

Click on [Submit] after confirming the information is correct.



#### 4. Payment

After finishing the application, choose a payment method and follow the instructions to pay the fee.

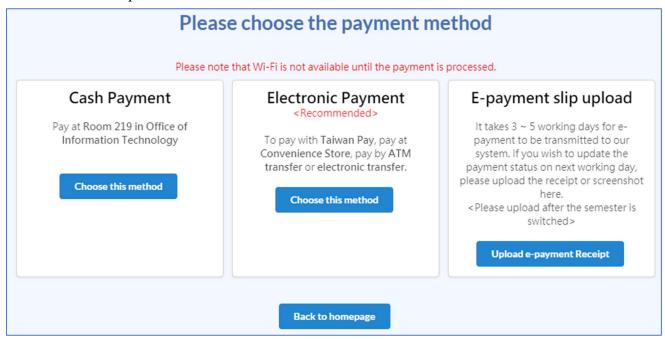
- During the promotion period (about 2 weeks) in each semester's beginning, once you finish the application, you can access to Internet with wired network in half an hour. Then you may take your time to pay the fee by the end of the period. But to use Wi-Fi, you need to pay the fee first. After the promotion period, DormNet will be ready for you in half an hour after completion of the payment process.
- To find out the DormNet charge, please check the information box at the bottom of the login page or keep an eye on the announcement of the homepage.

#### A. Cash Payment

Please bring your student ID card or credentials and cash to Room 219 in Office of Information Technology.

B. Electronic Payment (with date limit)

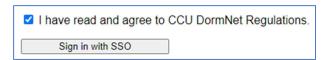
Pay at Convenience Store, by ATM transfer or electronic transfer. (Need extra handling fee) Because the electronic payment has a crediting time for a few days, it will not be credited immediately after payment. Therefore, you may upload the receipt photo or bank transfer screenshot here and we'll process it before bank tells us.



# **Dormitory Wi-Fi**

## Location: All Dormitory Room Areas

- 1. You can access to Wi-Fi in half an hour after finished DormNet application and paid the fee.
- 2. SSID: CCU\_DormNet or CCU\_DormNet\_5G
- 3. Password: **dormnet•••** (••• will be changed and announced on our website every year.)
- 4. If the login page doesn't popup automatically, please launch browser manually and visit 140.123.5.6. A. Sign with SSO account

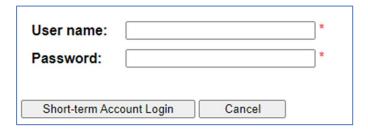


It will take you to SSO login page as below. Then in the Autorization page, click [Allow].





B. Sign in with short-term account.



If you haven't applied yet, please click [DormNet website] on the login page to apply.

- 5. Notice:
  - A. Two devices can be used at most. When the third device logs in, you need to remove at least one mac address.

- B. The traffic of wireless and wired network are sumed up together. The daily quota of upload and download traffic is 15 GiB. If it exceeds the quota, both the wireless and wired networks are disconnected until the next day.
- C. If any device is affected by computer virus, both the wireless and wired networks will be disconnected until the next day of recovery application.
- D. You may log in to the DormNet homepage to check whether you have exceeded traffic quota or get disconnected by computer virus affection.