Instructions for Creating a New Dial-Up Icon:

1. Double click on the My Computer icon on your desktop and then double click on the Control Panel folder.
2. When the Control Panel window appears, double click on the Network icon.
3. When the Network window appears, scroll down to the icon that says TCP/IP-> Dial-Up Adapter and double click on it. You will be prompted with a dialog box, just click the OK button.
4. Under the IP Address tab the Obtain an IP Address Automatically radial button should be checked.
5. Now click on the Gateway tab. There should be nothing in the Installed Gateways box. If there is, click on the entry and then click the Remove button.
6. Now click on the DNS Configuration tab. Click on the Disable DNS radial button so it is now checked. You can now hit the OK button at the bottom of the window. You may be asked to restart at this point. Click Yes and restart your computer. When your computer restarts continue with the next step.
7. Double click on the My Computer icon on your desktop and then double click on the Dial-Up Networking folder. This will take you into your dial-up settings.
8. Double click the Make New Connection icon.
10. The area code should be ‘724’ and the new number is ‘946-6344.’
11. Click Next and then click Finish. You should now have an icon that says "New Westminster System" in your Dial-Up Networking folder. You should be able to double click on that icon and connect to the New Westminster Dial-Up System.

Instructions for Changing an Existing Dial-Up Icon:

1. Double click on the My Computer icon on your desktop and then double click on the Control Panel folder.
2. When the Control Panel window appears, double click on the Network icon.
3. When the Network window appears, scroll down to the icon that says TCP/IP-> Dial-Up Adapter and double click on it. You will be prompted with a dialog box, just click the OK button.
4. Under the IP Address tab the Obtain an IP Address Automatically radial button should be checked.
5. Now click on the Gateway tab. There should be nothing in the Installed Gateways box. If there is, click on the entry and then click the Remove button.
6. Now click on the DNS Configuration tab. Click on the Disable DNS radial button so it is now checked. You can now hit the OK button at the bottom of the window. You may be asked to restart at this point. Click Yes and restart your computer. When your computer restarts continue with the next step.
7. Double click on the My Computer icon on your desktop and then double click on the Dial-Up Networking folder. This will take you into your dial-up settings.
8. Right click on the dial-up icon that you wish to change (typically it will have Westminster in the name).
9. Click Properties in the pop-up menu that appears.
10. In the window that appears you should be able to change the existing phone number to the new one: ‘946-6344.’ Click OK.
11. Your dial-up icon is now changed. You should be able to double click on that icon and connect to the New Westminster Dial-Up System. If you have your password saved to your computer (meaning that your password comes up automatically and the Save Password box is checked) you need to un-check the Save Password box and use your
Novell password. If you leave this option alone you will not be able to use the New Westminster Dial-Up System because you will be trying to use your old password.

If you have any trouble with these instructions or with your dial-up account, please call the helpdesk at (724) 946-6900 during regular business hours and they should be able to help you.

You should never give your password to anyone including the help desk!