

Accessing HSCNET from Home on Windows XP or 2000

Overview

This document discusses how to access the HSC network (HSCNET) from a remote computer. A remote computer is any computer not physically connected to the HSC network (for example your personal computer that you use at home). Due to the high-security nature of our network, specific steps must be taken to gain access from remote computers. Once you have followed the instructions in this document you will be able to access your USER folder (the H drive) and the GROUPS folder (the G drive) from home.

What follows is an overview of the procedure for connecting to HSCNET from home. Refer to the "Details" section of this document for specific instructions.

NOTE: If you ever connect your 'remote computer' to a home network (such as a wireless router), then you will need to complete additional steps. If this is the case, please contact HSC-IS support at 974-6288 on a weekday. Often we have phone support available until 8PM.

Step 1: Download and install SecuRemote. This software is needed in order to access the HSC network through the protective firewall.

Step 2: Configure WINS. This allows your computer to "find" the HSC network. This can be the most difficult step, so much of this document is devoted to helping you figure out how to do this. If you already know where to put these in, the WINS servers are **131.247.67.248** and **131.247.66.1**.

Step 3: Create shortcut to the H drive and/or G drive. While connected to the Internet, add shortcuts for your USERS and/or GROUPS folder(s) to the desktop.

Details

Step 1: Download and install SecuRemote.

NOTE: This step will most likely not work if your computer is connected to a home network (ex. wireless router) so if you have one, please contact HSC-IS support at 974-6288.

- a) Surf the web to the following location: <http://hsc.usf.edu/is>
- b) Click on "Downloads." You will be asked to log in. Enter your HSC email username and password.
- c) Click on "HIPAA Downloads."
- d) Download both the Secure Remote "Installation instructions" and software (the version for your operating system).
- e) Install SecuRemote according to the instructions.

Step 2: Configure WINS.

- a) Click the "Start" button, then click "Run...," type

ncpa.cpl

and click "OK." This will open the "Network Connections" for your computer. You may have several items here; if so you will need to determine which of them is your Internet connection. If you use RoadRunner it will probably be the one labeled "Local Area Connection." If you use a dial-up modem, then it may be labeled USF-Tampa, or USF, or something else such as AOL, Earthlink, etc.

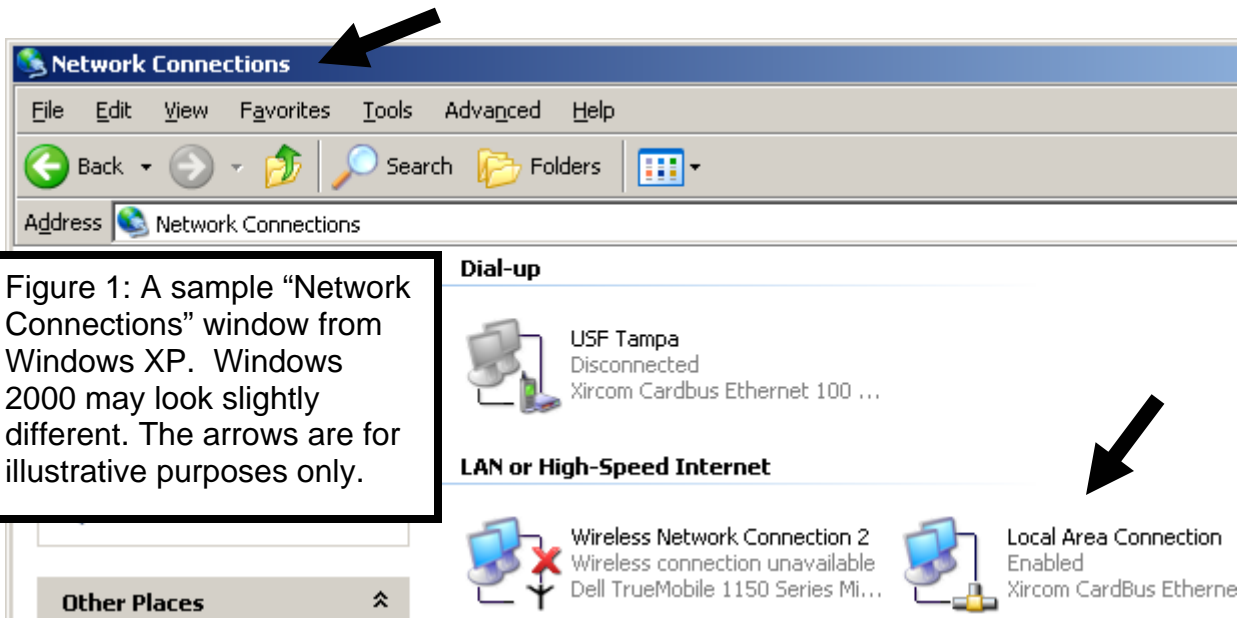


Figure 1: A sample “Network Connections” window from Windows XP. Windows 2000 may look slightly different. The arrows are for illustrative purposes only.

- b) Once you have identified the appropriate icon, right-click it and choose “Properties.” (If it is a Dial-Up connection you then select the “Networking” tab.)
- c) Double-click the “Internet Protocol(TCP/IP)” to bring up the “Internet Protocol (TCP/IP) Properties” window as shown in Figure 2.
- d) Click the “Advanced” button to open the “Advanced TCP/IP Settings” window.
- e) Select the “WINS” tab.
- f) Click the “Add...” button, type **131.247.67.248** for the WINS server, and click add.
- g) Repeat the previous step, but this time enter **131.247.66.1** for the WINS server.

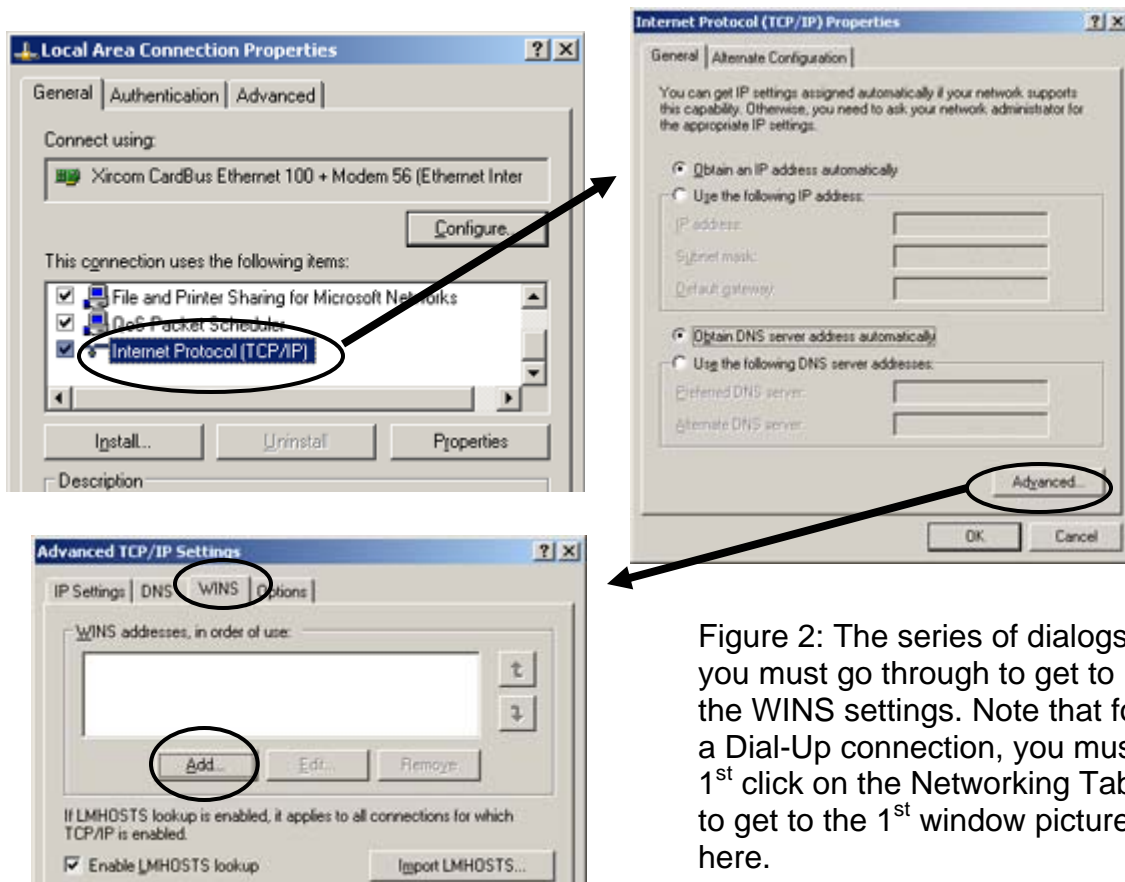


Figure 2: The series of dialogs you must go through to get to the WINS settings. Note that for a Dial-Up connection, you must 1st click on the Networking Tab to get to the 1st window pictured here.



Figure 3: The end result, the “IP Addresses” (as they are called) appear in the window.

- h) Close all open dialog boxes (by clicking “OK” each time). The last box may take a moment to save the settings before closing.
- i) You can now close the “Network Connections” Window.

Step 3: Create shortcut to the H drive and/or G drive.

NOTE: YOU MUST BE CONNECTED TO THE INTERNET FOR THIS STEP. The SecuRemote Authentication dialog may come up during this step if it hasn't already done so. If it does, please login with your HSC e-mail username and password and then continue following these instructions.

- a) Right-click on a blank area of your desktop (i.e. the Windows main screen with all the icons on it), then select “New” and choose “Shortcut.”
- b) The “Create Shortcut” dialog should come up asking you to type a location. Enter the following:

`\\hscgroup\groups`

click Next [NOTE: if the box from Figure 5 appears, read step (d) below], and name the shortcut “G Drive” or “HSCGroups.”

- c) For the ‘H drive,’ repeat the previous steps, but enter the following for location:

`\\hschome1\users\username`

where **username** should actually be your HSC email username (the part before the @ symbol), and you should name it ‘H drive’.

- d) Now you can double-click the appropriate shortcut to access the ‘G drive’ or the ‘H drive’. You may then get a small window (Fig. 5) prompting for yet another username and password. Here you must type `HSCNET\username` for your “User name:” where **username** will be your HSC email username (the part before the @ symbol). For the password you must type your HSCNET password. For example, if your username were `jdoe`, you would type `HSCNET\jdoe`, and then your HSCNET password on the next line.

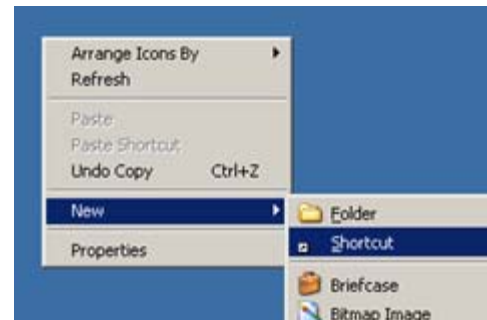


Figure 4: Creating a shortcut

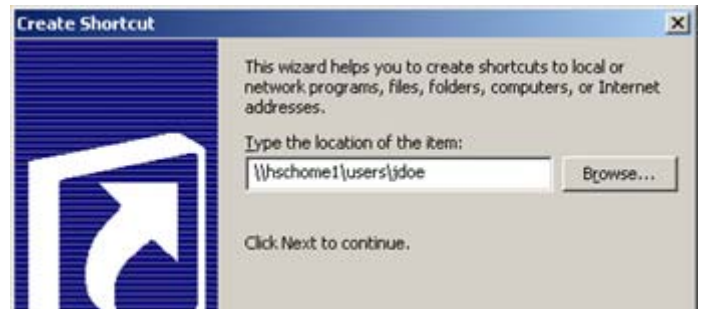


Figure 5: Another log-in window.