



What to do before Updating Your Computer

To protect your computer against future virus threats and add to the stability of your operating system (OS) it will be necessary for you to update your OS by installing the critical updates and service packs identified using your OS's update service. These updates should be performed periodically (weekly recommended) to keep your OS protected.



Before applying updates to your computer, make sure your computer is not already infected with a virus or spyware, as viruses and spyware can make update installation problematic and result in loss of data. For more information on how to protect your computer from viruses, see the *Virus & Spyware* web page at:

http://www.nwmissouri.edu/compserv/ClientComputing/Online_Support/viruses_spyware.htm

You are also encouraged to have a spyware blocking software package on your computer as well. Please see the spyware blocking documentation and software links on the *Client Computing Online Support* web page at:

http://www.nwmissouri.edu/compserv/ClientComputing/Online_Support/index.htm



If you do not have anti-virus software on your personal PC, **do NOT** connect to the Northwest network. You will be in violation of computing policies and a potential virus spreader, potentially damaging your data and the data of others.

Most Anti-Virus software requires a renewal after 90 days to 1 year to continue receiving updates to the software.

Operating System Update

To ensure the stability of the Northwest network, anyone with a personal computer running *Windows 2000* or *Windows XP* operating systems (OS) need to have **current** Windows **updates** applied to their computer.

Computers running another OS also need to be updated.



Updating the operating system (OS) can cause the computer to not function properly in rare cases. Consequently, *Information Systems* strongly encourages you to backup all critical data before starting the update process.

For Windows XP users:

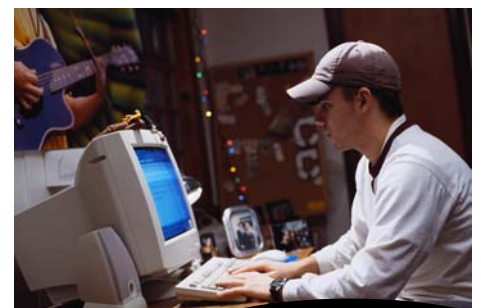
You will need to use the Windows **Update** option (available on the **Tools** menu in *Internet Explorer*) to update your OS.

This is a free service offered by Microsoft to ensure that your operating system has the latest updates and patches.

Be sure to apply the updates listed as critical updates and service packs, other updates are listed and may be installed but are not necessary. Then follow the on-screen directions to download and install the updates. You may be asked to restart your computer.



You may need to do the update procedure more than once to receive all the critical updates.



Operating System Update *(continued from page 1)*

For Windows 2000 users:

After you have installed the service pack, use the *Windows Update* option (on the **Tools** menu in *Internet Explorer*) to update your OS.

This is a free service offered by Microsoft to ensure that your OS has the latest updates and patches. Be sure to apply the updates listed as critical updates and service packs, other updates are listed and may be installed but are not necessary. Then follow the on-screen directions to download and install the updates. You may be asked to restart your computer.



You may need to do the update procedure more than once to receive all the critical updates.

For Windows 98/ME users:

You will need to use the *Windows Update* option to update your OS, which is available on the **Tools** menu in *Internet Explorer* or at:

<http://windowsupdate.microsoft.com>

This is a free service offered by Microsoft to ensure that your OS has the latest updates and patches. Follow the on-screen directions to download and install the critical updates. You may be asked to restart your computer.



You may need to do the update procedure more than once to receive all the critical updates.

Need assistance or have questions?

If you have questions about updating your personally owned computer or protecting your OS from viruses, contact the *Client Computing—Information Systems Help Desk* at 660-562-1634.

To get assistance with updating your personally-owned computer, either contact your assigned residence hall PERT directly or call the **Help Desk** at 660-562-1634 to schedule an appointment to obtain assistance.



Personal Computer Registration

All personally-owned, non-university provided computers need to be registered with Information Systems. Failure to properly register your computer is a violation of Northwest Computing Policies. Before registering your computer, you also need to configure your computer according to the documents provided at the Personal Computers web page:

<http://www.nwmissouri.edu/compserv/ClientComputing/PC/index.htm>

To register your computer, once you have configured your computer to meeting Northwest policy requirements, please follow these simple steps:

1. Click on **Internet Explorer**.
 - *Internet Explorer* should display the registration page automatically. If you see the registration page, proceed to the next step. However, if you get an error page, then you must type in the registration address manually. The registration page address is:
<https://pete.nwmissouri.edu>
2. In the Username textbox, type in your Northwest username. In the Password textbox, type in your Northwest password. Both your username and password should be the same ones you used to log into the computer.

3. Next, read through the agreement. After you read through it, click the acceptance button at the bottom of the page to complete the registration process.
4. After you have completed the registration process, shut down your computer and wait 5 minutes. After you restart the computer, you will have access to Northwest's electronic resources.

If you have problems when registering your computer, please contact the *Client Computing—Information Systems Help Desk* at 660-562-1634.

