

## L4L Registration: Annual Laptop Registration

### INTRODUCTION

This document provides step-by-step instructions for using the registration application to register MacBooks on the BPS Network. **All L4L MacBooks, and MacBooks purchased for use by teachers/administrators, MUST connect to the BPS Network to register the laptop as outlined in the BPS Laptop Use Agreement (LUA).**

### INSTRUCTIONS

- 1 Requirements to launch the 2010 Registration Application:
  - a. Connect to the BPS Network with an Ethernet cable.
  - b. Minimum Operating System version 10.5.8 (Go under the Apple>About This Mac); if not updated, click the Software Update... under the Apple, this can only be done on the BPS network.
  - c. Parallels should be turned off (Shut down Windows properly; once XP has shut down, close Parallels by clicking on the red radio button in the upper left-hand corner of the screen).
  - d. To avoid Parallels from opening after you log out, click and hold the Parallels icon in the Dock, uncheck <Open at Login>.
  - e. If laptop is on, log out, and then log on again by clicking on the Apple Menu and selecting <Log Out...>



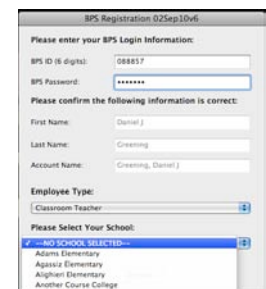
- 2 Log into the computer using your BPS User ID and current L4L password.
- 3 The Registration application should automatically launch in the Dock. If it does not launch, check the Step 1: Requirements listed above.
- 4 After reading the short message, click on the **'Accept'** link to register the laptop with BPS. Users can by-pass the registration by clicking 'Decline' up to 5 times. **After the 5<sup>th</sup> time, the application will log users out of their laptops until registration is completed.**



- 5 Enter **your current L4L password** for the laptop. (The password is case sensitive).
- 6 Your First Name, Last Name, 6 Digit BPS ID and Password will automatically appear based on the information in your employee file. Select your **Employee Type** from the drop-down list provided. If your Employee Type is not listed, select 'Other.'
- 7 Select the appropriate name of the School or Department from the drop-down list. Click **'Register.'**



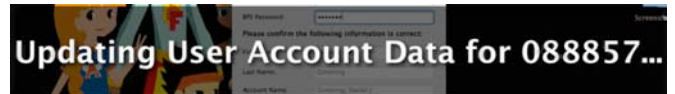
- 8 If you get an error message regarding your password being incorrect, click OK, and re-enter your BPS password and confirm it. **If you have changed your password on the HUB recently, please use your new HUB password**



- 9 Carefully review the information entered. If it is correct, click **'Continue.'** If there is a mistake, click **'Go Back'** and correct it.

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- 10 Once you click '**Continue**', you will see large text on the screen which will read "**Configuring Bind to Active Directory...**" and "**Updating User Account Data...**". This part of the process can take a few minutes.



- 11 Next screen will read "**Your Macbook has been customized...**", please click '**Continue**' once more to complete the registration process and restart.
- 12 After the laptop restarts, you will see the MacBook log-in screen again. Log in using your **BPS ID and Password**. **Remember, if you have changed your password in The Hub, please use the new password.**
- 13 If you have completed the registration successfully, you will find a new **<RegApp Registration Receipt>** on your Desktop. It will have today's date on it.
- 14 If you want to have Parallels open at login, click and hold the Parallels icon in the Dock, and check **<Open at Login>**.
- 15 Once you logged back into the MacBook, take the opportunity to **run software updates for Mac, Windows, and Parallels**. Visit the [L4L website](#) for support with updating software.
- 16 If you have any problem running the 2010 Registration Application, please contact the OIIT Service Desk at 617-635-9200.



### Important information on BPS Passwords

BPS and the City of Boston is working together to enhance password synchronization system that will allow you to use the same password for The Hub, Windows/Macintosh login, Email, MyBPS, LIZA and other BPS applications.

If you have recently changed password in The Hub, after you complete the Registration Application 2010, the L4L will sync with your current HUB password while you are on the BPS network.

To help you remember when your password will expire, OIIT has installed a Password Monitor application which shows your password's 90 day count-down to expiration. You will find this in the menu bar next to your IP address, contained in brackets: "[ 29d ]".

If you have not yet changed your HUB password you will be prompt to do so by January 4, 2011.

Until you change your password in the HUB, the Password monitor application will show "[ ! ]". Once you change your password on the HUB, you will see a countdown in the bracketed area. You will again see "[ ! ]" in the bracketed area after the countdown reaches zero days. At this time you should reset your HUB password.



[ ! ] 192.168.220.135