

MyDevices User Guide:

Connecting Devices to GC-WiFi



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Introduction

MyDevices is a web application used for registering up to five (5) personal devices to your user profile, and allows access for devices that might not normally be able to connect to the new wireless portal.

Note you must already have a device with access to the GC-WiFi wireless network to use the MyDevices web application. Below are instructions on how to navigate the registration page and add your devices.

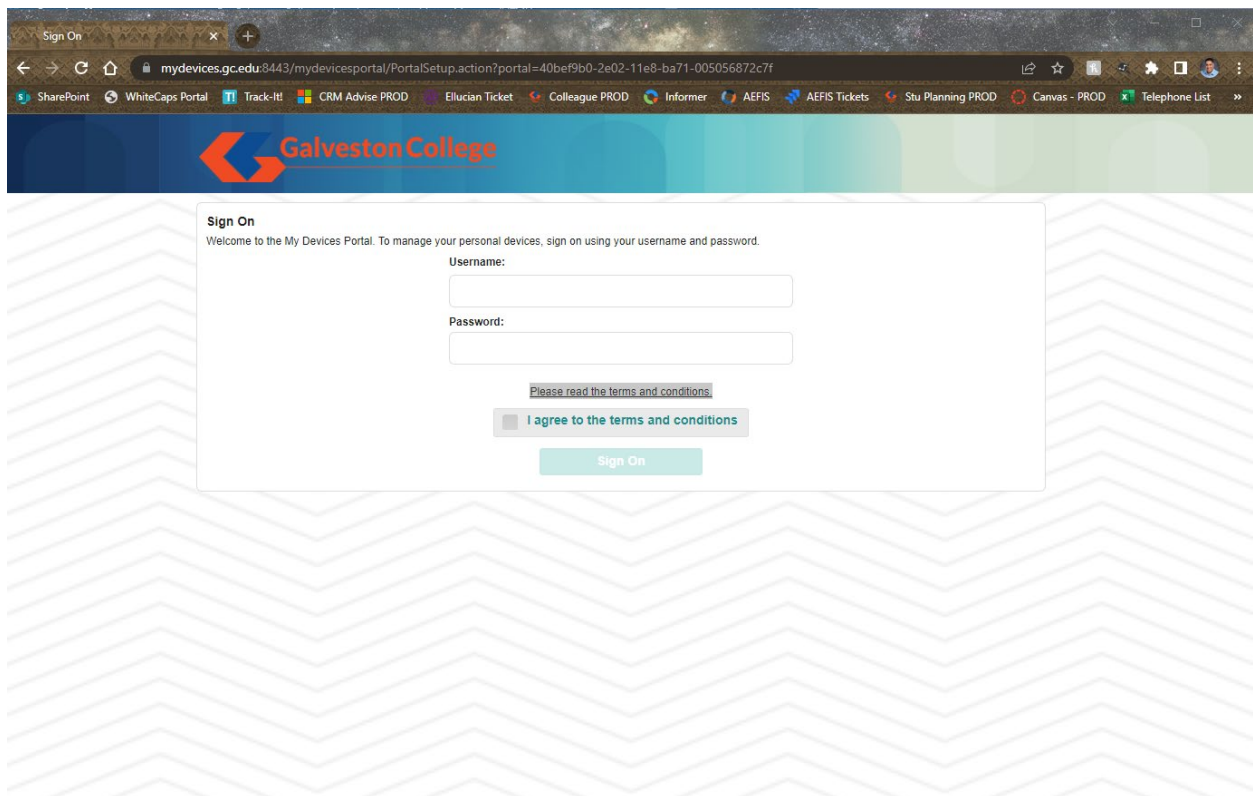
If you need assistance, please contact or stop by the IT Service Desk, located on the first floor of Regents Hall in room R-120, during normal business hours for details.

Access the MyDevices site

1. Open your preferred web browser from an already connected mobile workstation or device and navigate to the MyDevices website using the following URL:

<https://mydevices.gc.edu/>

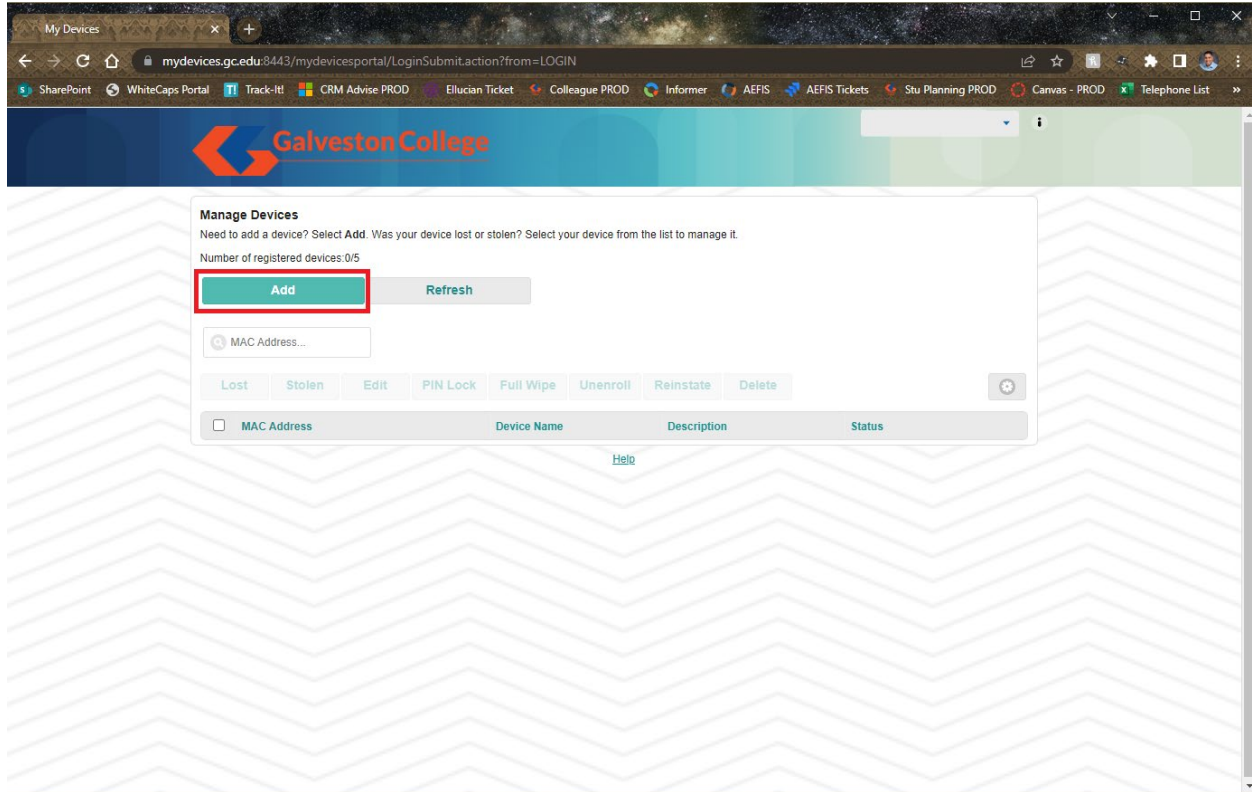
2. You will be prompted to log into the site using your username or email address and password. Before logging in, click on the “Please read the terms and conditions” link to review the Acceptable Use Policy. After reviewing, return to the login page and input your login credentials, click on the checkbox to accept the terms and conditions, and click on the “Sign On” button.



The screenshot shows a web browser window with the URL mydevices.gc.edu:8443/mydevicesportal/PortalSetup.action?portal=40bef9b0-2e02-11e8-ba71-005056872c7f. The browser's address bar and tabs are visible at the top. The page features the Galveston College logo and a sign-on form. The form includes a title "Sign On", a welcome message, and fields for "Username:" and "Password:". Below these fields are two links: "Please read the terms and conditions" and "I agree to the terms and conditions" (with an unchecked checkbox). A "Sign On" button is located at the bottom of the form. The background of the page has a repeating chevron pattern.

Registering a device

1. After logging in, you will be able to register up to five (5) devices under your profile by clicking on the “Add” button.



2. Fill out the add device screen with the following information:
 - a. **Device name** – Input the name of the device you are attempting to register to your profile.
 - b. **Device ID** – Go to your device’s settings and locate the MAC address or Wi-Fi address. It consists of 6 alphanumeric number pairs separated by colons such as AA:BB:CC:11:22:33. Instructions for finding this information may vary. Please consult your manufacturer for more details.
 - c. **Description** – Input additional information to help differentiate between devices.

Add Device
To add a new device, enter the device ID, which displays on your device as the MAC or Wi-Fi address. It consists of 6 alphanumeric number pairs separated by colons such as AA:BB:CC:11:22:33.

Device name: *
My Tablet

Device ID: *
AA:BB:CC:11:22:33

Description:
Personal tablet for video streaming.

[Submit](#) [Cancel](#) [Help](#)

After all of the information is provided, click on the “Submit” button to register your device.

3. After adding your devices, the status column will inform you of the status of each device. A status of "Pending" indicates that the device is still not provisioned. It may take up to twenty minutes for the provisioning process to complete. After it connects to the network and it is finished processing, the status of your device will change to "Registered".

The screenshot shows a web browser window with the URL mydevices.gc.edu:8443/mydevicesportal/LoginSubmit.action?from=LOGIN. The page header features the Galveston College logo and navigation links for various systems like SharePoint, WhiteCaps Portal, Track-It!, CRM Advise PROD, Ellucian Ticket, Colleague PROD, Informer, AEFIS, AEFIS Tickets, Stu Planning PROD, Canvas - PROD, and Telephone List.

The main content area is titled "Manage Devices" and includes instructions: "Need to add a device? Select Add. Was your device lost or stolen? Select your device from the list to manage it." Below this, it states "Number of registered devices: 5/5" and provides "Add" and "Refresh" buttons. A search field for "MAC Address..." is also present.

A table of devices is displayed with columns for "Lost", "Stolen", "Edit", "PIN Lock", "Full Wipe", "Unenroll", "Reinstate", and "Delete". The table lists five devices, all with a status of "Pending". The "Status" column is highlighted with a red box.

<input type="checkbox"/>	MAC Address	Device Name	Description	Status
<input type="checkbox"/>	11-AA-22-BB-33-CC	My Tablet	Personal tablet for video streaming.	Pending
<input type="checkbox"/>	22-AA-33-BB-44-CC	My smart watch	Personal watch to track fitness goals.	Pending
<input type="checkbox"/>	33-AA-44-BB-55-CC	My cellphone	Personal cellphone for daily use.	Pending
<input type="checkbox"/>	44-AA-55-BB-66-CC	My gaming console	Personal gaming device for recreational use.	Pending
<input type="checkbox"/>	55-AA-66-BB-77-CC	My smart television	Personal television for watching my favorite shows.	Pending

A "Help" link is located below the table.

4. If you attempt to add a device after the limit is reached, you will be provided the error message below. To resolve, you must remove one of the previously registered devices by selecting the checkbox on the left-hand side and select the “Delete” button:

The screenshot shows a web browser window with the URL `mydevices.gc.edu:8443/mydevicesportal/LoginSubmit.action?from=LOGIN`. The page header features the Galveston College logo. The main content area is titled "Manage Devices" and contains an error message: "You cannot add this device because you have reached the maximum number of devices. If you want to add a new device, delete another one first." Below the error message, there is a section for adding a new device, including a "MAC Address..." input field and "Add" and "Refresh" buttons. A table of registered devices is displayed, with a "Delete" button highlighted in red. The table has columns for "MAC Address", "Device Name", "Description", and "Status".

MAC Address	Device Name	Description	Status
<input checked="" type="checkbox"/> 11:AA:22:BB:33:CC	My Tablet	Personal tablet for video streaming.	Pending
<input type="checkbox"/> 22:AA:33:BB:44:CC	My smart watch	Personal watch to track fitness goals.	Pending
<input type="checkbox"/> 33:AA:44:BB:55:CC	My cellphone	Personal cellphone for daily use.	Pending
<input type="checkbox"/> 44:AA:55:BB:66:CC	My gaming console	Personal gaming device for recreational use.	Pending
<input type="checkbox"/> 55:AA:66:BB:77:CC	My smart television	Personal television for watching my favorite shows.	Pending

Questions?

If you have questions or need assistance regarding the MyDevices web application, please stop by the IT Service Desk in room R-120 or contact us via email (servicedesk@gc.edu) or by phone (409-944-1352) during normal business hours.