How to connect Windows 7 computers to the PWASStaff Wireless Network

This document details how to connect a Windows 7 computer to the PWASStaff wireless network in Polytechnic West campuses. Note that this guide only applies to staff members’ personal laptops, as the College’s laptops automatically connect to the Admin wireless network.
On Windows 7, and on most of Windows versions, the wireless bar is located at the right hand side of the system bar, close to the system clock:

Click on the wireless bar icon to bring up the list of available connections:

1. Click on “Open Network and Sharing Center” that should bring you to the control panel network management utility:
2. Click on “Manage wireless networks” to bring you to the wireless network utility.

3. In the wireless network utility window, Click “Add” to add our Wireless Profile.

4. The “Manually connect to wireless network” wizard will come up. Click on “Manually create a network profile”:
5. In the “Manually connect to a wireless network” window, enter the following:
   a) Network name: PWAStaff (Note: This is case-sensitive).
   b) Security type: WPA2-Enterprise (if available - otherwise WPA Enterprise).
   c) Encryption type: AES.
   d) Confirm that “Start this connection automatically” is checked.
   e) Click “Next” and select “Change connection settings”.

![Manually connect to a wireless network](image1)

![Successfully added PWAStaff](image2)
6. The “PWAStaff Wireless Network” properties window will display. Click on the “Security” tab and verify that the following are selected:

   ![Security tab in network properties window]

   a) Security type: WPA2-Enterprise
   b) Encryption type: AES
   c) Under “Choose a network authentication method” select: Microsoft: Protected EAP (PEAP)
   d) Click on the Settings tab.

   ![Settings tab in network properties window]
7. A “Protected EAP Properties” window will display.
   a) Uncheck Validate server certificate.
   b) Under Select Authentication Method, verify that Secured password (EAP-MSCHAP v2) is selected.
   c) Click Configure to bring up the “EAP MSCHAPv2 Properties” window.
   d) Uncheck “Automatically use my Windows logon name and password (and domain if any).” and then click Ok.
   e) Click on Ok to go back to the “PWAPstaff Wireless Network Properties” window.
IMPORTANT NOTE: Steps 8-9 are only needed on newer computers. If you cannot find the windows referred to in steps 8-9, you may skip to step 10.

8. In the “PWASStaff Wireless Network Properties” page, click on “Advanced settings”.

9. Make sure that “Specify authentication mode” is ticked and “User or computer authentication” is the chosen from the list.
10. Click Ok twice to close all wireless network properties windows.

11. If you have successfully completed this process, an alert will display from your system tray (next to the time display on your task bar – as displayed below). Click inside the alert to validate your credentials.

Tip: Make sure that your account is not locked out. Please contact the ICT Helpdesk to unlock your account/ reset your password.

12. In the Enter Credentials window, enter your User name and Password. This is the same username and password you would use to log into the computers in your office(s).

You should now be connected to the PWAS Staff Wireless network.

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