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Internet in the Schwesternhaus – Here's how

Read through the attached user contract carefully and fill out your personal information. Slide the completed form into **Ann-Kathrin's** mail slot (**apartment 52**). You will receive an eMail or a text from Ann-Kathrin with a username and password which you will use to log in to our intranet. Connecting to the Schwesternhaus intranet allows you to surf freely. Please be aware that the processing of your user contract can take up to a few days.

Your username and password will look something like this:

username: 00_kaethe_poltergeist

password: aB23uVxZ

ATTENTION: The Schwesternhaus does not provide Wi-Fi for all tenants. This means you have to set up your Wi-Fi yourself. You'll find instructions on how to do this on page 2. Please be aware that you will need to supply your own router, and will need a laptop or desktop computer to complete the set-up (a smart phone is not sufficient).

Connecting via LAN cable

In your apartment you will find a grey LAN cable which you must connect to the jack in the wall and to your computer. If you can't find the cable it might have been taken by the previous tenant. You can get a new cable for 5€ from **Ann-Kathrin (apartment 52)**, or from an electronics store.

Once plugged in, click your way through the following menu (the following applies to Windows, though Apple is similar):

Start > control panel > network and internet > network and sharing centre > set up a new connection or network

You can also search for network and internet in the search bar.

When you've opened the window set up a new connection or network you must choose **PPPoE-broadband** as your type of connection. This is the only option in which your computer will ask for the username and password you received via eMail or text. Enter the username and password and select the remember password option so that you don't need to enter them every time. You are now connected and can use the internet.

DOESN'T WORK? Try this: The jack in the wall usually has two outlets. Try plugging in to the second one and follow the previous steps. Did you enter everything correctly? If it still doesn't work please **knock on Hannah's door (apartment 29)**. **Please no WhatsApp messages, texts, e-mails, etc. In order to solve the problem we need to speak to you in person.**



Setting up your own Wi-Fi connection

You will need your own router, a laptop or desktop computer with a LAN connection and two LAN cables (one should already be in your apartment, and most routers come with one included). If you don't have a router we suggest buying from TP-Link. They sell routers for less than 20€, or you can find one in an online shop. **Please make sure the router you buy is able to use a PPPoE connection.**

Here's how:

1. Connect one LAN cable to the jack in the wall and the router. Connect the second LAN cable to your computer and the router.
2. Open a browser (Internetexplorer, Firefox, GoogleChrome, Safari etc.)
3. On the back of the router you will find an address. It will either be numeric (i.e. 192.168.10.102) or be an address (i.e. tplinkwifi.net). Enter this into the search bar in the open browser.
4. You will be asked to enter a username and password. **ATTENTION:** This is not the username and password you received via eMail or text. You will usually find the intended username and password on the back of the router under the address. If not, you will find them in the information booklet included with the router. Often it is something like "username: admin, password: admin" or something equally simple.
5. When the router menu has appeared select quick set-up.
6. The next step is almost exactly like connecting via cable. Again it is important to select **PPPoE-Broadband** as your connection option. You can now enter the username and password you received via eMail or text.
7. You can now give your network a name and choose a password.
8. You can now log in to the Wi-Fi using your selected password.

Summary: Using your chosen password you can log in to the Wi-Fi. The router will log itself into the Schwesternhaus-Intranet. Save all your log in details because it is always possible you will need to re-connect to your router.

Questions? Problems? If it just isn't working knock on **Hannah's door (apartment 29)**.