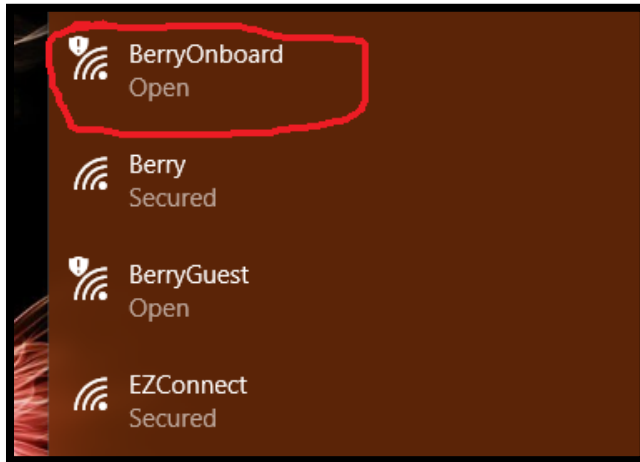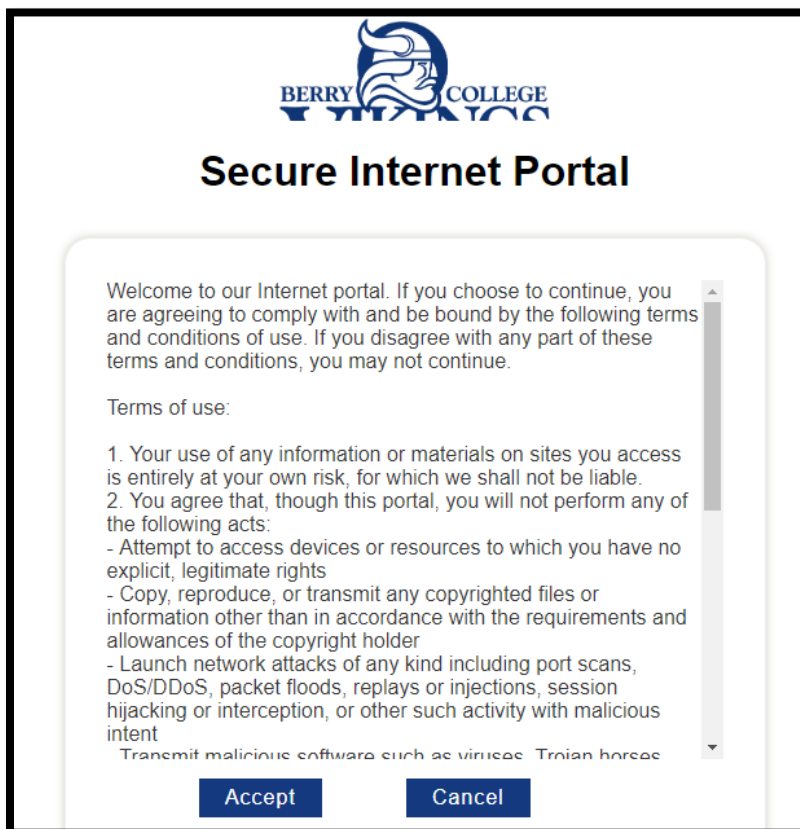# Step by Step: How to Request an *EZConnect* Password Using the Self-Service Portal

1. Using a laptop or other wireless device that has a web browser, connect to the *BerryOnboard* wireless network. The image shows a Windows 10 laptop connecting, but the process is similar for all devices.
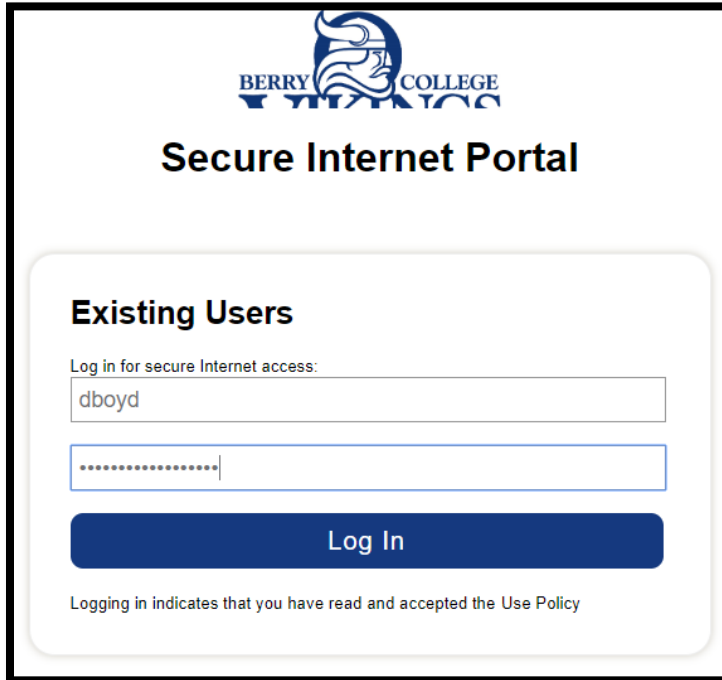

2. Your device may automatically open the web browser, but if it does not, open a web browser and attempt to go to any web site.
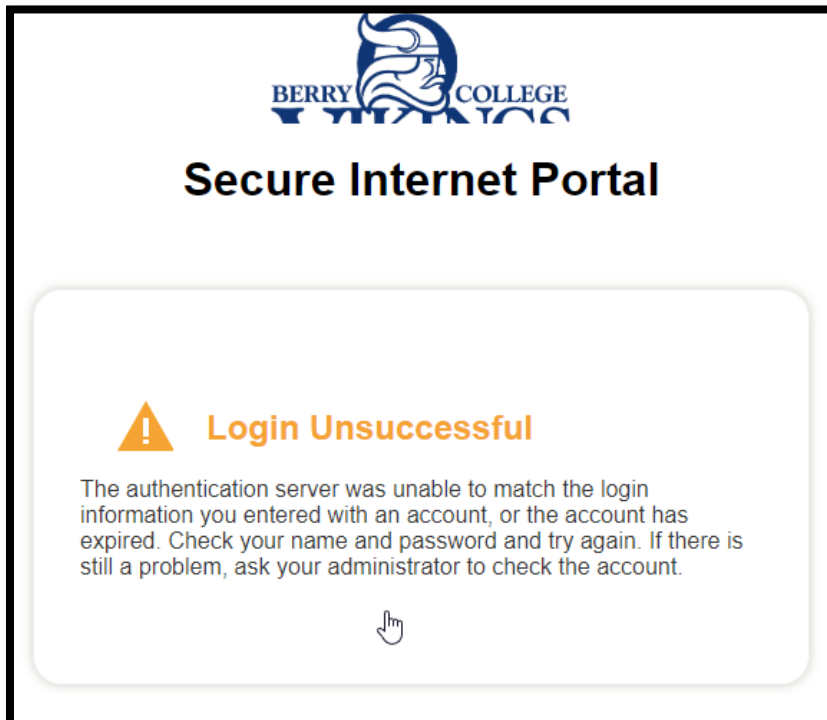
3. You should see a screen similar to the image below.

4. Read the agreement carefully and then click "Accept" if you agree to the terms of use

5. On the next page, login using your Active Directory credentials (the username and password everyone uses to connect to the *Berry* wireless network or to login to your college-provided desktop or laptop).
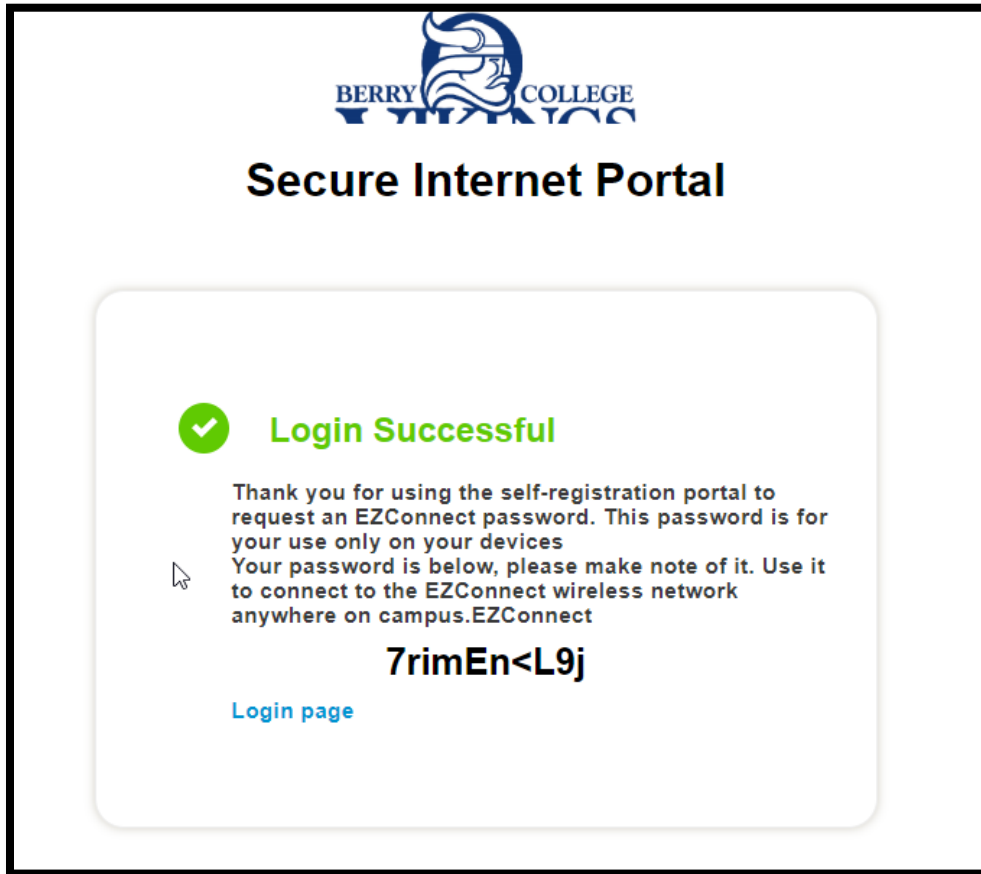

6. If you did not enter your credentials correctly, you will get a page that looks similar to the image below. Please try to enter your credentials again. If you continue to have issues authenticating please contact the Technical Support Desk at extension 5838 or 706-238-5838, or at **computing@berry.edu**.

7. If you entered your credentials correctly, you should see a screen similar to this.

8. **IMPORTANT!!!** Write down or capture the password presented to you. At this time, we have no way to send your password to you automatically during the initial request.
9. You can now use your password to connect to the EZConnect network.