

# Secured Access Method (SAM) Installation Instructions

A Secured Access Method (SAM) ID will allow authorized users to access Ryerson's Administrative Systems via the internet. SAM utilizes a digital "certificate" that is installed on your PC together with a login password. SAM provides further security by creating a Virtual Private Network (VPN), which is like a "secure tunnel" through which all communication between the user PC and Ryerson must pass. All data transmissions are "encrypted" so that they cannot be read while traveling across the Internet.

## Hardware and Software Requirements

- Pentium PC running **Windows 2000** or **Windows XP**
- 10 MB of free hard disk space
- A **Secured Access Method (SAM) ID** and **password**
- Access to an Internet Service Provider (ISP)
- A valid **my.ryerson user name** and **password**

**Note:** If you do not meet or understand the above requirements, contact the Help Desk for information before proceeding.

### *Instruction*

### *Diagram*

## Getting your SAM ID and Password

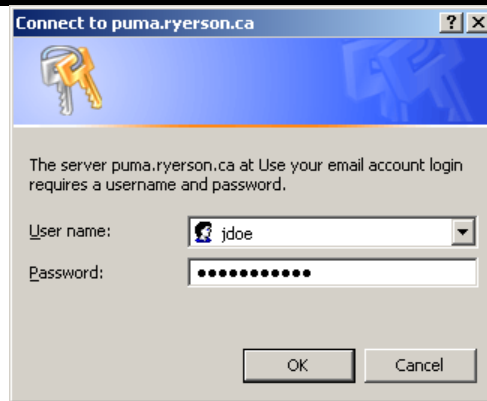
1. After your request for the SAM ID has been processed from the CCS Help desk, you will receive an email confirmation containing an attachment called yourname.epf (where yourname will be your SAM ID e.g. jdoe.epf).
2. Save the yourname.epf file to USB drive or on your local drive.

**Instruction**

**Diagram**

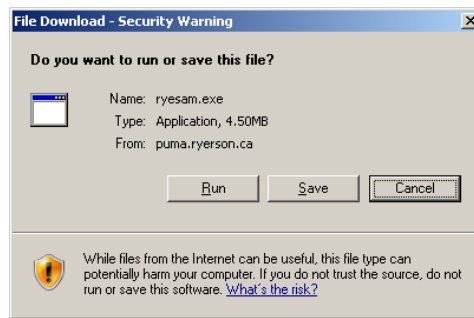
**Installing the SAM Software**

1. From the CCS download web page <http://www.ryerson.ca/ccs/software/downloads/security/> find SAM (Secure Access Method) and click **Download** (all other WIN Versions)
2. At the **Connect to puma.ryerson.ca** screen, type in you're my.ryerson username and password and click **OK**.



3. At the **File Download** screen click **Run**.

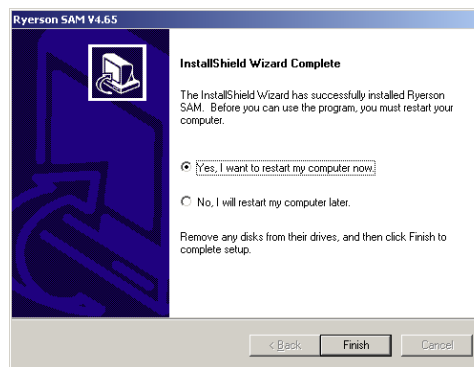
**Note:** Internet Explorer 5.x users may see a different **File Download** screen. Ensure that **Run this program from its current location** is selected and click **OK**.



If a resulting **Security Warning** screen appears, click on **Yes** to continue.

4. At the **InstallShield Wizard Complete** screen, ensure that **Yes, I want to restart my computer now** is selected, and click **Finish**.

SAM has now been installed and your computer will now restart.



**Running the SAM Client**

1. Using **Windows Explorer**, copy the yourname.epf file you received from the CCS Help desk, into the **c:\Program Files\ryesam** folder.

**Instruction**

**Diagram**

2. If you are at home, connect to your Internet Service Provider (ISP). If you are at Ryerson, make sure you are connected to the Ryerson Internal Network, RIN.

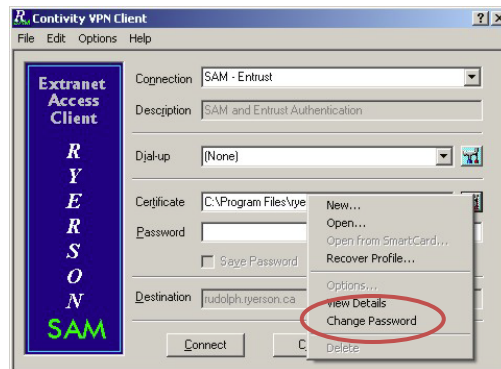
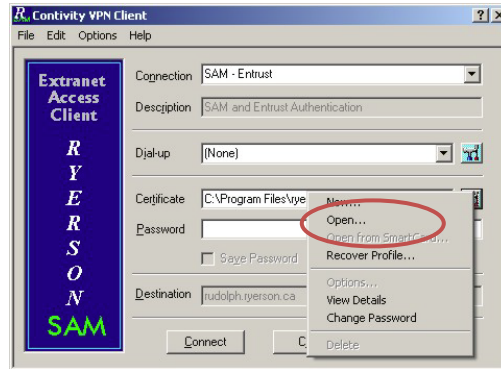
3. To run the **SAM Client**, double-click the **Ryerson Extranet** icon on your desktop. The **Extranet Access Client** screen will display.

4. Click the **Tool Icon** button at the right side of the Certificate. Select **Open** and locate the yourname.epf file in the **c:\Program Files\ryesam** folder, then select it.

Note: You only need to do this step the first time you run the Sam Client - it will remember your .epf file for the next time.

5. Although you have been assigned a temporary password, it is advisable to change that password to your own password now. Click the **Tool Icon** button at the right side of Certificate and select **Change Password**. You will now get a Change Password window

**Note:** The rules for the password are: minimum 8 characters in length, must contain at least one numeric character and at least one capitalized letter. Enter your assigned temporary password in the **Old Password** area. Then enter your own new password in the **New Password** area and enter it again in the **Verify Password** area and click the **OK** button. This will bring you back to the **Extranet Access Client** window.

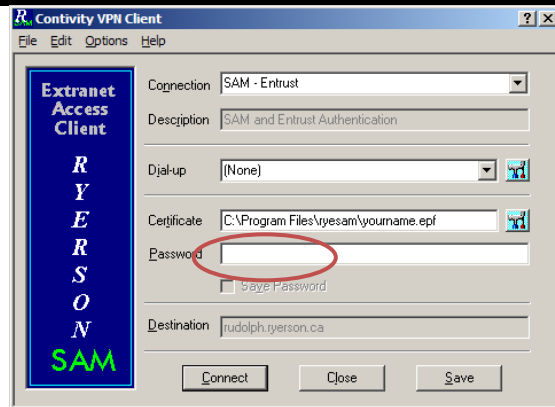


**Instruction**

**Diagram**

- Type in your new password in the **Password** box and click the **Connect** on the **Extranet Access Client** screen.

**Note:** Due to security reasons your password will never be saved - therefore you must enter your password every time.



- You will now see a connection attempt (a yellow arrow going in circles). Then you'll get a **Connection Established** window. Click **OK**. You will now get a small **R** icon in the Taskbar at the bottom of your screen.

You can now connect to any of the Ryerson Administrative Servers for which you are authorized.



- This **R** icon will turn green when there is communication between your desktop/laptop and the remote Ryerson server you are accessing. At this point you have an encrypted and secured tunnel from your desktop/laptop to a Ryerson Server. Any other connection to non Ryerson sites, while the tunnel is up, will not go through this tunnel.

**Note:** SAM will automatically disconnect after one hour of **non-use**.

- To end the encrypted connection, right click the **R** icon on the Taskbar and select **Disconnect Contivity VPN**. You will be prompted, **Disconnect SAM - Entrust?** Click **Yes**. It may take a few seconds to disconnect.

