

## Prepare

Update your system so you can connect to the staging server to perform testing – required for all users EXCEPT “new users.”

If you are not certain how to complete the steps listed in Prepare, you should abort testing efforts. Breaking your “hosts” file may prevent applications that use the Internet, such as your Web browser, from functioning properly.

Also note that this will make non-CMS www.ndsu.edu sites unavailable while you are testing until you perform the clean-up steps on page 11 of this packet.

## Windows XP

1. Close all browser windows
2. Open **My Computer**
3. Browse to **Local Disk (C:) > WINDOWS > system32 > drivers > etc**
4. Double-click **hosts**
5. In the *Open With* dialog window, select **Notepad** and click **OK**
6. At the end of the file, AFTER 127.0.0.1 localhost, add a new line with the following entry

**134.129.111.243 www.ndsu.edu workspaces.ndsu.edu**

An example of what the file should look like follows these directions

Note that if you usually sign in somewhere other than “workspaces.ndsu.edu” you should add that address to the end of this list, for example like

**134.129.111.243 www.ndsu.edu workspaces.ndsu.edu english.ndsu.edu**

7. Save the file

Remember to complete the clean-up steps on page 11 of this packet when you are done testing

## Windows Vista

1. Close all browser windows
2. Click the **Start menu > All Programs > Accessories >** and RIGHT-CLICK **Notepad**
3. Choose **Run as administrator**
4. In the *User Account Control* dialog, click **Continue**  
or if you are not an administrator, provide a password for an administrator account and click **OK**
5. In the *Untitled – Notepad* window that opens, click **File > Open**
6. In the **Open** dialog, change the Text Documents (\*.txt) drop-down menu to **All Files**
7. Browse to **Computer > Local Disk (C:) > Windows > System32 > drivers > etc**
8. Select **hosts** and click **Open**
9. At the end of the hosts file, AFTER ::1 localhost, add a new line with the following entry

**134.129.111.243 www.ndsu.edu workspaces.ndsu.edu**

An example of what the file should look like follows these directions

Note that if you usually sign in somewhere other than “workspaces.ndsu.edu” you should add that address to the end of this list, for example like

**134.129.111.243 www.ndsu.edu workspaces.ndsu.edu english.ndsu.edu**

10. Save the file

Remember to complete the clean-up steps on page 11 of this packet when you are done testing

```
hosts - Notepad
File Edit Format View Help
# Copyright (c) 1993-2006 Microsoft Corp.
#
# This is a sample HOSTS file used by Microsoft TCP/IP for Windows.
#
# This file contains the mappings of IP addresses to host names. Each
# entry should be kept on an individual line. The IP address should
# be placed in the first column followed by the corresponding host name.
# The IP address and the host name should be separated by at least one
# space.
#
# Additionally, comments (such as these) may be inserted on individual
# lines or following the machine name denoted by a '#' symbol.
#
# For example:
#
#       102.54.94.97       rhino.acme.com           # source server
#       38.25.63.10      x.acme.com              # x client host

127.0.0.1       localhost
::1            localhost
134.129.111.243 www.ndsu.edu workspaces.ndsu.edu
```

### Mac OSX 10.5 Leopard

1. Open **Terminal** in Applications > Utilities
2. Type the following and then press **Enter**  
`sudo nano /etc/hosts`
3. When you are prompted for your password, type your password  
This does not work with a blank password, so if you don't have a password (if it's a blank password) you will need to set a password and begin again from step 1 if you want to continue with testing
4. You will see a screen that looks similar to the screen shot above except it has no Windows comments
5. At the end of the file, after `::1 localhost` and `fe80::1%lo localhost` entries, add a new line with the following entry  
`134.129.111.243 www.ndsu.edu workspaces.ndsu.edu`  
The file should look very similar to the example screenshot above  
Note that if you usually sign in somewhere other than "workspaces.ndsu.edu" you should add that address to the end of this list, for example like  
`134.129.111.243 www.ndsu.edu workspaces.ndsu.edu english.ndsu.edu`
6. Save the file by typing **CTRL** and **O** keys simultaneously
7. Press **Enter** to keep the name hosts
8. Type **CTRL** and **X** to exit nano
9. In the command terminal type the following and then press **Enter**  
`dscacheutil -flushcache`  
which will tell your computer to use this new entry

Remember to complete the clean-up steps on page 11 of this packet when you are done testing

### ***Clean up***

1. Following the same procedure as Prepare, above, open the hosts file
2. Delete the line entry 134.129.111.243 www.ndsu.edu workspaces.ndsu.edu being careful not to remove the 127.0.0.1 localhost line
3. Save the file
4. If using Mac OSX don't forget to repeat the dscacheutil command
5. Close all browser windows