INSTALLING SES v7.xx
Workstation Installation Manual

In this manual you will follow instructions for:

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Step by Step Guide
This manual steps through the instructions for installing the Northwestern University Student Enterprise System (SES) client software on end-user workstations. It is intended for use by technical support staff or those people responsible for the maintenance of user workstations.

Preparing the Workstation for Installation

In order for the SES software to install properly, the workstation must meet certain minimum requirements. This section details those requirements.

**Workstation Hardware**

The workstation on which SES is to be installed must meet the following MINIMUM hardware requirements:

1. **The workstation must be a PC with a Pentium processor (2.0 GHz or faster, Pentium 4 or equivalent processor preferred).** SES is not compatible with Macintosh computers. (It is possible to install and operate the software on a Macintosh that is running Virtual PC, but we don’t provide support for Macintosh users.)

2. **The workstation must have at least 60 megabytes of available space on the hard drive.** The application requires at least 60 megabytes of space on the hard drive to run properly.

3. **The workstation should have at least 256 Megabytes of RAM.** SES performs adequately with 128 Megabytes of RAM, but performs better with more. 256 Megs of Ram is recommended. Less than 128 Megs may detrimentally affect the performance of the workstation.

4. **The workstation must have an Ethernet card and be able to connect to the University network.** The SES databases and executable files are located on the UCCPSS server at 2020 Ridge, Evanston Campus and the workstation must be able to connect to it.

Recommendations on hardware purchases can be found at the following NU website: [http://www.it.northwestern.edu/guidelines/](http://www.it.northwestern.edu/guidelines/)

**Workstation Software**

The workstation on which SES is to be installed must meet the following software requirements:

1. **The workstation must be running a Windows 95/98/2000/XP or Windows NT Operating System.** SES does not work on other operating systems.
2. The workstation must have the TCP/IP & SPX/IPX protocol stack installed in order to access the UCCPSS server. Novell NetWare client (recommended) or MS Client for NetWare Networks are examples of netware clients that use the TCP/IP protocol. If you do not use this protocol, your workstation will be unable to recognize the UCCPSS server. The Novell Netware client be downloaded free from the Novell web site. (If you are running the McAfee virus scanning program, you should disable it before installing to Novell.)

3. The workstation must be able to connect (map) to the J: drive. SES is hard coded to map to the J: drive and certain processes will fail if mapped to another drive.

4. There must be a c:\temp directory established on the hard drive. SES runs certain processes and is pre-set to store the resulting files in the c:\temp directory. NOTE: Windows 2000 and XP users will need to create a directory called: c:\PSTEMP.

5. You should not have to disable your virus protection software prior to installing SES. However, if you are running a version of McAfee that is prior to version 4.0.3a you will probably have to disable it. (If you’re not sure, you may want to disable whatever anti-virus software you are running on the workstation prior to installing SES. Some anti-virus software overwrites installation commands and corrupts the installation.)

6. Any existing installed SES software must be uninstalled before the three-tier v 7.xx client can be installed (e.g. v7.62 should be uninstalled prior to installing or upgrading to v7.63). To uninstall existing SES software, from the Windows start menu, navigate to Programs, SES PeopleSoft 7.xx, Uninstall Workstation.

7. If you are on a network, you may need to have administrative access in order to download software to your workstation. The upgrade may be problematic for users who don't have sufficient security access to perform software installations on their own computers (this is often the case for those running Windows NT, Windows 2000 or Windows XP). If this is the case in your area, you may have to seek the help of your department’s technical representative or LAN administrator in order to successfully upgrade SES on your machine. (In some instances your technical representative may actually have to give your workstation login ID temporary administrative rights in order for you to successfully upgrade your computer. When the upgrade is complete, they will then have to remove any special administrative rights granted for upgrade purposes.)

**Installer preparation**

The person installing the SES client (installer) must access the UCCPSS server to download the SES software. All users of SES are granted initial access to the UCCPSS server without a password. The installer should use the UCCPSS ID for the user of the
workstation to access the SES software. It is helpful, but not necessary, to have the user available during installation to change their password when prompted.

1. **To obtain access to the server, users must fill out the SES Authorization form for the Student Enterprise System.** The forms can be found on the web at [http://www.nwu.edu/it/SES/system.html](http://www.nwu.edu/it/SES/system.html). **Student Records** users should submit the completed form to: Maria Munoz, Office of the Registrar, 633 Clark Street, #1-621, Evanston Campus. **Financial Aid** users should submit their completed form to: Carolyn Lindley or Dolly Nickolopoulos, Office of Financial Aid, 1801 Hinman, #1-279, Evanston Campus. **Student Financials** users should submit their completed form to: Brad Stene, Office of Student Accounts, 619 Clark Street, #1-132, Evanston Campus. **Graduate Admissions** users should submit their completed form to: Marla Way, Office of Graduate Admissions, 633 Clark Street, #1-113, Evanston Campus. **Undergraduate Admissions** users should submit their completed form to: Alicia Trujillo, Office of Undergraduate Admissions, 1801 Hinman, #1-260, Evanston Campus.

2. **When Access has been granted, the user will be notified of his/her UCCPSS access ID.** The process for obtaining an ID takes about 5-7 working days. The installer should use the user's UCCPSS access ID to access the UCCPSS server and install the SES software.

### Installing the SES Client v7.xx

Installing v7.xx of the SES client software is a simple process which takes only a few minutes to complete.

*Note: Due to the many versions of netware software available, the dialog boxes that appear on any given workstation may be different from those shown in this documentation. We have tried to include information necessary for most netware software in the instructions.*

**Mapping to the Network Drive**

In order to download the SES client software to the workstation, you must connect the workstation to the UCCPSS server where the software is stored. **If you are already mapped to the network drive you can skip ahead to the section titled “Downloading the SES software” on page 7.**
1. With your RIGHT mouse button click on the My Computer icon on the desktop. Select ‘Map Network Drive’. The Map Network Drive dialog box appears.
2. In the Map Network Drive window, click on the down arrow in the Drive field and select the letter J from the drop down list. In the Path field, type UCCPSS\PUBLIC (or \UCCPSS\PUBLIC). Make sure the Reconnect at logon check box is checked and Click OK. A Network Login dialog box appears.

3. In the Enter Network Password dialog box, unmark the box labeled “Connect as Guest”. The Enter Network Password dialog box refreshes and makes the User Name field active.
4. In the User Name field, type the user's UCCPSS ID.

If this is the first time the user's UCCPSS ID has been used to connect to the UCCPSS server, you do not need to enter a password. Enter only the user name (ID) and click OK. You are prompted to change the password. Ask the user to follow the instructions to change the password.

Note: Only three log-on attempts are available to change the password. If the password is not changed before the fourth attempt, the user will be locked out of the system. (If the user gets locked out of the UCCPSS server, he/she must contact Tom Wilborn in Computing Services (1-7307) to re-set the password.)

Once the password has been changed, you will be admitted to the UCCPSS server.

If the user's UCCPSS ID has been used to connect to the UCCPSS server before, enter the user's password in the Password field.

2. Some NetWare software may specify connection information at the NetWare login screen (not shown here). If necessary, make sure the connection information is as follows:

<table>
<thead>
<tr>
<th>Tree</th>
<th>NORTHWESTERN UNIV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Context</td>
<td>he.ucc.ist.nu</td>
</tr>
<tr>
<td>Server</td>
<td>UCCPSS</td>
</tr>
</tbody>
</table>

3. When all information is entered, click OK. You will be admitted to the UCCPSS Server.
**Downloading the SES Software**

1. Double-click on the My Computer icon on the computer desktop and select the j:\ drive.

Double click on the appropriate SES Install icon located in the J:\ folder. (See list of possible icons below to determine which icon you should choose.) This will execute the upgrade routine on your workstation. *(Note: HRIS/SES dual users will need to click on one of the SES and HRIS installation icons.).*

Select one of the following icons:

Users running **Windows '95, '98 or NT** should click on the icon called **SES Install**

Users running **Windows 2000 or XP** should click on the icon called **W2K SES Install**

**Dual HRIS/SES** users running **Windows '95, '98 or NT** should click on the icon called **SES and HRIS Install**

**Dual HRIS/SES** users running **Windows 2000 or XP** should click on the icon called **W2K SES and HRIS Install**

**Note:** You will only see the HRIS/SES icons if you have access to both HRIS and SES.
2. Shortly after you click on the SES Install icon the Uninstall Workstation dialog box will appear. Click “Yes” when prompted.

4. Another Uninstall Workstation dialog box will appear alerting you that PeopleSoft Registry Entries, Cache Files and Shortcut Links will be removed. Click “OK” when prompted.

5. Next, a Configuration Manager dialog box will appear. It notifies you that the workstation installation is complete. Click “OK”.

6. Windows 95/98 and NT users should create a directory called c:\Temp. Windows 2000 and XP users should create a directory called: c:\PSTEMP.

7. Navigate to J:\Orawin95\Setup\Oracle95 and double click on the Oracle 95 icon.

CAUTION!! Those of you who are running Oracle locally will not want to perform this step because it may overwrite your existing Oracle registry entry rendering it impossible to run your other Oracle applications. If this applies to you, what you will want to do instead is: Append the
j:\orawin95\network\admin\tnsnames.ora to your existing tnsnames.ora file. If you are not running Oracle locally, go ahead and run the Oracle95 registry.

8. Use your Windows Explorer to locate the file called schema.ini located in the J:HE750/CRW/ENG folder.

9. Windows 95/98 and NT users should copy the schema.ini file to their c:\Temp directory. (If you don’t have a c:\Temp directory you will have to create one.) Windows 2000 and XP users should copy the schema.ini file to their c:\PSTemp directory. (If you don’t have a c:\PSTemp directory you will have to create one.)

10. Windows 95, 98 and NT users only: go to Start, Settings, Control Panel and double-click on the ODBC icon.

This should open the ODBC Data Source Administrator window.

NOTE: If “Text Files” don’t exist, select Add, double-click on Microsoft text driver and type Text files in the Data Source Name field. Unclick the Use Current Directory box and follow the remaining instructions below.
11. **Double-click on “Text Files”**. The ODBC Text Setup subpanel appears.

![ODBC Text Setup](image)

12. **Unclick the “Use Current Directory” box and click on the Select Directory button.** Choose the C:\Temp directory and click OK.

![Select Directory](image)

13. **Click OK to close the ODBC Text Setup subpanel and OK to close the ODBC Data Administrator window.**

![ODBC Text Setup](image)

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Rebooting the Machine

1. **Click on the Windows start button and select Shut Down.** The Shut Down Windows prompt screen appears.
2. In the Shut Down Windows prompt screen, select "Restart the computer?" then click Yes.

Once the machine reboots the SES installation will be complete.
If you use Novell Netware, when you reboot, the second netware logon screen (the one that connects you to the UCCPSS server) that appears prompts you for logon information. If necessary, make sure the following information is correct:

<table>
<thead>
<tr>
<th>Tree</th>
<th>NORTHWESTERN UNIV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Context</td>
<td>he.ucc.ist.nu</td>
</tr>
<tr>
<td>Server</td>
<td>UCCPSS</td>
</tr>
</tbody>
</table>

The user name is your UCCPSS ID and the password is the same as you set it in step 4 of the section "Mapping the Network Drive" on p.6.
Checking the Installation

Once the installation is complete, you should check to make sure the installation was successful. To do this, open the SES application and make sure the program executes. (Users will be given instructions on how to logon to the production database (SESPROD) when they attend an SES training session, those without an ID in SESPROM can logon to the demo database.)

1. From the Windows Start menu, Programs submenu, select PeopleSoft 7.xx, and click PeopleTools.
The PeopleSoft Signon screen appears.

2. Make sure the information in the sign-on window is as follows:

Connection Type: Application Server
Application Server Name: SESPROD
Operator ID: Your SES Operator ID (e.g. EDUCL2)
Password: Your SES Password
3. **Click [OK].** A blank Create Comments window appears, indicating the program has executed properly and the installation was successful.

4. **To close the SES application, click the black X in the upper right corner of the window.**

   *Congratulations!! You have successfully installed the v 7.xx client software for the Student Enterprise System.*
Note: if you do not have access to the SESPROD database, you can logon to the demo database. To do so, make sure the information in the sign-on window is as follows:

Connection Type: Application Server
Application Server Name: S76DM
Operator ID: DEMO
Password: demo

5. Click [OK]. A blank Create Comments window appears, indicating the program has executed properly and the installation was successful.
Installation Troubleshooting

If you get through the installation and still encounter problems running SES, call the SES help line at 847/467-7272 and press option #4 or call 7-7911 to speak to a DSS Consultant.

Note: Troubleshooting solutions often involve manipulating system-critical files. Do not attempt any changes unless you are absolutely sure what you are doing! Consult your LAN administrator before making changes to any workstation.