How to register a device on the My Devices portal

1. You must be connected to the Internet so that you can access the My Devices portal.
2. Open a web browser (i.e. Internet Explorer, Google Chrome, and Mozilla Firefox).
3. In the address bar type the address https://mydevices.ise.misericordia.edu:8443/mydevices/
4. You will see the sign on page for the portal.

5. Enter your e-MU credentials and click Sign On.
6. The Manage Devices page will open. This is where you can add and/or delete your devices you will use on campus.
7. To add a device, you need to first locate the MAC address of the device.

**NOTE:** If you do not know how to find the MAC address of your device you can go to www.google.com and search “How do I find the Mac address of (device name)””. Follow the instructions to find you MAC address and this is what you will enter in the Device ID field.

8. Enter the MAC address in the *Device ID: field.
9. Enter a meaningful description of your device.

10. Click Submit.
11. Your device will be added to the list below Your Devices.

12. You can register all of your devices on this portal. For example smartphones, laptops, tablets and gaming devices.

13. If you no longer have one of your registered devices you can delete it from your list.

14. Click the Select radio button to the left of the device and choose the Delete option.

15. You will receive a pop up window asking if you are sure:

16. Click OK and the device will be removed from your list.