

SOFTWARE ACCESS AND THE SAIC KEYSERVER

Software owned by The School of the Art Institute is made available to the School community by way of the KeyServer. The KeyServer allows authorized users to launch the applications while retaining the legal licensing agreement of SAIC. Certain applications (such as the Adobe Creative Suite, Final Cut Pro, BBEdit, etc.) have been modified so that they require access to the KeyServer, or a Portable Key, before launching.

To use SAIC-licensed software, you will need to establish a connection with the KeyServer (keyserver.artic.edu). You can connect to the KeyServer on- or off-campus if you are connected to the Internet. Once you are connected to the Internet, follow these directions:

CONNECT TO THE KEYSERVER

1. Click on the System Preferences icon in your dock.
2. Click KeyAccess in the System Preferences window.
3. The KeyAccess window will open. Click 'Logon.'
4. Enter your SAIC username and password.
5. Once you are logged on, click OK. You can now launch any KeyServed application.



KeyAccess will automatically connect you to the KeyServer if you have an active Internet connection. If it does not, repeat these steps.

KEYVERIFY

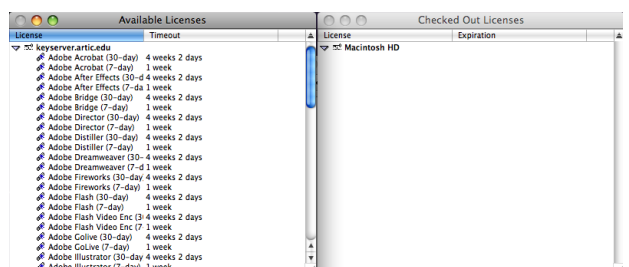
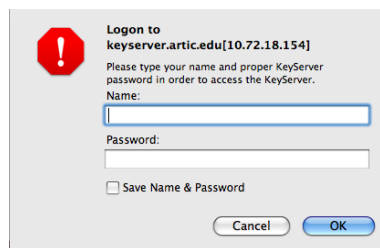
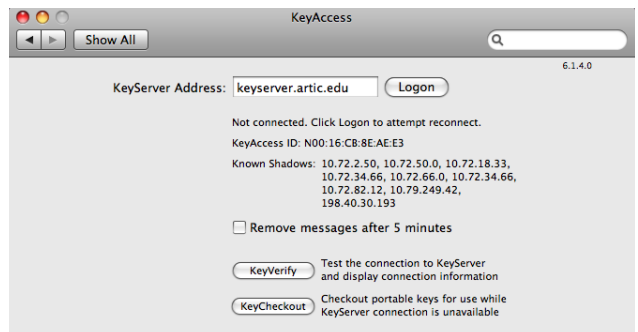
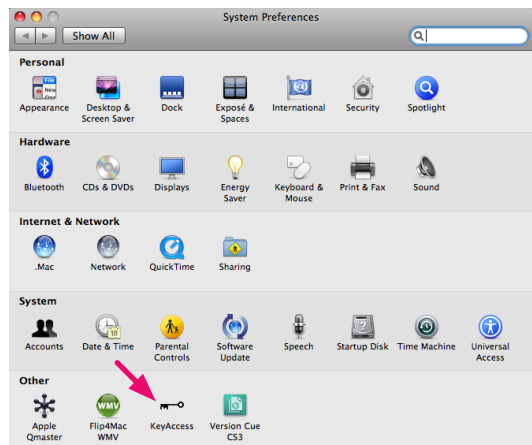
Clicking this button will give you a status report on the KeyServer. It will let you know if the KeyServer is online and if you are connected to it.

KEYCHECKOUT

KeyCheckout allows you to check out a Portable Key for a period of up to seven days. This makes it possible for you to temporarily use software when a connection to the Keyserver is unavailable. If you need a Portable Key for longer than 7 days (eg. while traveling), you can request an extension online at <http://crit.artic.edu/keyrequest/>.

To check out Portable Keys, you must be connected to the Internet. Once the Portable Key is activated, you do not need an Internet connection to run the application.

1. Make sure you are connected to the Internet.
2. Follow the previous steps to open KeyAccess from System Preferences and click KeyCheckout.
3. Two windows will open. Click and drag the desired application from the Available Licenses window to the Checked Out licenses window. Be sure to select the 7-day license.



4. A “How long do you wish to use this key?” window will appear. The default is “1 day,” but you can edit this field and enter up to 7 days. Click OK.

PLEASE NOTE: If you enter a number higher than 7, it will default to the maximum of 7 days when you click OK. If you need a Portable Key for longer than 7 days, you can request an extension online at <http://crit.artic.edu/keyrequest/>
If you select a 30-day license, you may see an error message similar to the one at the right.

5. When you click OK, the selected application will appear in the Checked Out Licenses window.
6. Once applications are selected and appear in the Checked Out Licenses window, quit KeyCheckout. (Select Quit from the KeyCheckout menu in the menu bar)

Portable Key licenses are active for 7 days. After the prescribed time limit, the license will expire. Please return your keys when you are finished using them by dragging the license back to the Available Licenses window.

Non-keyed applications (e.g., Microsoft Office, iPhoto, iMovie, iTunes and GarageBand) will always launch without a connection to the KeyServer.

USE AND RETURN PORTABLE KEY LICENSES

Because there are a limited number of licenses for each application, only check out licenses for applications you know you will need. Licenses are a community asset and are used by the entire SAIC community.

If you have checked out a Portable Key license for a particular application, please return the license before launching the same application while connected to the Internet (you will usually be automatically connected to the KeyServer if you have an active Internet connection). If you have a Portable Key license checked out and launch an application while connected to the KeyServer, you will be using two licenses.

