**NAME: ONIGBODE NATHAN**

**TO: CORPORATE AFFAIRS COMMISSION, ICT DEPARTMENT**

**Virtual Private Network Configuration: During my stay in the commission, I was able to engage myself with the guidelines of the commission regarding their network security. I was able to learn about the virtual private network the commission uses and I was trained on how to setup, utilize, debug, and renew the certificate of the VPN.**

**Steps in configuring a Virtual Private Network:**

1. Identify the user.
2. Get the renewed certificate.
3. Locate the file location of the current certificate in the user’s system.
4. Replace the expired certificate with the renewed one.

**Configuration of New Systems: While I was serving my internship, there were some days we set aside for the configuration of new systems entering into the commission. Given that I had not known how to configure systems before, I was trained in a workshop hosted by one of my supervisors on every step I need to take in order to set up the system successfully.**

**Steps in configuring a new system on the organizations’ standard:**

1. Ensure that the system is connected to the local area network of the organization.
2. Start up the system.
3. Set the name, then click next.
4. In the network screen set the computer to connect via domain name.
5. Input the domain name.
6. Then proceed to set up the computer as regular meaning you follow the on-screen instructions.
7. Wait for the computer to compile the configurations.
8. After that allow the system to boot
9. When the system completely boots, go to the file manager and right click.
10. Select properties from the drop down.
11. In the properties, go to advanced system properties and select the local user password setting.
12. Set the password to the default and change it to never expiring.
13. Then go to the run command (Win + R) and put in the code [\\10.8.1.231](file:///\\10.8.1.231) to go to the system backup of the necessary file.
14. Install all the programs there. (they include the provider VPN certificate, Microsoft Office, Google Chrome, and other essential programs for the organization)
15. After this the system is good to go. If the user has an existing account, we recover the backup of his or her account to the system.

**Backup and Formatting of Computers:** There were certain occasions when a staff will come for a problem which will require us to format his or her system. During these occasions, I learnt, by observation, the procedures needed to successfully format and reset a system. One of said procedures is the backing up of the system so that after the formatting, important documents will not be lost.

Steps in Backing up a Computer:

1. Create a folder in an external drive and call it the name of the user
2. Inside that drive, section the files and arrange them structurally according to the type of document.
3. Put that external drive in the new system and move the documents from the external drive to the system.

Steps in formatting a system: After the system has been successfully backed up, we have to format that system using the following steps:

1. Go to the file manager and select the main system drive.
2. Right click on it and select Format.
3. Follow the on screen directions to conclude the formatting process.

**Connection of Printers:** In the organization, due to the amount of documents that need to be processed, there was a huge demand for printers and as such, set ups and failures of such printers had to be handled by the ICT unit of the commission. During my internship, I was made to understand, by experience, that there are multiple ways to which one can connect a computer to a printer. Some of said ways are:

1. Through a Network: If the printer was a network printer, it will have a set up in such a way that allows It to be connected to a local area network and share the documents through said network for printing.

2. Through a Printing Cable: If the printer has no provision for network printing, we would have to manually connect the system to the printer via a printing cable to enable the staff to print his or her documents.

3. Through a Host Computer: Given that the printer was not compatible for network sharing but still needed to be used by multiple people, we were enlightened on a method which involved them connecting the printer to a computer then setting that directly connected system as a host system. Then as long as that system is on a network, any other computer that is on that network will have to share their documents to that system for them to be able to print their documents.