

## Key Server

### What is a Key Server?

Just like a regular key unlocks a door, a Key Server unlocks a program. It's small (only about 800 kb), installs in your computer, and unlocks site-licensed programs when you need them. A site-licensed program is any program that you do not buy or install outright from the Software Center, but share the use of with the rest of the university community.

If you download software that requires Key Access, you will be told to download it.

**Note:** You need to be connected to the internet to use Key Access.

1. Go to [softwarecenter.case.edu](http://softwarecenter.case.edu)
  - a. If you are off campus, you must first log in to VPN. VPN software is available at [vpnsetup.case.edu](http://vpnsetup.case.edu)
  - b. You may be prompted to enter your CWRU Network ID and password on the single sign-in page.
2. Agree to the end-user license agreement.
3. Locate **Keyserver Client 6.1**. Click on the Windows or Apple icon, depending on your operating system.
4. The Key Server webpage appears. Scroll to the bottom of the page and click the **Download Keyserver Client 6.1** link.
5. You will be prompted to run the file from its current location or save to disk. Choose **Save**. Note where the file is saved.
6. When the download is complete, your computer may ask if you wish to run the program. Click **Yes**.
  - a. If it does not ask you, find **K2Client\_v61.exe** (this is the file you downloaded) and double-click it.
7. In the KeyServer Information window, type **keyserver.case.edu** under **Host DNS Name or IP Address**. Make sure **Protocol:** is set to **TCP/IP** and **Store settings in:** is set to **Registry, shared by all users**. Click **Next**.
8. In the Custom Setup window, click **Next**.
9. On the Ready to Install Window, click **Install** to start installation.
10. When installation is complete, click **Finish**.
11. You need to log on to Keyserver to use it. It should log on automatically when you restart your computer. Otherwise, you can log in to Key Access manually.
  - a. From the desktop, click **Start** and **Control Panel**.

- b. On the **Control Panel**, double-click the Key Access icon.
- c. In the KeyAccess Setup window, click **Logon**.