

## Installation instructions for BA3 Licensed Users

Please contact your departmental technical personnel if you are not allowed to install software on the machine.

A few hints to make the install easier:

- 1) turn off the IE pop-up blocker,
- 2) allow Active X controls on your IE Security settings, and
- 3) watch for firewall messages that prevent the installation program from contacting the PSI servers to verify the registration code.

Please do the following to install the software on each machine:

- 1) Connect to the campus VPN and logon using your UM Directory ID and password (VPN is a security software available (for free) via download from [www.helpdesk.umd.edu/\[search on VPN\]](http://www.helpdesk.umd.edu/[search on VPN])) **\*\*Contact the OIT Helpdesk at X51500 if you have any problems installing or activating the VPN\*\***
- 2) Open Internet Explorer in run as administrator mode **\*\* Windows 7/Internet Explorer 8 Users – The newer versions of Windows require the installer to right click on Internet Explorer (IE) and select Run as Administrator, EVEN IF THE USER IS LOGGED ON AS AN ADMINSTRATOR. Right Click the IE icon, select Run as Administrator, Right Click the program, select Run as Administrator and go to <http://baws1.umd.edu/psdeploy> (there is no "www" in front of baws1)**
- 3) Logon using your BA3 user id and password
- 4) Click the Special Access on the left side of the screen
- 5) Enter your unit's Special Access Code (available from your departmental Director of Admin. Services) in the box, hit the submit button, click on the blue department name, and follow the instructions on the screen (this installs a DLL file and usually just takes a minute or two)
- 6) Click the Home on the left side of the screen
- 7) Click the Product Updates on the left side of the screen
- 8) Check the box for **Priority Software® BA3 Client** (under application updates) and click the gray download button on the upper right side of the screen (this installs the main software package and takes 3-5 minutes.)
- 9) Click on the blue Priority Software BA3 Client and follow the instructions on the screen.