

How To: Securing Home Network - Xfinity

TY 2020

Updated: 1/15/2021

This document covers how to secure your **Comcast/Xfinity** router. Xfinity routers cover most of the Eugene/Springfield area.

IMPORTANT: For other Internet Service providers (ISP) like Century Link and their routers, the steps are similar. We will have more instructions or provide phone/email support to help preparers secure their home network/routers

At-home/remote tax preparers will be given:

- 1 Tax Aide Chromebook
- 1 USB-A external keyboard
- 1 USB-A mouse

The **password** for the Xfinity **router Admin Tool** must be changed every tax season.

Securing Xfinity Routers

- 1) Access your Xfinity router's Admin tool by using a computer connected to your home network
 - a) Open a web browser and go to the Admin Tool at <http://10.0.0.1>.
 - b) If you have **never changed** the default password
 - i) Enter the default username = **admin**
 - ii) Enter the default password = **password** (case sensitive)
 - c) If you **have changed** your Admin Tool password
 - i) Enter the password you created
- 2) If you entered the Admin Tool **default password**, you must change it **now**
 - a) You will be **prompted to change** the password. Follow the instructions.
 - b) Keep your new Admin Tool password. You will need it next year.
 - c) Creating a new password will secure your router for this tax season.
- 3) If you **have changed** your Admin tool password, you are **required** to change the password now
 - a) Click on the **Change Password** link at top right of screen
 - b) Follow instructions
 - c) Keep your new Admin Tool password. You will need it next year.
 - d) Creating a new password will secure your router for this tax season.

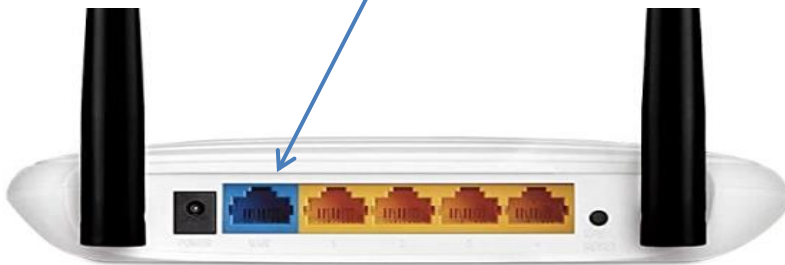
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Additional TaxAide Routers

- If you use an router that does not support an isolated Guest network, such as the Xfinity router, you will be given:
 - A separate Tax Aide router.
 - An Ethernet cable
- If you need a TaxAide router or are not sure, contact your LC
- The separate TaxAide router will be used to establish a secure TaxAide WiFi network for your Chromebook that is separate from your home network.

Connecting the TaxAide router to the Xfinity router

- 1) Using the Ethernet cable that comes with the TaxAide router, connect the TaxAide router WAN port (**blue** if using a TP-Link WR841N router) to one of the RJ-45 (Ethernet) jacks on the back of your Xfinity router.



- 2) Plug in the power block and connect the power to the TaxAide router.
- 3) When powered on, the TaxAide router will automatically create a WiFi network
- 4) When you turn on the Chromebook it will automatically connect wirelessly to the TaxAide network called **TA Home**.
 - a) If the Chromebook does not automatically make a connection with the **TA Home** network:
 - i) Connect to the **TA Home** network
 - ii) Enter the **TA Home** network **password** (provided by the district Technology Specialist)

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Note: if you want to use a wired connection between the Chromebook and the TaxAide router, you can use an Ethernet cable:

- 1) The Chromebook does not have an Ethernet jack.
- 2) You will need an Ethernet adapter e.g. Ethernet and USB-C (**not provided**)
- 3) You will need an Ethernet cable (**not provided**, *but may be available upon request*)
- 4) Using the USB-C end of the adapter, plug it into the Chromebook.
- 5) With a second Ethernet cable, plug one end of the cable into one of the **orange** ports on the TaxAide router (for TP-Link WR841N) and the other into the adaptor.