Welcome to the district's "Employee Laptop Refresh" deployment process for your new district-provided **Dell laptop**! This guide will walk you through the steps to set up your device with minimal effort. The process will automatically configure your district-provided laptop with all the necessary applications, settings, and security policies.

## Introduction

Once you power on the device, it will need to connect to a network (district or personal), enroll in Microsoft Intune, and configure itself with all the required software and settings.

## Before You Begin

Before starting the setup process, ensure you have the following:

- **District Credentials**: Your district-issued username and password.
- **Internet Connection**: A stable Wi-Fi connection.
- **Power Supply**: Ensure your district-provided laptop is connected to a power source.

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# Step-by-Step Setup Guide

## Step 1: Power On Your Laptop

☐ Open your laptop lid and press the power button.

💡 Your district-provided Dell may power up when the lid is opened, **make sure to plug in the power cable.**

## Step 2: Select Language and Region

☐ **Language:** If this question appears, click on the **Continue in English** button.
☐ **Region:** The scroll bar will appear on the right-hand side when you hover the mouse over the location. Scroll down to Canada, select Canada, then click **Yes**.

## Step 2a: Choose Keyboard

☐ Click **Yes**, to choose the US (default setting).
☐ Click **Skip**, on add a second keyboard.

## Step 3: Connect to Wi-Fi network

☐ Select the **SD42 BYOD** Wi-Fi network from the list if you are in a district building.
☐ Enter the **SD42 BYOD** password **Refresh2026!**
   **-OR-**
   Select your **home** Wi-Fi network from the list and enter your home Wi-Fi password.
   Click > **Next**

   *NOTE: If you can't see the network on the screen, hover over the left side of the list to use the scroll bar.*

**Unable to Connect to Wi-Fi**

**Solution:** Verify the Wi-Fi password and ensure you are within range of the network. Restart the laptop and try again.

## Step 4: Device Configuration



- ☐ During this time, the laptop will:
  - o Enroll in Microsoft Intune.
  - o Install necessary applications.
  - o Apply security policies and settings.

If an error occurs during this process, take a picture of the screen or make a note of the error, click the **Continue** button. Log an IT Ticket to let us know you have received an error during this process.
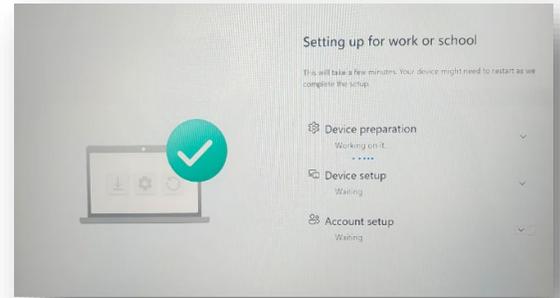
## Step 4a: Sign in to Your District Account



- ☐ You will be prompted to sign in with your district credentials (firstname_lastname@mrpm.sd42.ca & your district password).
- ☐ Click > Next
- ☐ After this step the laptop will change screens to continue with the setup.
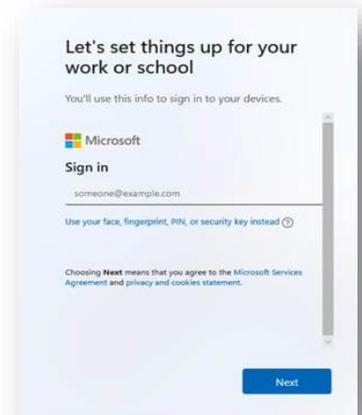
## Step 4b. Multi-Factor Authentication MFA



- ☐ On this screen, you'll be prompted to complete multi-factor authentication (MFA). A number will appear on your computer; when the prompt shows on your phone, enter or tap the matching number to approve.

## Step 4c: Completion and District Log-in Screen

- ☐ Once the Device Configuration is complete, the laptop will reboot and present you with a 'Blue' District Log-In screen.
- ☐ You will be prompted to sign in with your district credentials
    - o *firstname_lastname@mrpm.sd42.ca*
    - o **District password**



- ☐ After signing in, the laptop will finish setting up your account.
  Once complete, the screen should look similar to the image on the right. At this point, the laptop is ready to begin installing applications.
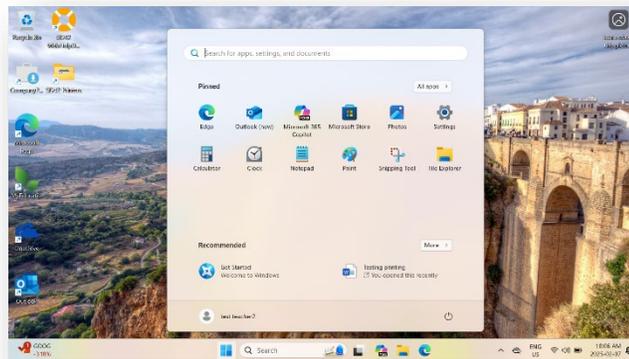


## Step 5: Check Desktop Shortcuts

- ☐ Click on the Icons on the left-hand side of your desktop
  *(see picture on the right).*
- ☐ Make sure that you can log in as needed.
    - o **Company Portal**
    - o **Microsoft Edge**– this will open a browser to the SD42 website. (www.sd42.ca)
    - o **My Education BC**
    - o **OneDrive**
    - o **Outlook**
    - o **SD42 Helpdesk**

## 5a: 🌐 Check Network Connectivity

- ☐ If you are at home, verify that your Wi-Fi is connected and that you can access websites.
- ☐ When at a district school, hover over the network icon on the taskbar to check your network connection.
- ☐ Ensure that you are connected to the **SD42 Enterprise** network.

# Step 6: Company Portal

- ☐ **Company Portal** is where you will find District approved applications that you can install.
  - o Open **Company Portal**.
  - o Find the app you wish to install.
  - o **Double-click** the app and select Install.
  - o Follow all on-screen prompts.

## Step 6a: Installing School Printers

- ☐ 💡 To install your school printer on the laptop you must be connected to the SD42 Enterprise Wi-Fi at the school.

  Open the '**Company Portal**' icon on the desktop and scroll down to Featured Apps.

  - o Click > **See All**
  - o Click > **Printers Desktop Shortcut** (this will install a shortcut on the desktop for all district printers).
  - o Click on the **SD42 Printers folder** now on the desktop
  - o Find your **school-Copiers driver** and double click the file. This will now install the Konica Copier Driver for your school.
- ☐ *The shortcut for SD42 printers will only work if you are connected to an SD42 network.*
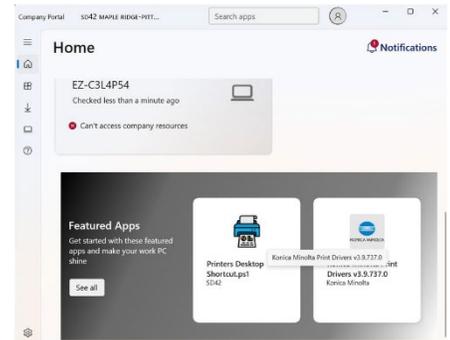
## Step 6b: Installing Apps via Company Portal

☐ **<mark>Microsoft OneDrive (Highly Recommended</mark>)**
- o The OneDrive icon currently on your desktop is the web version only. Install the OneDrive app from the company Portal.
- o When prompted, sign in using: ***<firstname>_<lastname>@mrpm.sd42.ca***
- o Enter your district email (logon) password.

⚠ Your laptop may restart during this installation. If it does, log back in and continue the setup process.

☐ **Microsoft 365 (Office Suite)**
- o In Company Portal, click **Microsoft_365_Office** > Install.
- o The installation may take some time.
- o Once complete, a Microsoft Auto Update screen will appear — click **'OK'**.

⚠ If installing from home, the process may take longer and could show a time-delay error. "**Do not worry"**

- o If this happens, simply restart your laptop. Log back in and continue the setup.
- o Word, Excel, PowerPoint, and Outlook will now be available. You can find them using the Search icon in the top-right corner of your desktop.
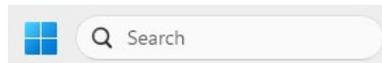


- o You may be prompted to sign in:
- o Sign in using: **<firstname>_<lastname>@mrpm.sd42.ca**
- o Enter your district password.
- o Once signed in to one Office app, the remaining Office apps will automatically sign in.

# Final Check list

☐ Wireless – are you showing SD42 Enterprise connected
☐ OneDrive – have you logged in and verified your files are there
☐ Outlook – have you logged in and verified your emails are there
☐ Teams – have you logged in
☐ Printers – have you installed the <school-Copiers> driver for your school

# Support Contact Information

If you encounter any issues during the setup process or require further assistance, please contact the District IT Support Team:

☐ **Submit a Helpdesk Ticket:** https://www.sd42.ca/helpdesk/
☐ **Call us on:** (604) 466-6248
☐ **Support Hours:** 8:00 AM – 4:00 PM (Weekdays)