



Welcome to the district's " Employee Laptop Refresh" deployment process for your new district-provided **Apple laptop**! This guide will walk you through the steps to set up your new district-provided 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 JAMF Pro, 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

- Press the power button to turn on your
- district-provided laptop.
- Your district-provided Mac may power up when the lid is opened, make sure to plug in the power cable.



Step 2: Initial MacBook Air Setup

- Language
 - o If language comes up <Click **'English'**
- Country or Region
 - o Pick **Canada**.
- Accessibility
 - o Click **'Not Now'**
 - o This activates the MacBook Air with Apple



Step 2a: Reconnect to Wi-Fi network

- Wi-Fi screen should show up
 - o *If not, Navigate to the top right-hand corner of the screen. Click on the Wi-Fi symbol.*
- Select the **SD42 BYOD** Wi-Fi network from the list if you are in a district building
 - o The password is **Refresh2026!**

OR

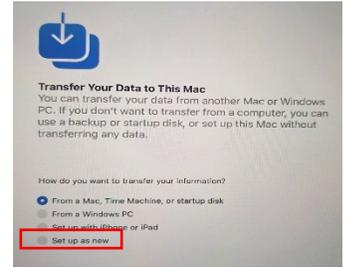
- Select your **home** Wi-Fi network from the list and enter your home Wi-Fi password.

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

- o Enter the password
- o Click **Connect**
- o Click **Next**.

Step 2b: Transfer Your Data to this Mac

- On this screen, please select “Set up as new”
- Click Continue.



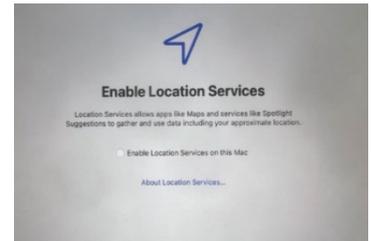
Step 2c: Device Enrollment

- First screen – **Remote Management** > Click **Enroll** to start device configuration.
 - o You will see information on the screen change as items enroll. This may take a few minutes to complete.



 *Note: If you don't see this screen, restart the laptop and ensure it is connected to the internet. The laptop should restart the enrollment process. If the issue continues, please contact the IT support team.*

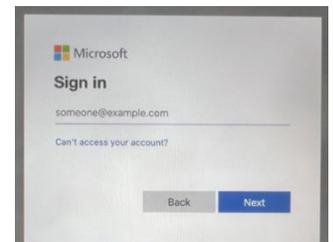
- Second screen – **Enable Location Services**
 - o Click > **Enable Location Services on this Mac** > tick box
 - o Click > **Continue** to proceed.



Step 3. Sign in to Your District Account

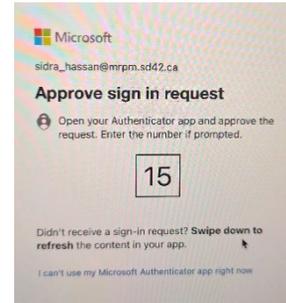
 *Note: you may see a different login screen pop up prior to the screen shown to the right. Please ignore this screen and wait for the Microsoft Screen as shown in the picture.*

- Enter your district email and password
<firstname>_<lastname>@mrpm.sd42.ca
- Click > **Next**
- This will start to create your account on the laptop



Step 4. Multi-Factor Authentication MFA

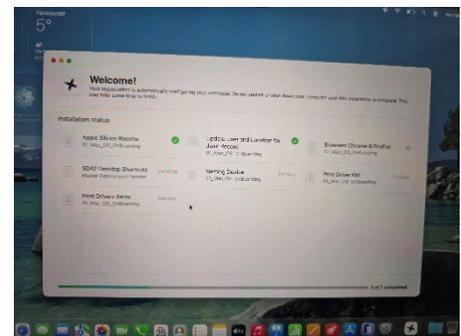
- On this screen, you'll be prompted to complete multi-factor authentication (MFA). A number will appear on your computer; when the prompt shows on your phone, enter or tap the matching number to approve.
- Enter your district password in this dialog box and select "Always Allow"



Step 5: District Configuration Welcome Page

A welcome page showing you the steps being prepared on the laptop.

- A **Continue** box will appear once this page is done.
 - Click > **Continue**



- A Microsoft "Required Data Notice" may appear during setup. **Click OK** to allow updates to run.



Required Data Notice

Microsoft AutoUpdate helps update your Microsoft applications for Mac. We collect required diagnostic data to keep Microsoft AutoUpdate secure, up-to-date and performing as expected on the device it is installed on. This data relates to the basic functioning of Microsoft AutoUpdate and does not include your name, file contents or information about apps unrelated to the Microsoft applications it helps keep up-to-date. The applications Microsoft AutoUpdate services may provide you with an option to send optional diagnostic data to Microsoft. If you opt-in to sending optional diagnostic data that choice will also apply to Microsoft AutoUpdate.

[Learn More >](#)

OK

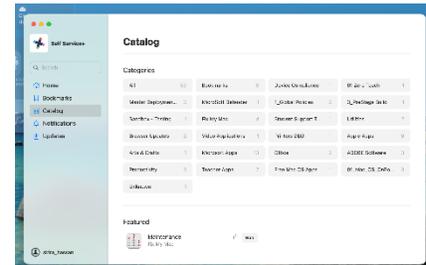
Step6: Open Self Service



- **Self Service** is where you will find District approved applications that you can install.
 - Click on the “App”
 - Search for Self Service.

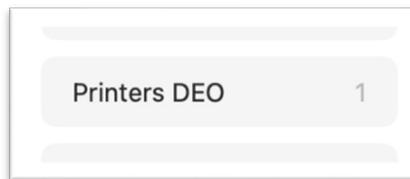


- Click on “Catalog” to explore all available app in the **Self-Service +**
- Find the app you wish to install.
- Double-click the app and select Install.
- Follow all on-screen prompts.



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.
 - In **Self Service** and Click on **Printers <School name>** on the right menu.



- Click the **Printer icon** to complete the installation of the Konica printer driver on the MacBook laptop.



Step 6b: Installing Apps via Self Service

- Find the app you wish to install in Self Service and click > **Install**
 - Follow all prompts as asked.
- **Microsoft OneDrive** – *(Highly recommended install)*
 - Open Self Service and look for OneDrive
 - Click > **OneDrive** and wait for the installation to be completed.
 - Click > **Open** and when prompted to sign in Please enter your district email and password <**firstname**>_<**lastname**>@**mrpm.sd42.ca**



- The laptop may restart after this installation. Re-log in to the laptop to continue with the process.
- For **Microsoft_365_Office** click >Install
 - (this will take a while to complete). Once complete, you will see a Microsoft Auto Update screen > click 'OK'
 - Word, Excel, PowerPoint, Outlook and Teams are now available and can be found by clicking on Apps icon found in the lower left-hand corner of your desktop screen



- The installation of Microsoft Office (at home) may take a while and end up erroring out due to a time delay error. **“Do not worry”**
If this happens, just restart the laptop and then relog in. You will be able to continue with setting up the laptop after the restart.
- **Office App** will require you to sign in with your district account.
 - Use <**firstname**>_<**lastname**>@**mrpm.sd42.ca** and district password
 - Once signed in all remaining Office Apps will now automatically sign in.

Step 7: Check Desktop Shortcuts

- Click on the Icons on the **right-hand side** of your desktop. Make sure that you can log in as needed.
 - **My Education BC**
 - **Office 365 Portal** – this will allow you access to the **web-versions** of: Office – Word / Excel / PowerPoint, Outlook, OneDrive (see page7), Teams
 - **School District 42** – this will open a browser to the SD42 website. (www.sd42.ca)
 - **SD42 helpdesk** – this will open the IT helpdesk ticketing section. (www.helpdesk.sd42.ca)

- Complete a full shutdown and restart the laptop** to sync with the District's MDM (JAMF).



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)