Your New School Laptop

A step-by-step guide to setting it up and using it

Welcome! This laptop is yours to use for school. This guide shows you exactly what to do, one step at a time. You do not need to know anything about computers. Just follow the pictures.

What you need before you start

1. Your laptop
2. The charger (power cord)
3. A network cable (your teacher will give you one)
4. A network adapter (dongle) (your teacher will give you one)
5. Your SD42 student username and password
6. A wall port with a live network connection (your teacher will show you)

Do the first setup **at school**, with your teacher or IT helper nearby.

How to read this guide

1 **Orange numbers** on the pictures show you where to click, **in order**: 1, then 2, then 3.

Green box = You are on track. If your screen looks like this, you are doing it right.

Yellow box = Wait. The laptop is working. This is normal. Do not touch anything.

Red box = Stop. Something needs fixing. Read the box, or raise your hand for help.

The 3 golden rules

1. Keep the charger and network cable plugged in until you see the desktop picture (Step 7).
2. Never turn the laptop off, restart it, or close the lid while it is setting up.
3. Only use your **SD42 school account**. Never use a personal or home Microsoft account.

PART 1

Set up your laptop

Steps 1 to 7. This part can take a while. That is normal.

Words you will see: Click = tap the touchpad or press the mouse button once. **Network cable** (also called an Ethernet cable) = a cable that connects the laptop to the internet. **Network adapter (dongle)** = a small piece that lets the network cable plug into the laptop. **Wi-Fi** = internet with no cable. **Desktop** = the main screen with the picture and the taskbar along the bottom.

STEP 1 — Plug in the cables

1. Plug the **charger** into the laptop and into the wall.
2. Plug the **network adapter** into the laptop.
3. Plug the **network cable** into the adapter. Plug the other end into the live wall port your teacher shows you.
4. Push each end in until you hear or feel a small **click**.

> **Tip**
> The network cable plug looks like a big phone plug. It only fits one way. Do not force it.

STEP 2 — Turn on the laptop

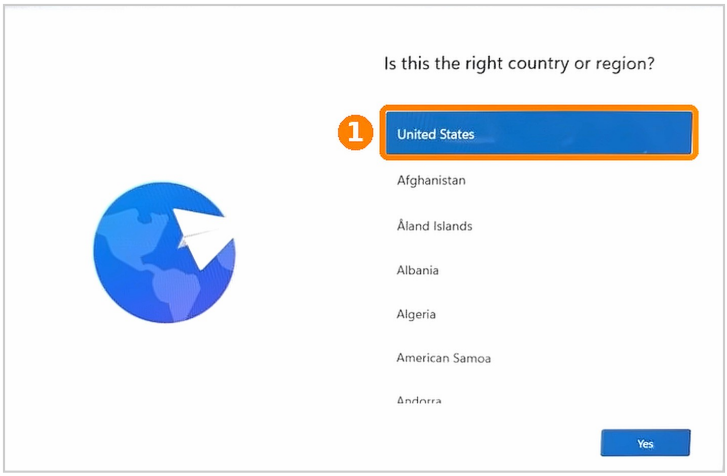
1. Press the **Power button** once.
2. Wait. The screen may stay black for a minute. That is OK.

> **You are on track when you see a blue globe**
> The screen asks: "Is this the right country or region?" Go to Step 3.

STEP 3

Choose Canada

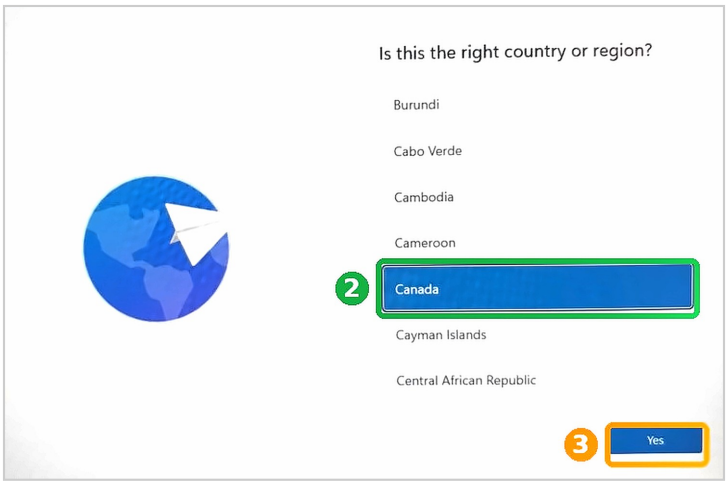
Screen: "Is this the right country or region?"



What you see first: United States is picked.

Careful - don't click Yes yet!

The laptop picks **United States** by itself. That is wrong. We live in Canada.



Scroll down until you find Canada.

1. Scroll down the list (two fingers on the touchpad, or drag with your finger on a touch screen).
2. Click **Canada** so it turns blue.
3. Click **Yes**.

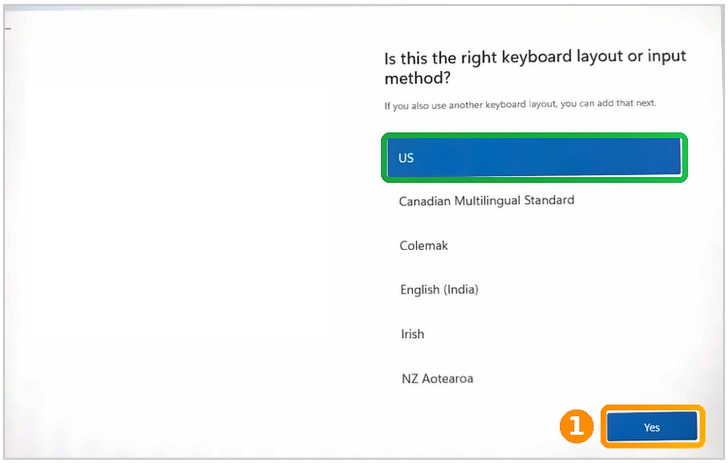
On track

Canada is blue. Then you clicked Yes.

STEP 4

Keyboard: click Yes, then Skip

Two quick screens



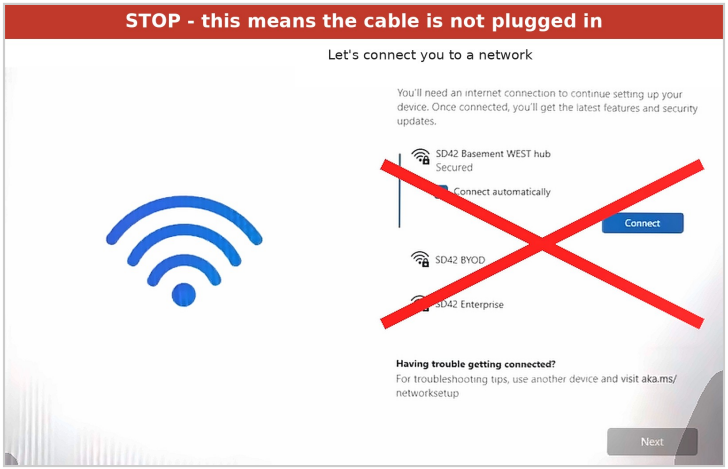
Screen A: "Is this the right keyboard layout or input method?"

1. Leave **US** picked (it is already blue). Click **Yes**.



Screen B: "Want to add a second keyboard layout?"

1. Click **Skip**. (Do not click Add layout.)

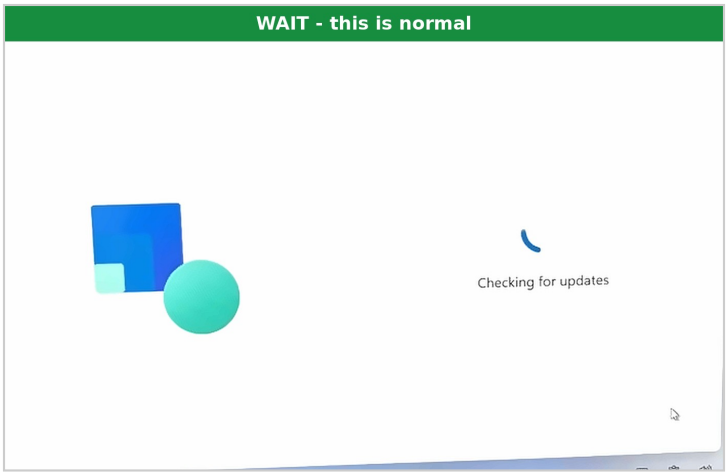


STOP if you see "Let's connect you to a network"

This means the network cable is **not working**. **Do not** pick a Wi-Fi network from the list.

Check that both ends of the cable and the adapter are clicked in. If the screen does not change, raise your hand for help.

STEP 5 — Wait while it checks for updates

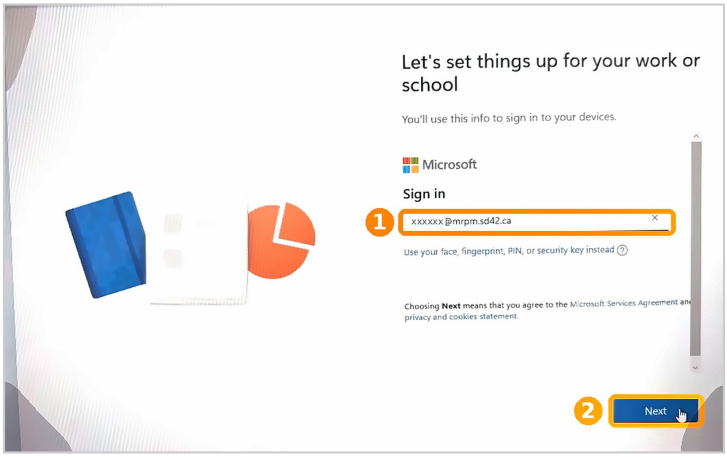


Wait - this is normal

You may see "Checking for updates". The laptop is working. Do not press anything. Do not turn it off.

STEP 6 — Sign in with your SD42 student account

Screen: "Let's set things up for your work or school"



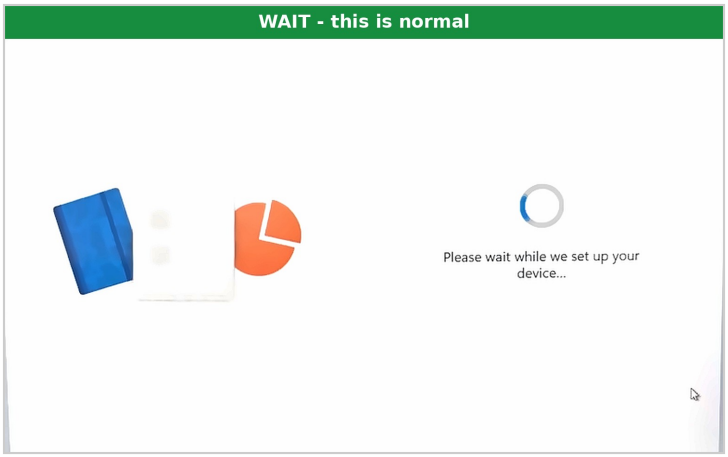
1. Click the box and type your **SD42 student username**. (Where the picture shows xxxxxxx, type your own.)
2. Click **Next**.
3. Type your **SD42 password**, then click **Sign in**.

Use your school account only

Never use a personal or home account. If it says your username or password is wrong, check your typing once. Still not working? Raise your hand.

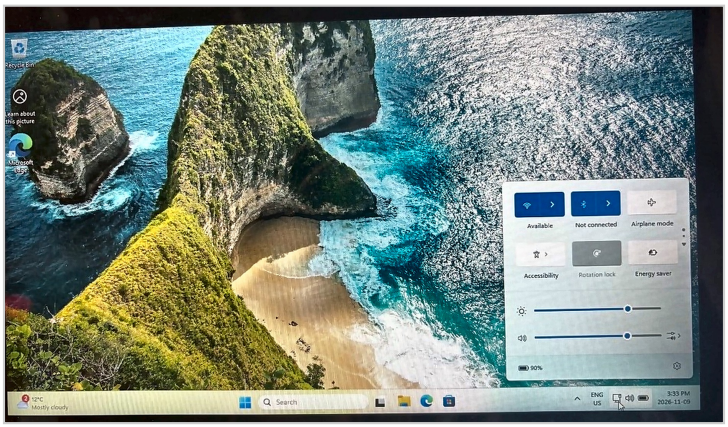
STEP 7

Wait for setup to finish



This is the longest wait

You may see "Please wait while we set up your device..." and other progress screens. The laptop is installing your school apps. This can take a long time. **Keep both cables plugged in.** Do not turn it off, restart it, or close the lid.



Your picture might look different. That's fine.

Setup is done when you see the desktop!

A picture fills the screen, with a bar along the bottom (the taskbar). Great work - Part 1 is finished!

You can unplug the network cable now. Ask your teacher what to do with the cable and the adapter.

PART 2

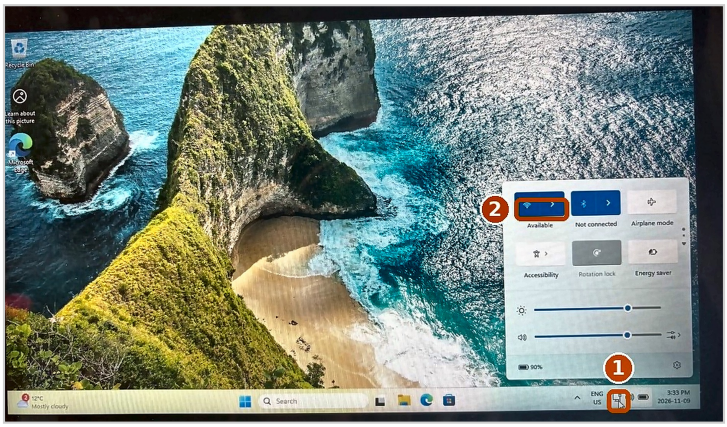
Get on school Wi-Fi

Steps 8 to 14. You get your own Wi-Fi password, then use it to connect.

At school, your laptop uses a Wi-Fi network called **SD42 BYOD**. To join it you need a **personal Wi-Fi password**. First you join the open **SD42 Guest** network to get that password.

STEP 8 — Open the Wi-Fi menu

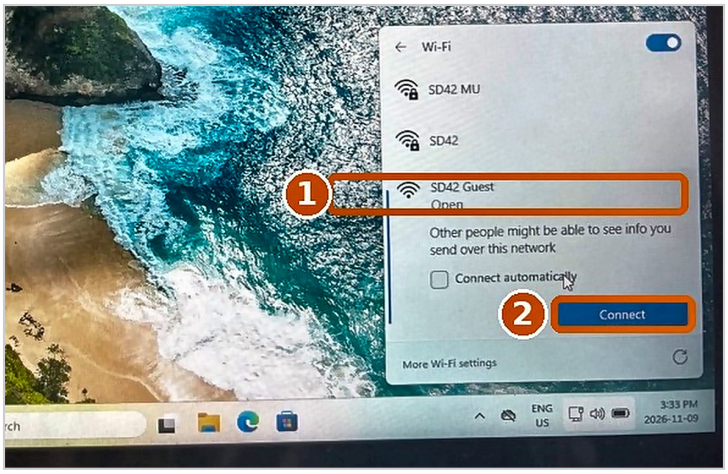
On the desktop



1. Click the **network icon** in the bottom-right corner, near the clock.
2. Click the small **>** arrow beside the Wi-Fi button to see the list of networks.

STEP 9

Connect to SD42 Guest



1. Click **SD42 Guest**.
2. Click **Connect**.

What happens next

A web page should open by itself. If nothing opens after a minute, open **Microsoft Edge**, click the address bar at the top, type **wifi.sd42.ca** and press **Enter**.

This might pop up: a "Welcome to Microsoft Edge" screen

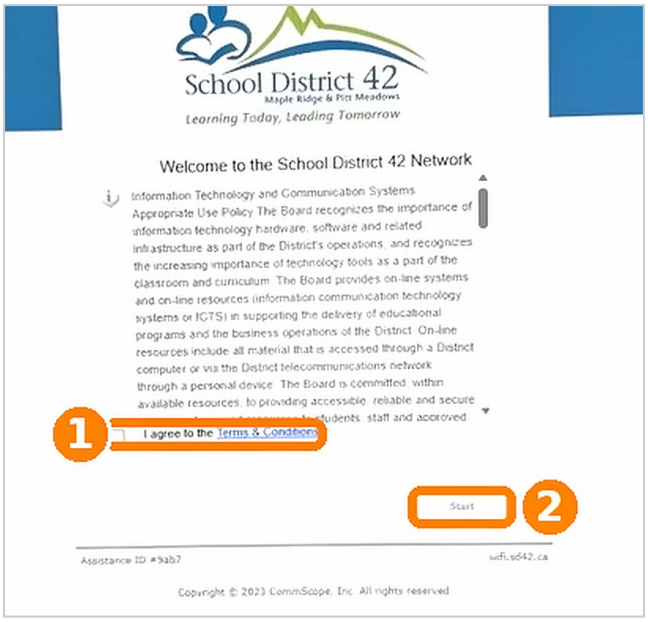
The first time Edge opens, it may show a welcome or "Customize your browser" screen asking you to sign in, sync, import, or allow things.

Do not click or allow anything on it. Close that tab with the small **X** on the tab.

If Edge closes, open it again from the taskbar, type **wifi.sd42.ca** in the address bar, and press **Enter**. That takes you to the SD42 Wi-Fi page.

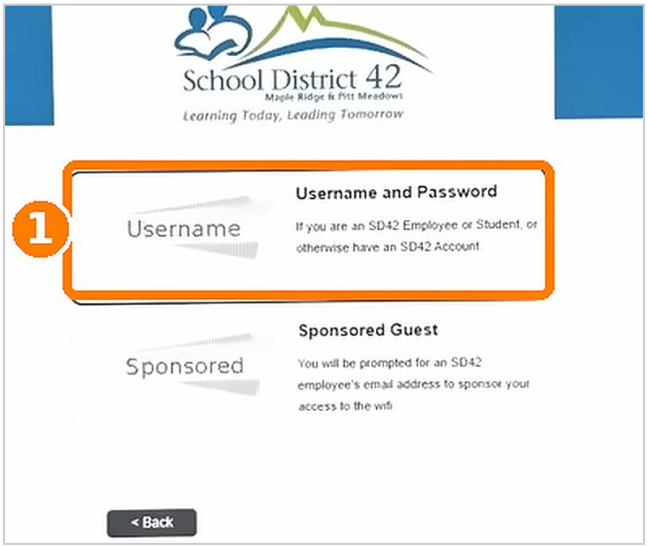
STEP 10 Agree to the rules

Web page: "Welcome to the School District 42 Network"



1. Click the small box beside **I agree to the Terms & Conditions** so a check mark appears.
2. Click **Start**.

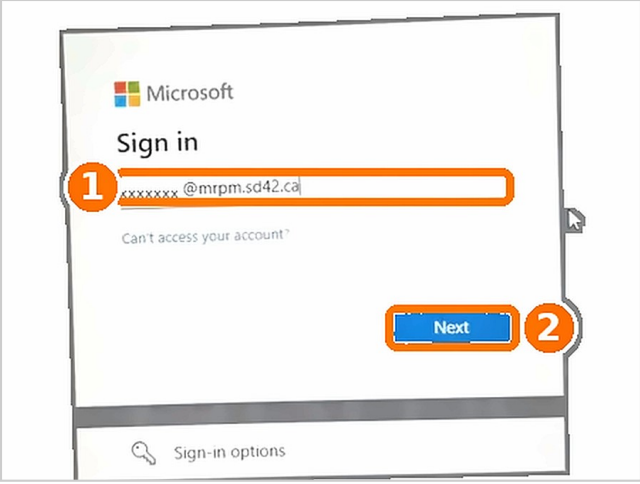
STEP 11 Pick Username and Password



1. Click **Username and Password** (the top box). Do not pick Sponsored Guest.

STEP 12 Sign in again with your SD42 account

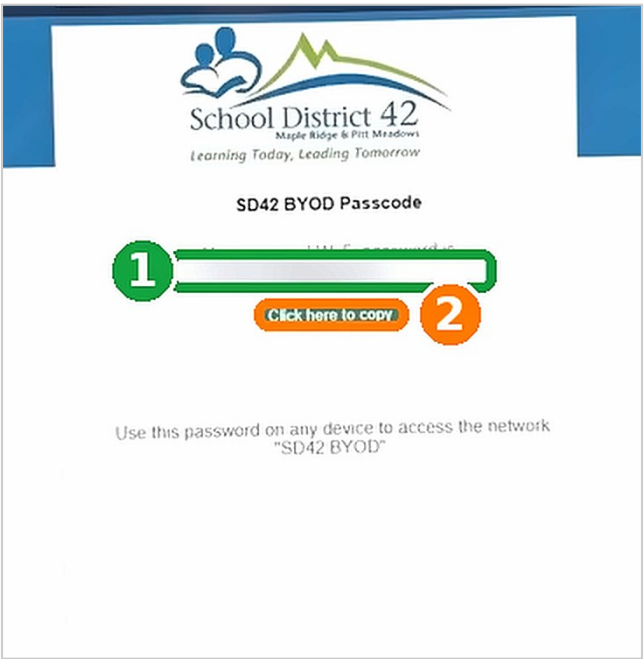
Microsoft sign-in page



1. Type your **SD42 student username**. (Where the picture shows xxxxxxx, type your own.)
2. Click **Next**.
3. Type your **SD42 password** and click **Sign in**.

STEP 13 Get your personal Wi-Fi password

Web page: "SD42 BYOD Passcode"



We blurred our password so nobody can use it.

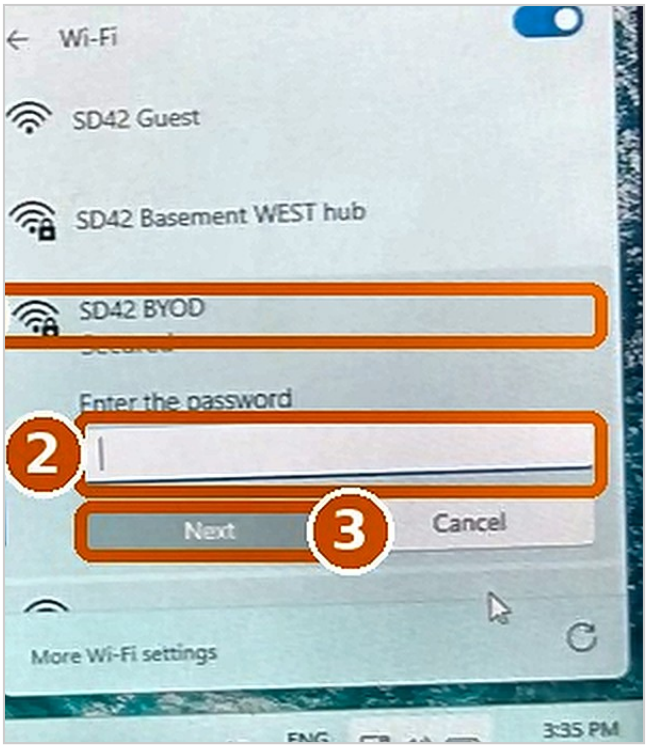
1. Find your Wi-Fi password in the box. It is a long mix of letters and numbers.
2. Click **Click here to copy**. This copies it so you can paste it in the next step. Use this first. Only type the password if copying does not work.

> **Keep it private**
> This password is only for you. Write it on the last page of this guide and keep the guide somewhere safe.

STEP 14

Connect to SD42 BYOD

Wi-Fi menu (same as Step 8)



1. Open the Wi-Fi menu again and click **SD42 BYOD**.
2. Click in the **Enter the password** box. Hold **Ctrl** and press **V** to paste your password (or type it carefully).
3. Click **Next**.

You did it!

Under SD42 BYOD it now says **Connected**. Your laptop is ready for school, and it will connect by itself next time.

Password not working?

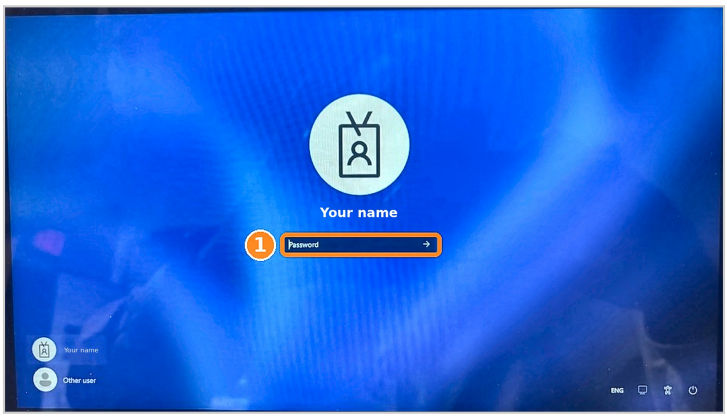
Go to **wifi.sd42.ca** in Edge (while on SD42 Guest) and sign in again to see your password. Copy it and try once more.

PART 3

Using your laptop every day

Signing in, rules, and keeping your work safe

Signing in



1. Open the lid or press the **Power button**. If you see a clock picture, press any key.
2. Type your **SD42 password** in the box and press **Enter**.

What you are allowed to do

- You are the **administrator** (the boss) of this one laptop. That means you can install programs and change things like the background picture.
- This does **not** make you the boss of any other school computer.
- The laptop still **belongs to SD42**. The school can manage it, and the school rules for computers still apply.

> **Keep your schoolwork safe**
> If the laptop ever needs to be reset (wiped), **everything saved only on the laptop is deleted** and cannot be brought back. Save important work in the place your school tells you to use - not just on the laptop. Ask your teacher where that is.

Returning the laptop

- Before you give it back, move any work you want to keep to your school-approved storage place.
- Return the laptop and the charger, the way your school tells you to.
- Ask your teacher what to do with the network cable and the adapter.

PART 4

Stuck? Find your problem here

Look for what you see, then do what it says

What I see or what happened	What to do
"Let's connect you to a network" with a list of Wi-Fi names (during setup)	Do **not** pick a network. Check both ends of the network cable and the adapter are clicked in. Still stuck? Raise your hand.
A screen that is not in this guide	Stop. Don't click anything. Ask your teacher or IT helper.
My username or password does not work	Check your typing once (watch for Caps Lock). Then ask for help. Your account may not be ready yet.
The laptop has been stuck on the same screen for a long time	Do not turn it off or restart it yourself. Check the cable is still plugged in, then ask for IT help.
I never reached the desktop picture	Do not keep resetting the laptop. Ask for IT help.
SD42 BYOD says my password is wrong	Join SD42 Guest, go to **wifi.sd42.ca** in Edge, and follow Steps 10 to 13 to get your password again. Then try Step 14.
No web page opened after I joined SD42 Guest	Open Edge and type **wifi.sd42.ca** in the address bar, then press Enter. Still nothing? Raise your hand.
A "Welcome to Microsoft Edge" screen popped up	Don't click or allow anything. Close that Edge tab with the small **X** on the tab. Then go to **wifi.sd42.ca**.

Need help?
Ask your teacher first. They can contact SD42 IT support for you.

PART 5

My setup checklist

Check each box when it is done

- [ ] Charger, network cable and adapter plugged in (Step 1)
- [ ] Chose Canada and clicked Yes (Step 3)
- [ ] Kept the US keyboard and clicked Skip (Step 4)
- [ ] Signed in with my SD42 student account (Step 6)
- [ ] I can see the desktop picture (Step 7)
- [ ] Joined SD42 Guest (Step 9)
- [ ] Agreed to the rules and signed in again (Steps 10 to 12)
- [ ] Got my personal Wi-Fi password (Step 13)
- [ ] Connected to SD42 BYOD - it says Connected (Step 14)

My personal SD42 BYOD Wi-Fi password (keep private!)

All boxes checked?
Your laptop is ready for school. Enjoy it and take good care of it!