

Preparing your Windows 7 BYOx laptop for Cairns State High School

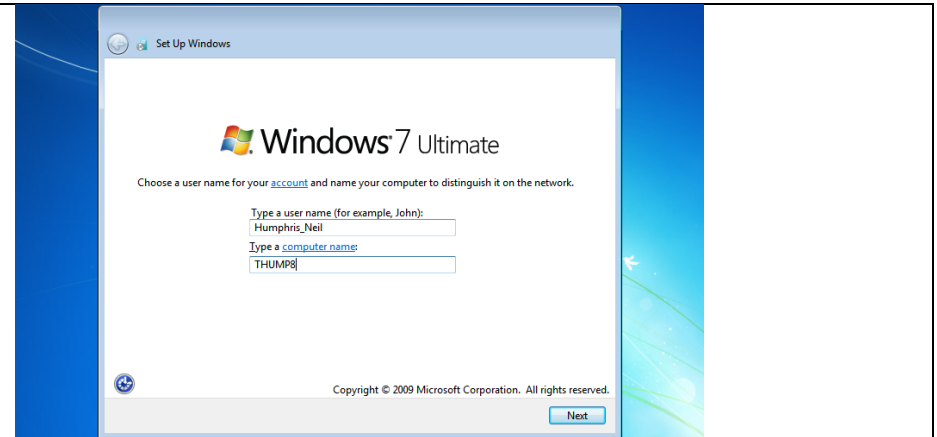
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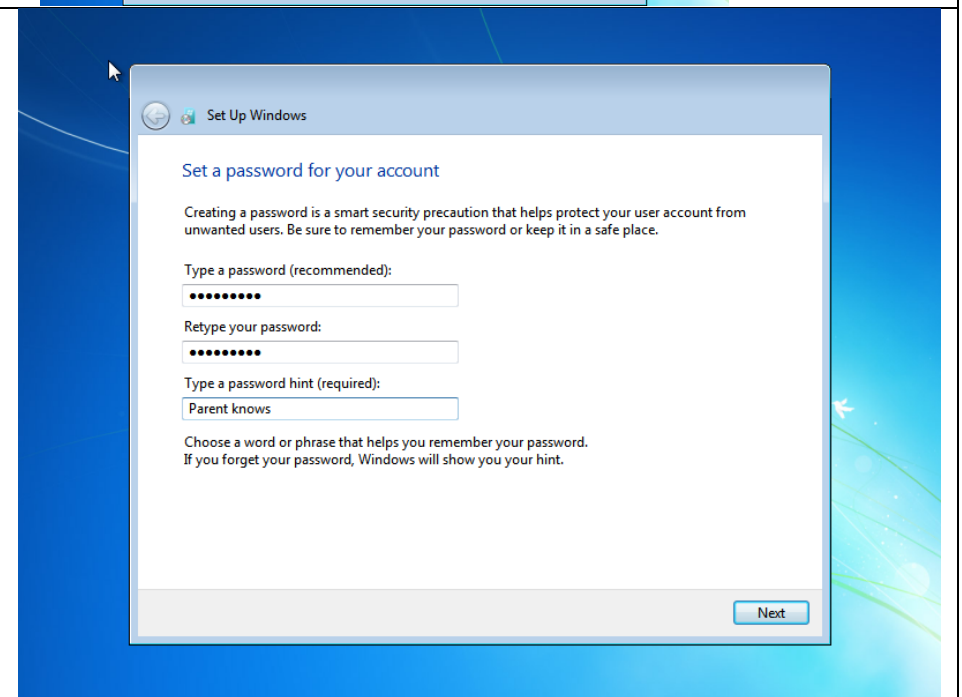
For New Computers you will be prompted during first Logon

You will be prompted for a computer name and a username during first Logon. Here you will set the computer name and parent account name.

Set up your own Parent Account first
and the Computer name should be the students **MIS ID**



We suggest You Start by Creating your own "Parent" account.
You can add a limited student account later.
Please set the computer name the students **MIS ID**

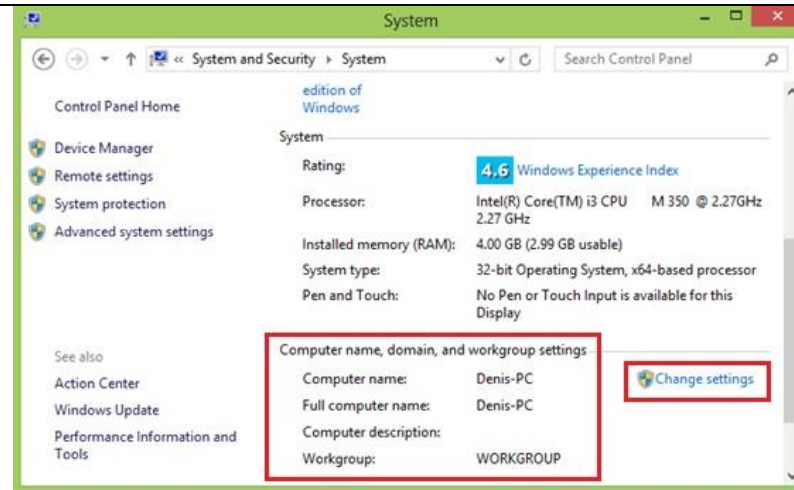


To Rename an existing, already configured computer

Hold down the Left Windows key on your keyboard and press the Pause Break (Top Right corner of your keyboard) (On some laptops, your might also have to hold down the function key)

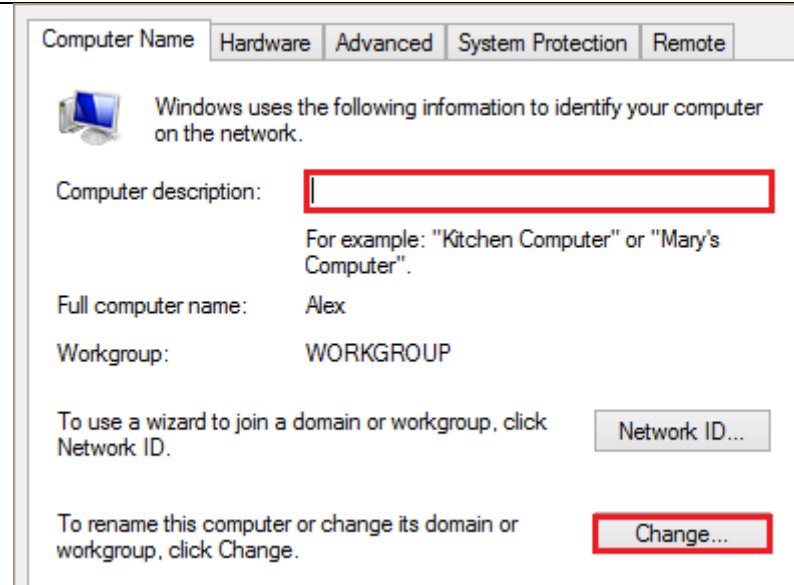
If these keys don't work, go to the **System** section of control panel.

If you haven't already set the Computer name to the students MIS ID (School logon name), then please click on **Change Settings**



The Description is not important, but you are welcome to enter the Students Name... e.g. Thomas Humphris's Computer

Click on the **Change** button



Here we need you to enter the students MIS ID / School Logon name into the **Computer name** section.
e.g. THUMP8

And Click on OK

The workgroup name is unimportant to us.

Computer Name/Domain Changes

You can change the name and the membership of this computer. Changes might affect access to network resources.
[More information](#)

Computer name:
PHUMP8

Full computer name:
PHUMP8

[More...](#)

Member of

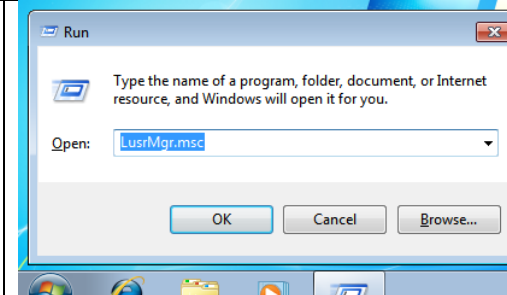
Domain:
[Empty text box]

Workgroup:
WORKGROUP

OK Cancel

Modifying and Adding User Accounts

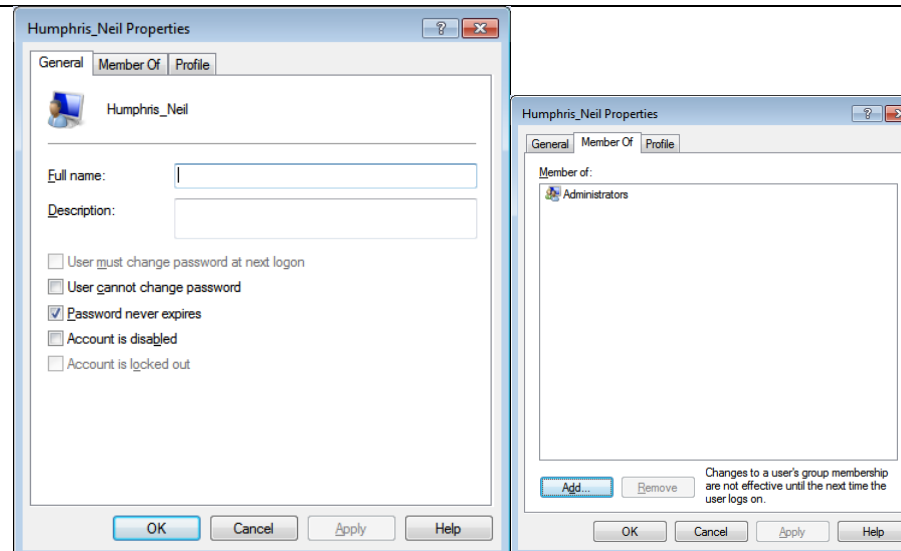
Click on the start menu and choose run
Enter lusrmgr.msc and click on OK



Checking your Parent Account settings

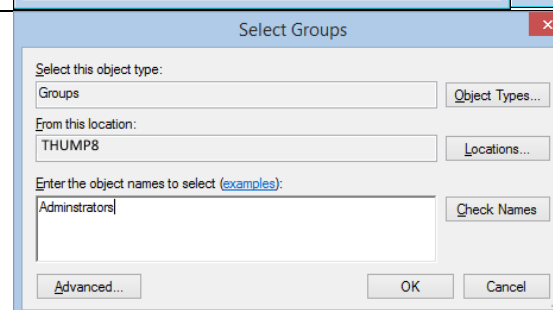
For you parent account you will want the same settings.
This allows you to be the administrator at home

Your parent Account should have the **Password never expires** ticked and you should be a member of the Administrators group



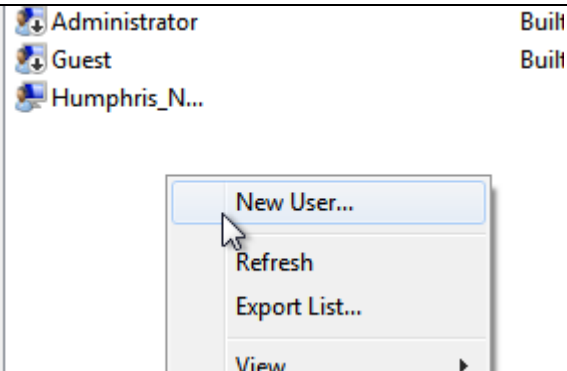
If you need to create a Parent Account, please follow the instructions below for creating a student user account.

With the exception that a parent account should be Added to the Administrators group.



Creating your child's student user account.

Right click the list and choose New User... from the popup menu



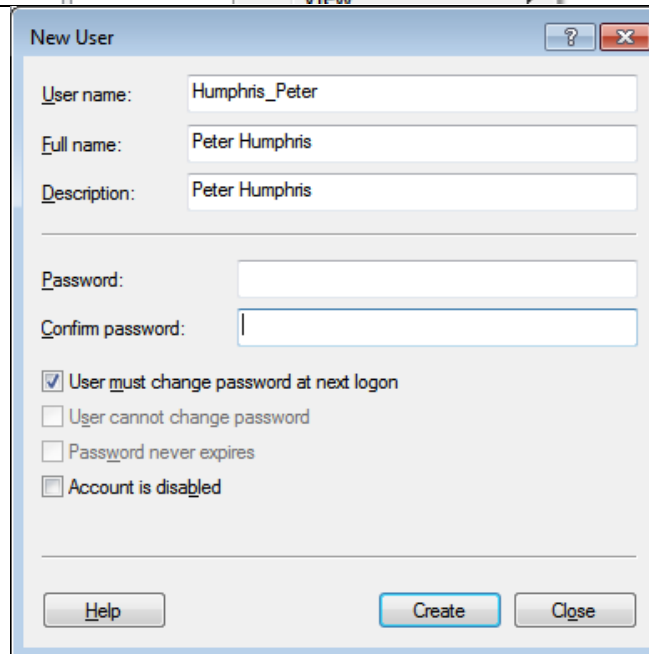
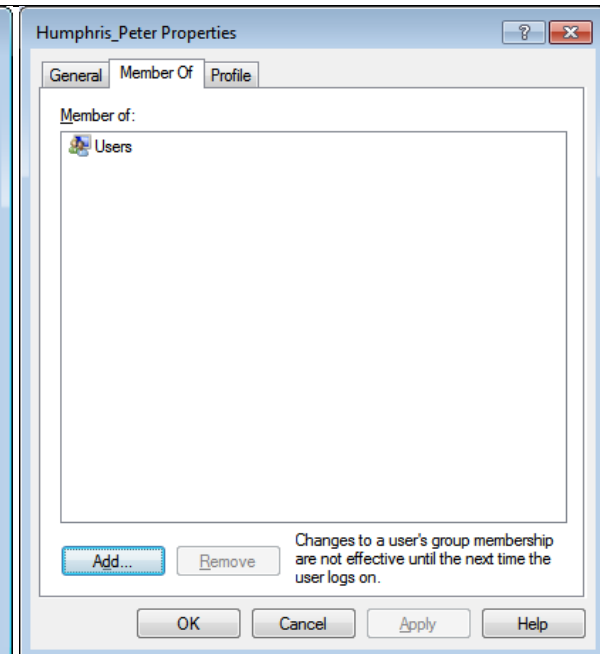
In the user name line you MUST type Surname_Firstname
e.g. Humphris_Thomas

There should be only one underscore character.
If you have a hyphenated or multipart name, simply use hyphens and spaces where you normally would
e.g. Smith_Anne-Marie
Van der Elke_Steven
Zhao_Ning Qi
Symthe-Jones_Mary Margaret

You can either set the password or have the child set the password at next logon

This password does NOT have to be the child's school password. It can be a different password.

Do not tick Password never expires

A screenshot of the 'New User' dialog box. It has fields for 'User name:' (Humphris_Peter), 'Full name:' (Peter Humphris), and 'Description:' (Peter Humphris). There are 'Password:' and 'Confirm password:' fields. Below these are four checkboxes: 'User must change password at next logon' (checked), 'User cannot change password' (unchecked), 'Password never expires' (unchecked), and 'Account is disabled' (unchecked). At the bottom are 'Help', 'Create', and 'Close' buttons.A screenshot of the 'Humphris_Peter Properties' dialog box, 'Member Of' tab. It shows a list of groups under 'Member of:' with 'Users' selected. Below the list are 'Add...' and 'Remove' buttons. At the bottom are 'OK', 'Cancel', 'Apply', and 'Help' buttons. A note at the bottom right states: 'Changes to a user's group membership are not effective until the next time the user logs on.'

Other Software

Install an antivirus solution

There is a free solution from Microsoft www.microsoft.com/security called MS Security Essentials.

The Norton Security with Backup (based on the product that we use at school) is available for \$9.99 per year subscription fee (or \$29.99 for 3 years) at <https://phoenix.symantec.com/DETE/index.php?sel=about> (Students will have to logon onto the learning place first.

Install Microsoft Office Student Advantage

Go to this website for the information and links to download and install. <https://portal.office.com/OLS/MySoftware.aspx>

If you do not have internet at home nor live near a free WiFi hotspot, these can be done at school.

Other software that we require can be installed at school

When your child gets to school they should

- Connect to the schools wireless network named **iDET**. They will need to use their MIS ID and school password
- They will be instructed in Class to Install Our BYO Logon Script
- Each day when they arrive at school, they should run the Logon Connector Script

The logon Script will

- Logon using Surname_FirstName and the PCNAME as MIS ID
 - If machine name is not MISID – Will reject
 - Or user name is not Surname, FirstName – Will reject
- Asked for the MIS ID Password
- Make a record the Logon in our Logon database
- Install ABTC Client
- Map H: S: drives (whatever the current favourites are, this will change)
- May add some shortcuts to the Favourites folder