

# Preparing your W8.1 BYOx laptop for Cairns State High School

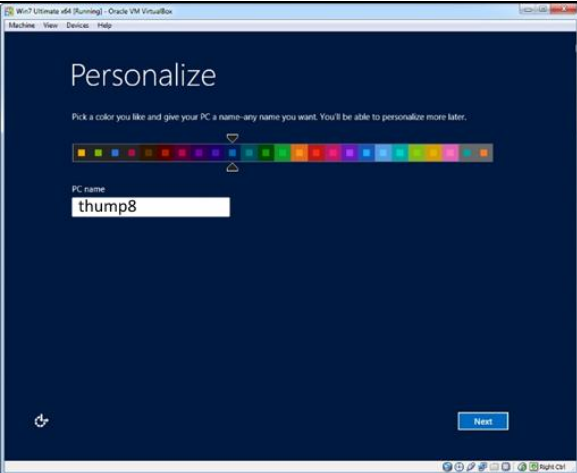
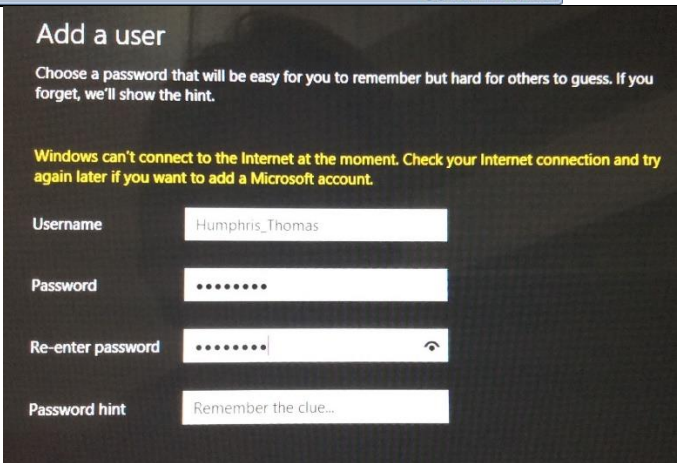
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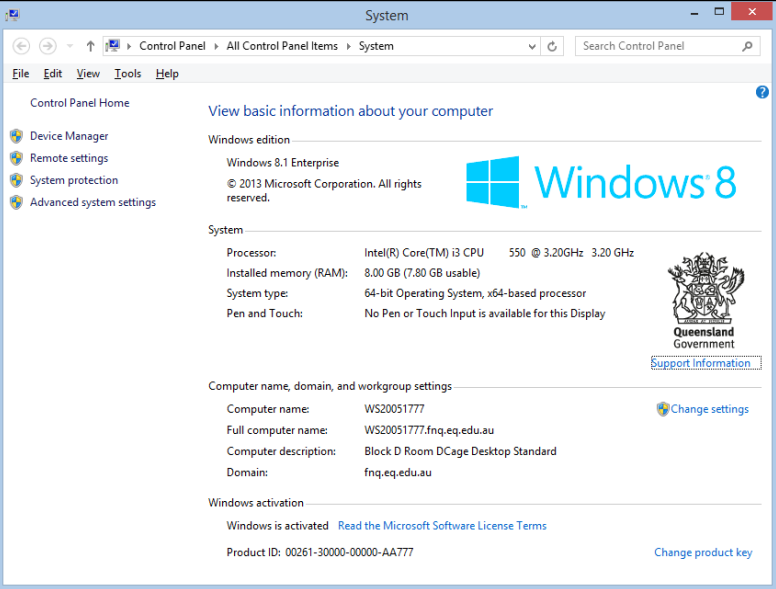
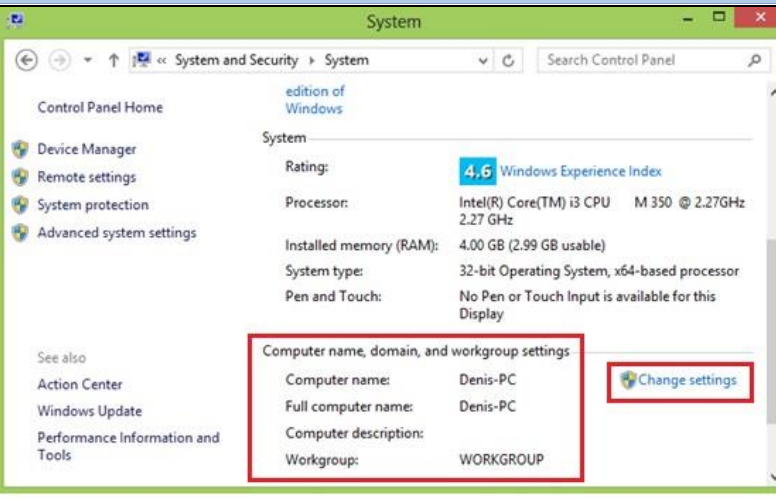
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## For New Computers you will be prompted during first Logon

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.

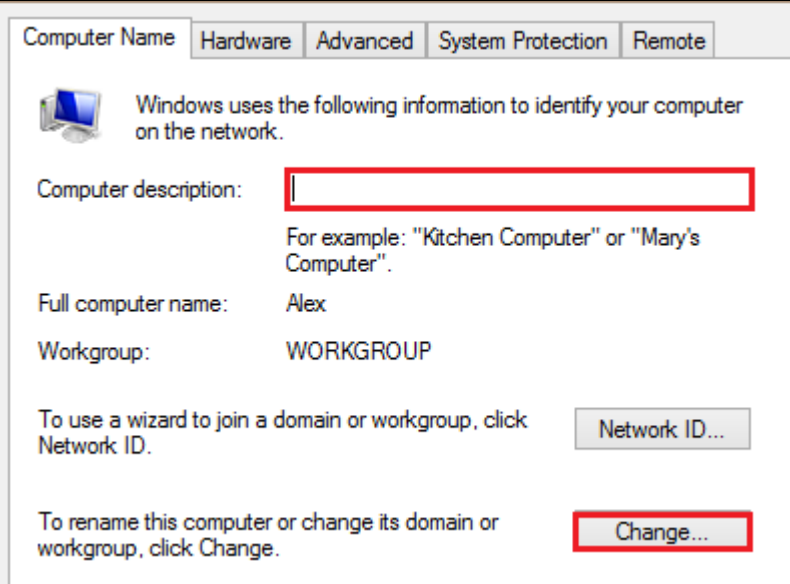
<p>Please set the computer name the students <b>MIS ID</b></p>	 A screenshot of the Windows 7 Personalize screen. The title bar reads "Win7 Ultimate x64 (Running) - Oracle VM VirtualBox". The main window has a dark blue background with the word "Personalize" at the top. Below it, there is a color selection bar and a text input field for "PC name" containing the text "thump8". A "Next" button is visible in the bottom right corner.
<p><i>If prompted - Choose sign in without Microsoft account and then create a Local Account.</i></p> <p>We suggest You Start by Creating your own "Parent" account. You can add a limited student account later.</p>	 A screenshot of the Windows 7 "Add a user" screen. The title is "Add a user". Below the title, there is a prompt: "Choose a password that will be easy for you to remember but hard for others to guess. If you forget, we'll show the hint." A yellow warning message states: "Windows can't connect to the Internet at the moment. Check your Internet connection and try again later if you want to add a Microsoft account." There are four input fields: "Username" with "Humphris_Thomas", "Password" with masked characters, "Re-enter password" with masked characters and a checkmark icon, and "Password hint" with "Remember the clue...".

## To Rename an existing, already configured computer

<p><b>Windows 8.1 - System Properties</b></p> <p>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)</p>	<p><b>Windows 7 - System Properties</b></p>  <p>The screenshot shows the Windows 8.1 System Properties window. The title bar reads 'System'. The breadcrumb path is 'Control Panel &gt; All Control Panel Items &gt; System'. The main content area is titled 'View basic information about your computer'. It displays the following information:</p> <ul style="list-style-type: none"><li>Windows edition: Windows 8.1 Enterprise</li><li>System: Processor: Intel(R) Core(TM) i3 CPU 550 @ 3.20GHz 3.20 GHz; Installed memory (RAM): 8.00 GB (7.80 GB usable); System type: 64-bit Operating System, x64-based processor; Pen and Touch: No Pen or Touch Input is available for this Display.</li><li>Computer name, domain, and workgroup settings: Computer name: WS20051777; Full computer name: WS20051777.fnq.eq.edu.au; Computer description: Block D Room DCage Desktop Standard; Domain: fnq.eq.edu.au.</li><li>Windows activation: Windows is activated; Product ID: 00261-30000-00000-AA777.</li></ul>
<p>If you haven't already set the Computer name to the students MIS ID (School logon name), then please click on <b>Change Settings</b></p>	 <p>The screenshot shows the Windows 7 System Properties window. The title bar reads 'System'. The breadcrumb path is 'System and Security &gt; System'. The main content area is titled 'System'. It displays the following information:</p> <ul style="list-style-type: none"><li>Rating: 4.5 Windows Experience Index</li><li>System: Processor: Intel(R) Core(TM) i3 CPU M 350 @ 2.27GHz 2.27 GHz; Installed memory (RAM): 4.00 GB (2.99 GB usable); System type: 32-bit Operating System, x64-based processor; Pen and Touch: No Pen or Touch Input is available for this Display.</li><li>Computer name, domain, and workgroup settings: Computer name: Denis-PC; Full computer name: Denis-PC; Computer description: ; Workgroup: WORKGROUP.</li></ul> <p>The 'Computer name, domain, and workgroup settings' section and the 'Change settings' button are highlighted with a red box.</p>

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



Computer Name Hardware Advanced System Protection Remote

Windows uses the following information to identify your computer on the network.

Computer description:

For example: "Kitchen Computer" or "Mary's Computer".

Full computer name: Alex

Workgroup: WORKGROUP

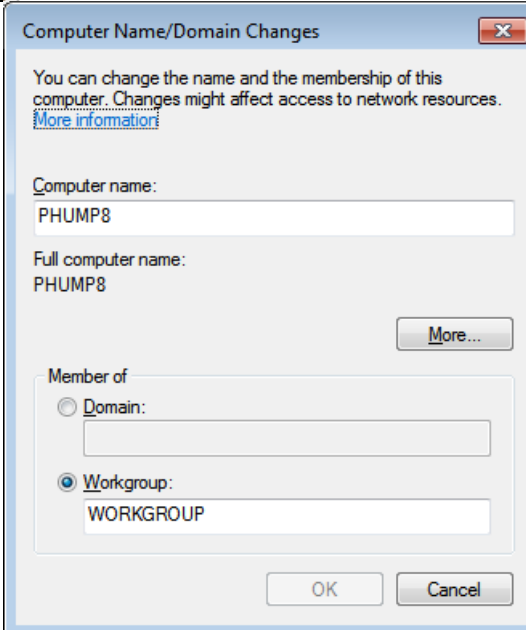
To use a wizard to join a domain or workgroup, click Network ID.

To rename this computer or change its domain or workgroup, click Change.

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

Member of

Domain:

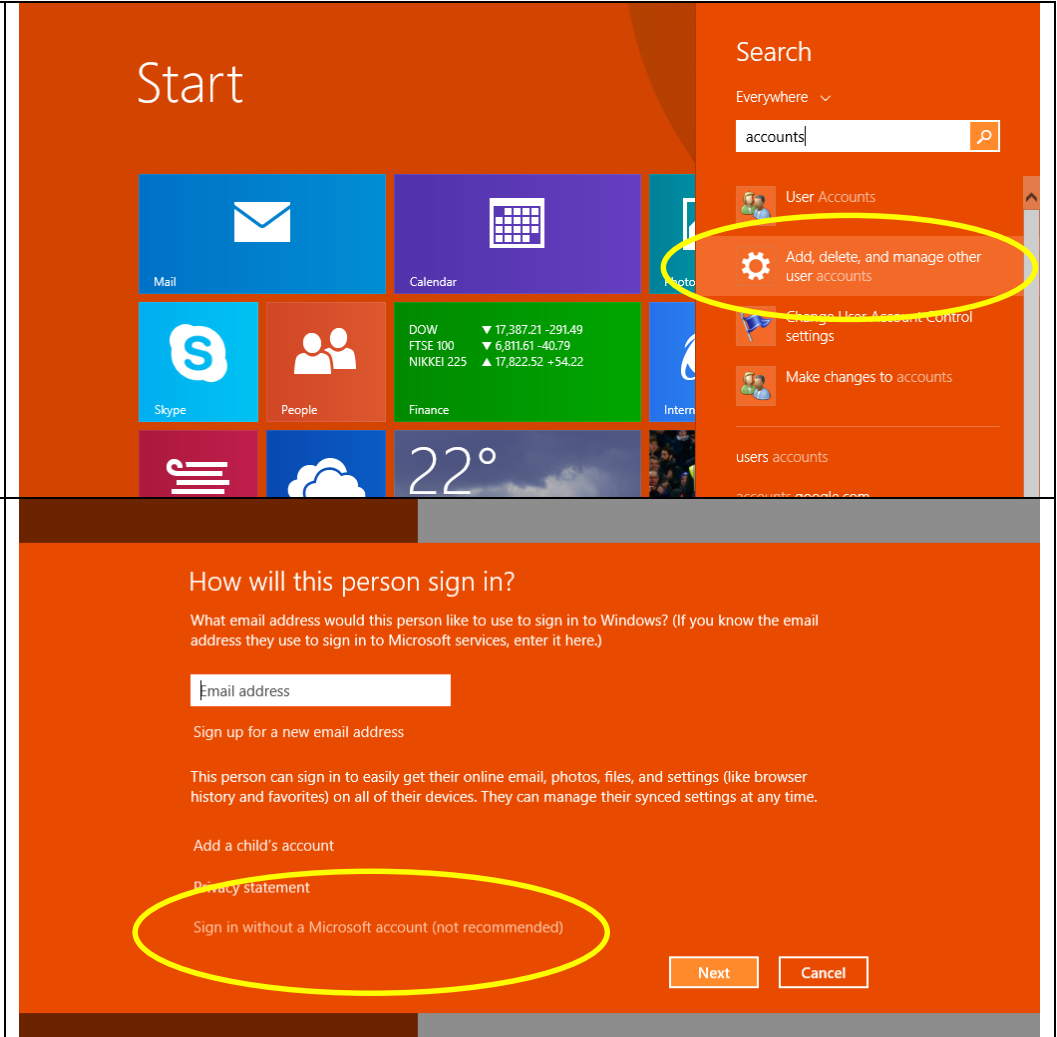
Workgroup:  
WORKGROUP

# Modifying and Adding User Accounts

## Creating your child's student user account.

Click on the start button to bring up the Start Screen and type **Accounts**,  
The windows Start Screen will search for and show you some options.

Click on the **Add, delete and manage other user accounts** link.



When Asked how the person will sign in...  
Choose **Sign in without a Microsoft account (not recommended)**

Then click on **Next**

Microsoft will then show more information (trying to convince you to use a Microsoft Account) and you must click here on the **Local Account** button.

## ← Add a user

There are two options for signing in:

### Microsoft account

Signing in to PCs with your email address lets you:

- Download apps from Windows Store.
- Get your online content in Microsoft apps automatically.
- Sync settings online to make PCs look and feel the same—like your browser history, account picture, and color.

### Local account

Signing in with a local account means:

- You have to create a user name and account for each PC you use.
- You'll need a Microsoft account to download apps, but you can set it up later.
- Your settings won't be synced across the PCs that you use.

Microsoft account

Local account

Cancel

In the user name line you MUST type the students Surname\_Firstname  
e.g. Humphris\_Fred

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

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

## ← Add a user

Choose a password that will be easy for you to remember but hard for others to guess. If you forget, we'll show the hint.

User name

Humphris\_Fred

Password

••••••

Reenter password

••••••

Password hint

Remember that time we went to

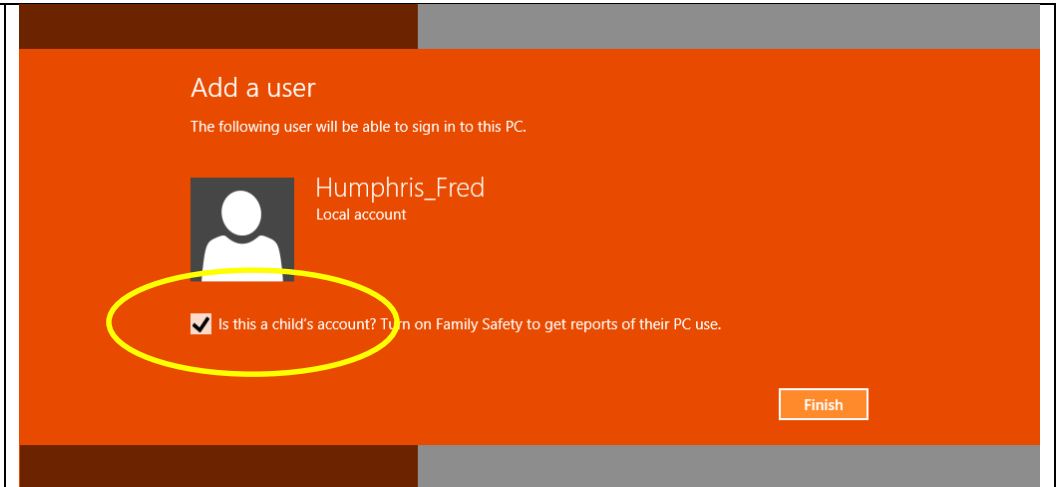
Next

Cancel

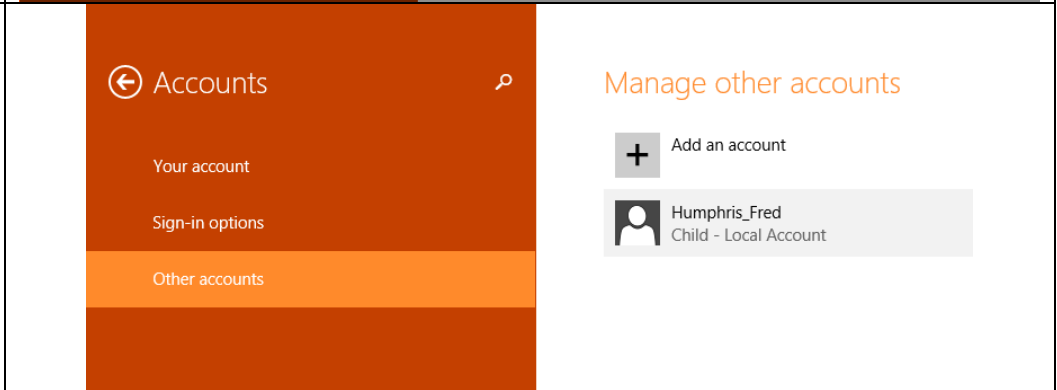
At this screen you might like to tick **Is this a child's account? Turn on Family to get reports of their PC use.**

This is only for your benefit, and this information is not accessed or used by the school in any way. It may seem trivial, but switch it on. There may come a time will this information and logs may be helpful to you.

Click on **Finish**



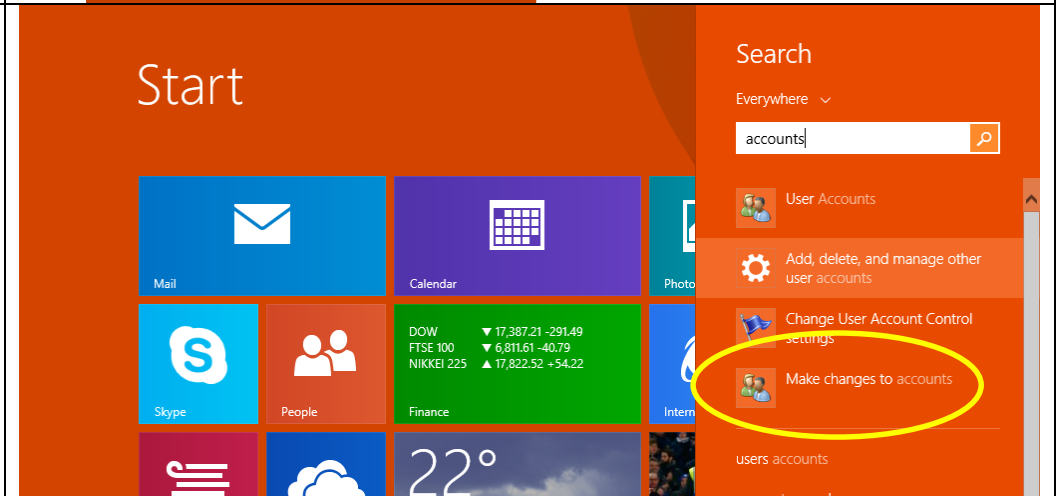
You're done!



So to check your work, return to the start menu by press the Start button.  
Enter **Accounts**

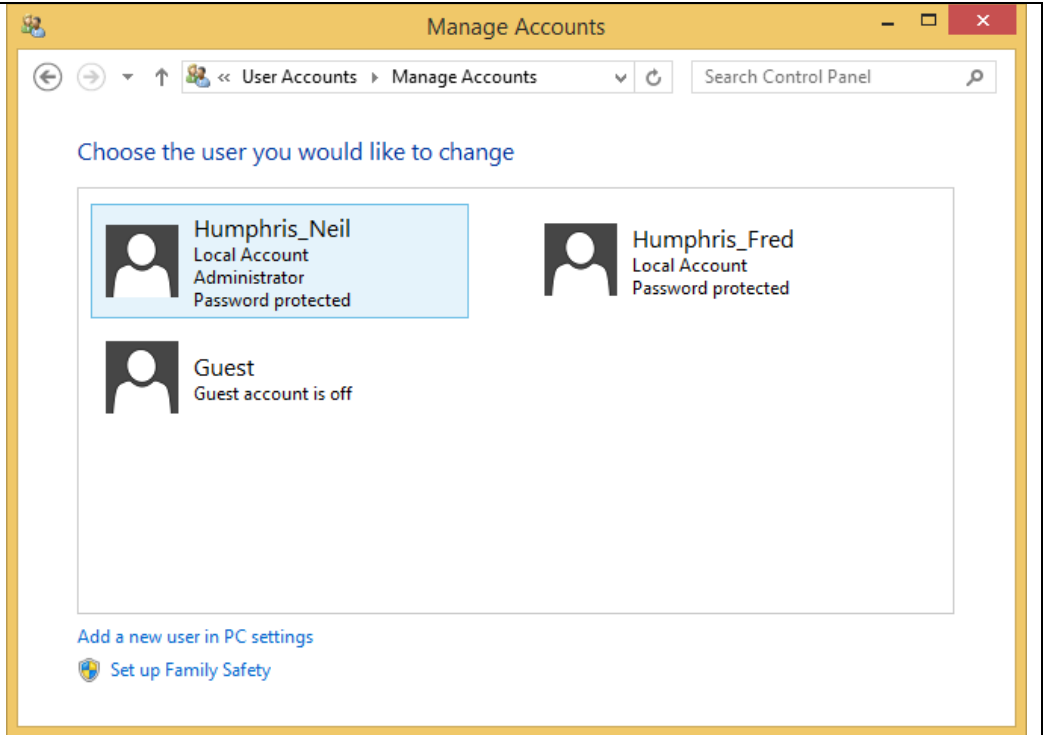
The start screen will filter the search results

This time click on **Make changes to Accounts**



Your computer should look something like this

Notice how my account is listed as Local Account and Administrator, while Fred's account is Listed simply as Local Account. This means it is a standard account





## Other Software

### Install an antivirus solution

There is a free solution from Microsoft [www.microsoft.com/security](http://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

## Connecting to the School WiFi

After the student has returned the signed BYOX Laptop Agreement and the Network Connection fee has been paid; they will be emailed the configuration settings for the School WiFi. They should read this email at home, by accessing the <http://owa.eq.edu.au> Office 365 webmail site. They will be required to logon with their username and password.

## 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