Preparing your 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.

<table>
<thead>
<tr>
<th>Windows 8 – New Computer</th>
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<tbody>
<tr>
<td>Please set the computer name the students MIS ID</td>
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<table>
<thead>
<tr>
<th>Windows 7 – New Computer</th>
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<tbody>
<tr>
<td>Set up your own Parent Account first and the Computer name should be the students MIS ID</td>
</tr>
<tr>
<td>If prompted - Choose sign in without Microsoft account and then create a Local Account. We suggest You Start by Creating your own “Parent” account. You can add a limited student account later.</td>
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<tr>
<td>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 <strong>MIS ID</strong></td>
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</table>

![Add a user](image1.png)  
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.

![Set a password for your account](image2.png)  
Creating a password is a smart security precaution that helps protect your user account from unwanted users. Be sure to remember your password or keep it in a safe place.

- **Username**: Humph_Thomas
- **Password**: ********
- **Re-enter password**: ********
- **Password hint**: Remember the clue...
To Rename an existing, already configured computer

**Windows 8 - System Properties**

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)

**Windows 7 - System Properties**

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.
## Modifying and Adding User Accounts

<table>
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<tr>
<th>Windows 8 - On the menu Screen, Just start typing lusrmgr.msc</th>
<th>Windows 7 - Click on the start menu and choose run</th>
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<tbody>
<tr>
<td>Click on the LUsrMgr.msc that is displayed</td>
<td>Enter lusrmgr.msc and click on OK</td>
</tr>
</tbody>
</table>

## Checking your Parent Account settings

For your 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.
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](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](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 school's wireless network named **QDETA-X**. They will need to use their MIS ID and school password
- Open this link [http://eqfnq2005004/logon](http://eqfnq2005004/logon)
- Download the logon connector Script, and place it on the desktop
  - It will be a zip file and download to the downloads folder
  - They will open the zip file and drag the Logon Script to the desktop

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 password MIS ID
- Record Logon
- Install ABTC Client
- Map H: S: V: Q: (whatever the current favourites are, this will change)
- Favourites