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>
<th>Windows 7 – New Computer</th>
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</thead>
<tbody>
<tr>
<td>Please set the computer name the students MIS ID</td>
<td>Set up your own Parent Account first and the Computer name should be the students MIS ID</td>
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</table>
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.

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

<table>
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<tr>
<th>Windows 8 - System Properties</th>
<th>Windows 7 - System Properties</th>
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</thead>
<tbody>
<tr>
<td>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)</td>
<td><img src="image1.png" alt="Windows 8 System Properties" /></td>
</tr>
</tbody>
</table>

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

![Windows 7 System Properties](image2.png)
The Description is not important, but you are welcome to enter the Student's name... e.g. Thomas Humpris's Computer

Click on the **Change** button

Here we need you to enter the student's 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

Set the Administrators Password

<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>
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</table>

In the Local User & Groups Manager window that opens...

- Click on **Users** in the left pane
- In the center Pane, right click on Administrator and choose **Set Password...**

Click on **Proceed** after you read the warning
Please set the Administrators password to **Australia.1**

Make sure you use a Capital A and follow the word Australia with a fullstop and the digit one.

We will change that at school during the logon connector.

We will reset that password when your child leaves CSHS.

You may also need to enable the Administrator account if it is not already enabled.

The small down arrow on the icon indicates a disabled account.

Double Click on Administrator and ensure that the **Password never expires** is ticked and that **Account is disabled** is unticked.
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.
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

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When your child gets to school they should

- Connect to the schools wirelessnetwork named **QDETA-X**. They will need to use there 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