Welcome to St Paul's School's laptop program!

When you first boot your machine, you will be asked to create a username and password to login onto your laptop.

Please make sure you remember your username and password for your laptop. There is no way for us to recover this for you if you forget it – we will need to reset your laptop to factory settings if you forget it, uninstalling all software and any files you may have!

You will end up with 2 different username/password combinations:

- Your laptop username and password that you will use to log on to your machine. You should also create an account for your parents on your laptop as a backup!

- The other username and password is your St Paul's network username [e.g. your Student ID number or Staff Username] and your network password. For new students, your network password will be given to you at the beginning of the school year. For current Year 6 and above students, your username and password will remain unchanged from what it was last time you used it.

Software Installation

We will be placing software for you to install-as-you-need in the Learn portal located at https://learn.stpauls.qld.edu.au, in a course called Software [hover on the My Courses menu item]. If you are an existing St Paul's student and can remember your Username [student ID number] and Password, you can use this to login to this portal.

If you cannot remember your username/password combination, or are a new student and do not yet have your network username and network password, you can log in to the Learn portal address above using the following credentials:

Username:
`software`

Password:
`Install=2022`

Please note that some of the installation packages are large. If you have a slow internet connection, use your mobile data or have a limited download quota then do not try to download these at home. You can download these at school. You can download them before school, during lunch time or after school when you will not significantly affect others.

Remember, you do not want to download every piece of software that we have listed in the Learn portal. Install what you need for your courses – you do not want your laptop to be bloated with software you do not need. The software will always be available here so there is no hurry for you to grab it all!
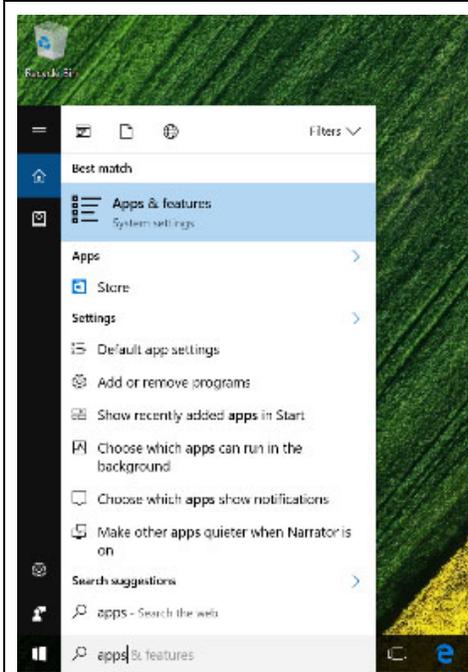
Windows Users Only

Windows users, there are some things that you need to UNINSTALL before you begin.
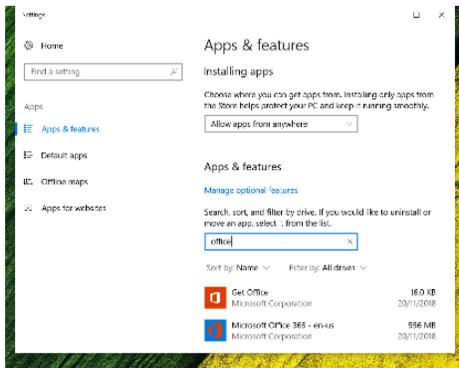
Windows users need to uninstall Office.
The version of Office that comes on the laptop is not compatible with our licensing so needs to be removed first. To do this follow these steps:
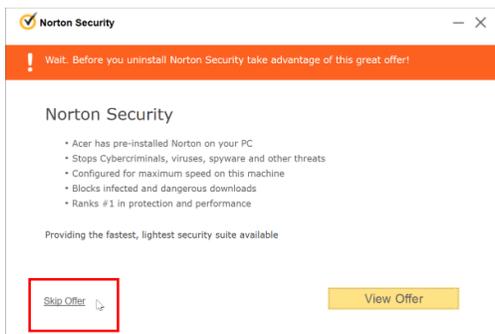
	Click in the '**Ask me anything**' search box at bottom left of screen, type '**apps**', and press enter when '**Apps & Features**' is highlighted
	Click in '**Search this list**' and type '**office**' Click on '**Get Office**' then Uninstall, then Uninstall again Click on '**Microsoft Office 365 – en-us**', and Uninstall, Uninstall, Yes

|	
	Norton Anti-virus We recommend that you also uninstall Norton Antivirus. This limited trial comes pre-installed. You are welcome to use this and pay for a subscription if you wish, but you can use a range of other free options, like Sophos as mentioned below. If you do not wish to pay for a Norton Antivirus subscription, then uninstall this too. Bring up the **Apps & Features** section again, if not still available Click in 'Search this list, and type '**norton**'

Click on '**Norton Security**', then uninstall, Uninstall, Yes

The uninstall process will ask a few questions, click on '**Skip offer**'

Important: click the **small cross at bottom**
this will remove the unneeded scanning software

then click on 'Please remove all user data'
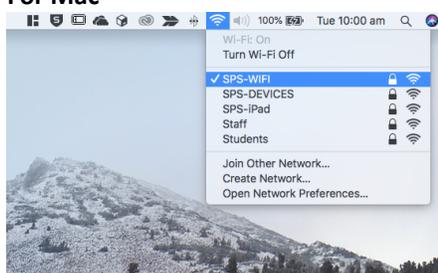
When completed, restart the laptop
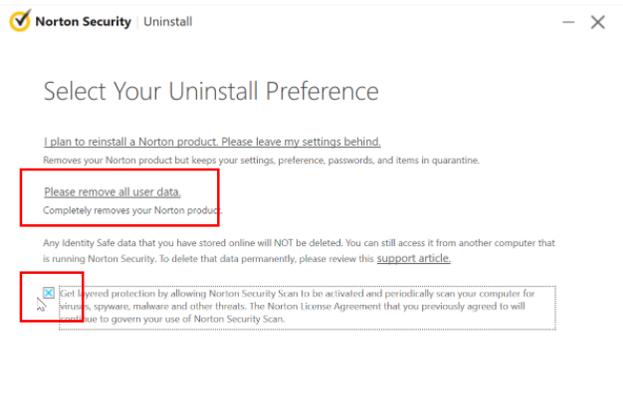
Installation and configuration for Mac and Windows Users

Windows users make sure you have uninstalled Office and Norton's Antivirus before proceeding – see instructions on how to do this effectively

SOPHOS	The first thing that you are required to install is antivirus software. You can access this from the learn portal or directly from https://home.sophos.com. You can register for free using a family email address [see your parents ☺] or if you are an existing student, you can use your school email address. This will install for both Windows and Mac. If your family has another anti virus subscription, you are welcome to use it if you continue to get virus definition updates!
(Chrome icon)	Install the Chrome browser. You can access this from http://www.google.com/chrome
The following configuration and software installations require you to know your school username and network password. For new students to St Paul's School, this will be provided at the beginning of next year when you start school. For existing St Paul's School students, it is your current network Username [school ID number] and your existing network password. If you do not know these, then TechZone can advise. For students new to St Paul's School, you cannot proceed past here until you are provided this information next year. You can still join your new laptop to your home wifi network with your parent's permission :)	
(Wi-Fi icon) School username and password needed	You can connect your laptop to the school Wi-Fi network once you know your school username and network password. If you know your school username and network password then follow these steps. Note this can only be done at school ☺. **For Windows** • Open the Wi-Fi menu from the icon at the bottom task bar, and choose SPS-WIFI • Check that 'Connect automatically' is selected, click on Connect • Enter your school username and password • If you get the 'Continue connecting?' prompt, click on Connect **For Mac** • Open the WIFI menu from the top right corner and choose the SPS-WIFI. • Enter your School username • Enter your Network password • Tick the option to store your password in Keychain [the password vault on Mac] **At home** Feel free to go through a similar process to add your laptop to your home wifi network.
(Office 365 icon) school username and password needed	The major piece of software that all students require is Office 365 [including Word, Excel and Powerpoint] and the OneDrive application. You can only download these by logging on to https://www.office.com/ using your SCHOOL email address and password. **See the separate document on Installing Office365 and OneDrive.** **For Windows users, you MUST have uninstalled Office if it pre-installed on your laptop BEFORE you attempt to install this version.**

	If you do not have your school email address yet or you cannot remember your network password, then you will need to wait for this to be provided/reset for you. For new students, your student ID will not be active until at least 14 January next year and will be communicated to you on your first day.

While on the Office365 portal, you should also set up your ability to reset your school password if you forget it. This will mean that you do not have to contact TechZone or can solve your problem from home during holidays if need be.

To do this, please go to http://bit.ly/spspasswordreset and put in your school username and current password. You can then choose from a variety of different methods [eg mobile phone, second email address or using security questions] to allow you to reset your password. This is like resetting your password on Netflix or any other web application. Once you reset your password using this tool, you will then need to change your saved password for email, Wi-Fi and printers as well.

When setting a network password, be advised that it must comply with some complexity requirements, these are:

- Passwords cannot contain the user's account name or parts of the user's full name that exceed two consecutive characters.
- Passwords must be at least six characters in length.
- Passwords must contain characters from three of the following four categories:
  - English uppercase characters (A through Z).
  - English lowercase characters (a through z).
  - Base 10 digits (0 through 9).
  - Non-alphabetic characters (for example, !, $, #, %) |
| school username and password needed | Email: For simplicity, it is strongly recommended you access your email through the internet, by signing into www.office.com and clicking on Outlook.

If you wish, you can download the Outlook client from https://www.office.com [both Windows and MacOS]. You will need to know your School username and network password to access your email. |
| school username and password needed | You will also notice that inside the Software course in the Learn portal, there are links to both register for Lynda.com/LinkedIn Learning access through the State Library website [https://www.slq.qld.gov.au/research-collections/information-collections/eresources/lyndacom] and to courses for you to learn how to get the most out of Windows [http://bit.ly/spswin10] and Mac [http://bit.ly/spsMacHSierra]. If you are a Windows user moving across to Mac, you may be interested in the course on Migrating from Windows 10 to Mac [http://bit.ly/spswin2mac].

Once registered, there are links for a variety of other pieces of software you may be interested in, from photography to programming and everything in between. If you are using new software at school, Lynda.com/LinkedIn Learning provides you with courses to become familiar and help you achieve what you want. Think of it like YouTube videos, but more professional and more specific! |

school username and password needed

School Printers – you can only do this when you are connected to the school wifi network. If you cannot connect with YOUR network Username and Password, then please see Techzone for assistance. New students to the school will need to wait until they have started at school and are advised of their network Username and Password.

For Mac Users
Click on the Apple Menu -> System Preferences and click Printers & Scanners

Click on the ✚ symbol (and if given option choose 'Add Printer or Scanner')
Select '**printanyware_copier**', and click on 'Add'

Click on the ✚ symbol again and choose 'Add Printer or Scanner'
Select '**printanyware_copier_colour**', and click on 'Add'

You now have to enter your St Paul's Username and Password for each printer. Close 'Printers & Scanners' app, and open Microsoft Word with a blank document. Press Command-P (or File -> Print from menu), select a newly added printer and click 'Print' to send a test-print. Because you are trying to access a network printer, you will be asked for your Name and Password.
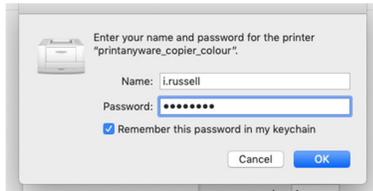
IMPORTANT: CHANGE the Name field. The name and password that are required here is **your St Paul's network username and password** (as Learn portal and Student Café), and not the one for your laptop.
Also click the box for **'Remember the password in my keychain'**.

Repeat this process for any additional school network printers you have added.

For Windows Users
Log on to the Learn portal as described above and navigate to My Courses -> Software.

In the Windows section, find the Installing Printers instructions and download the required file. You can also watch the video provided to see the process in action.

Installing Printers

For Windows machines, you will need the print driver below installed to allow you to school. The following video guides Windows users through the process
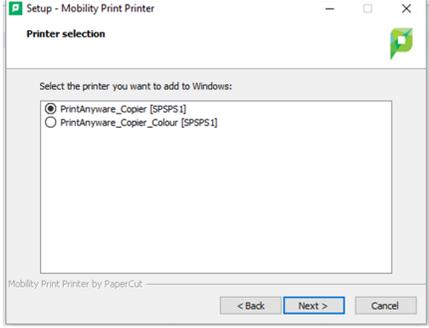
To install the PaperCut mobility print for Microsoft Devices. Download this file

Windows Machine

After downloading the file, run the app. If you are asked if you want to allow this app to make changes, then choose YES.

Set the Language to your preference and then accept the agreement.

The Mobility Print app will then retrieve a list of available printers.

Select the printer you wish to add to your laptop and click Next.

You will then be prompted to enter your Username and Password. Enter your school network Username and Password and click Next.

Repeat the process to add any additional printers.

Remember that your print quota is limited to $10, so please ensure you print preview your print jobs first to check for blank pages etc and that you have spell-checked any typing you have done to avoid having to re-print the document.

Student textbooks will be available for download through the Learn portal – in the Software course.

Troubleshooting

If you have any issues contact TechZone via tz@stpauls.qld.edu.au.