


Setup information for New BYOT Devices:

Unbox and charge your new device. Turn on your device, and make sure Windows is working properly, and get used to using your device. Allow plenty of time for faults to be rectified through warranty, if there is a fault and the device was purchased through LWT, send an email to clarehs.ictadmin@schools.sa.edu.au so that repairs can be organised asap, and if the device was purchased elsewhere, please allow enough time to repair faults before school resumes.

Create a user account. When setting up a new device choose a local account setup if possible. This has become increasingly difficult with Microsoft only offering setup with a Microsoft account. Please do not use your child's @schools email, this is an Office 365 account not a true Microsoft account. Please do not set up the device under your personal parent Microsoft account as this can inadvertently give your child access to all your personal data.

If your child has a personal Microsoft account, please use this to setup the device, if your child does not have a personal Microsoft account you can create a child account under your personal parent Microsoft account. Sign in to Microsoft Family Safety – family.microsoft.com, select add a family member, enter the child's email address, or create a new account for them. Choose the child's role as a member, select invite. Your child will receive an email invitation, your child must accept the invitation and sign in to the Microsoft account. The child's email is now ready to use to sign into/setup a device.

Region, keyboard, language, date & time. When setting up a new device it is also important to choose Australia as your region and US as your keyboard layout, no second keyboard layout is required. Once your device is open, please select settings, Time & language, Data, and time, change your Time zone to Adelaide.

Update Windows and other software. Windows will probably be out of date when you start your laptop for the first time, so it's a good idea to update it. To update Windows, open Windows Start , then Settings. Select Windows Update from the left-hand menu, then *Check for updates*. During the update process, your screen may flicker. Don't worry, your laptop isn't broken, it's just the graphics drivers updating.

If you are running an Anti-virus other than Windows Defender, or an Anti-malware program, please ensure that it is updated with the latest definitions. Check the documentation or website for your program for instructions on how to do this.

Edpass accounts – keep or get connected:

It is important that current students log-in to their EdPass dashboard during the holidays: <https://portal.edpass.sa.edu.au>. An active EdPass password is essential in maintaining connection to Office 365 Microsoft OneDrive and Teams.

For new students, your @schools.sa.edu.au and curriculum information will be provided to you soon. Once received you can complete the following steps.



Microsoft Office If you have Microsoft 365 installed on your computer, please open an M365 application (ie Word) and you should receive a 'Sign in to set up office' message. You will need to use your school email address and then your curriculum username and password to authenticate. If the 'Sign in to set up office' message does not appear, please go to file and then account and sign in with your school email address.


If you have another version of Microsoft Office installed, please uninstall it prior to completing the next step.

If you do not have Microsoft 365, please head back to <https://portal.edpass.sa.edu.au/> and select *Microsoft 365 Portal* to download, install and activate (see above) the Microsoft apps on your device. Select *Install and more* towards the top right of the page, and from that drop-down select *Install Microsoft 365 Apps*. This will open the My Account tab, select *Install Office* and follow the onscreen instructions.

Microsoft Teams Microsoft Teams is used by some of your teachers to post messages and resources, collaborate with classes and hold online meetings. This can be accessed from the EdPass Portal by selecting the *Microsoft 365 Teams* tile. You can download the Desktop App from the more options menu (the 3 dots) at the top right of the screen.

OneDrive - Set yourself up for success. Microsoft OneDrive cloud storage service that comes preinstalled in the Windows and your EdPass account includes 1TB of storage for each, and every staff member and student. With OneDrive, you can securely store all your files in one place, share them with others, and get to them from anywhere via any device.

OneDrive can be accessed from the EdPass Portal by selecting the *Microsoft 365 OneDrive* tile.

Please also open the OneDrive Desktop App  from the bottom left of your toolbar and sign in with your school email address. During the set-up process you will be asked to allow Sync and Backup of your folders and we highly recommend doing so. If you have already activated your personal OneDrive, you can also activate your school OneDrive by right clicking on the cloud icon and selecting settings then Accounts – add an account.

To help you be organized we recommend creating a folder for the new/current school year, and inside that folder create a folder for each subject. Then when you start a new M365 document, if you save it in your OneDrive, it will auto save as you work ensuring that your work is backed up and safe.

Please note: If you also have a personal Microsoft Account running on your device, we recommend that you use it for any personal non-school files including photos and videos.

For any IT related queries or questions please contact IT staff directly by telephone: 88422788 or emailing: clarehs.ictadmin@schools.sa.edu.au