



ST DOMINIC'S COLLEGE

LAPTOP ONBOARDING GUIDE WINDOWS 11



LAPTOP ONBOARDING GUIDE WINDOWS 11

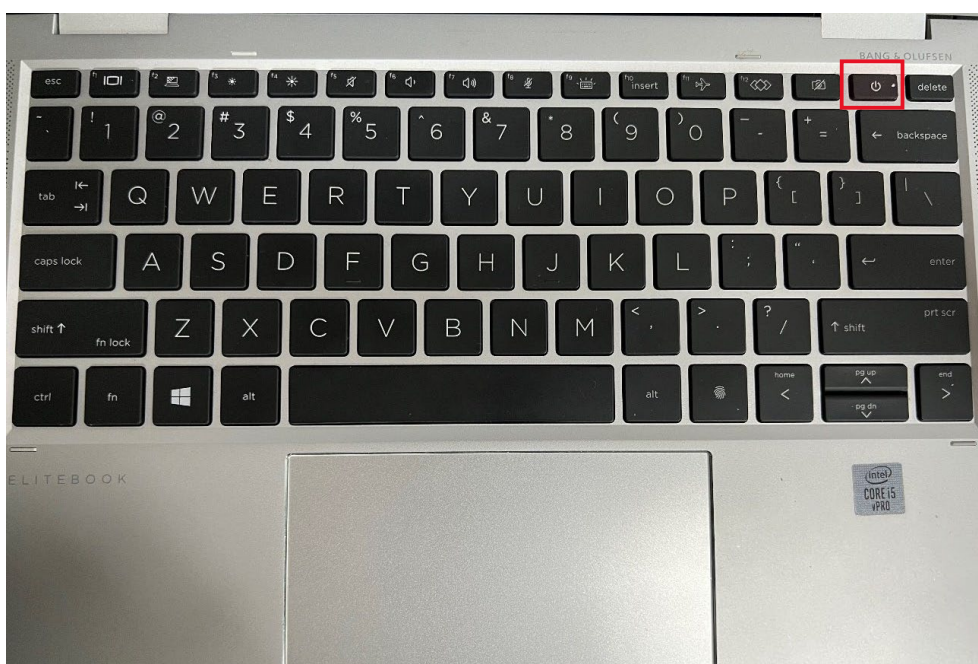


INTRODUCTION

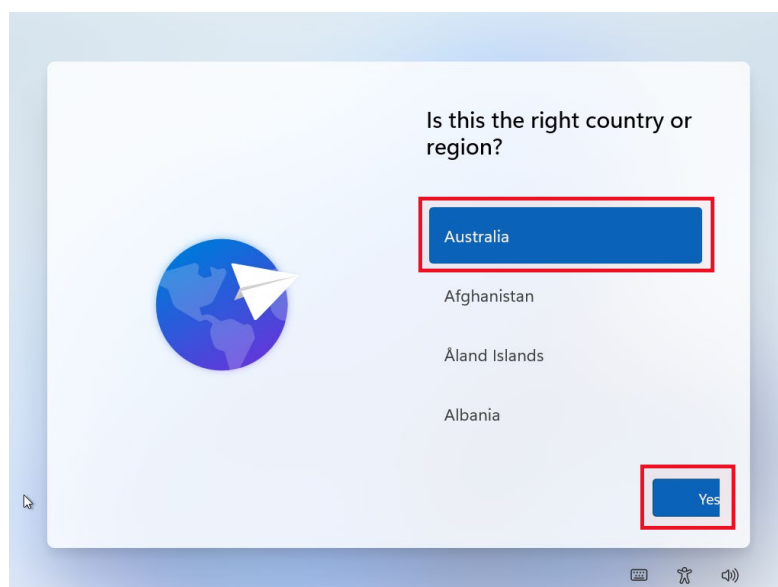
This is a guide to setting up and onboarding a Windows 11 device to the St Dominic's College network and ensuring the data saved on the laptop is backed up correctly. During this process the device will load periodically and also restart intermittently. This is a normal part of the onboarding process.

STEPS

1. Open the box and remove the laptop and laptop charger.
2. Plug the charger into a power source and connect the charger to the laptop.
3. Turn on the device by pressing the power button on the keyboard.



4. Select the Region to 'Australia' and then click 'Yes'.

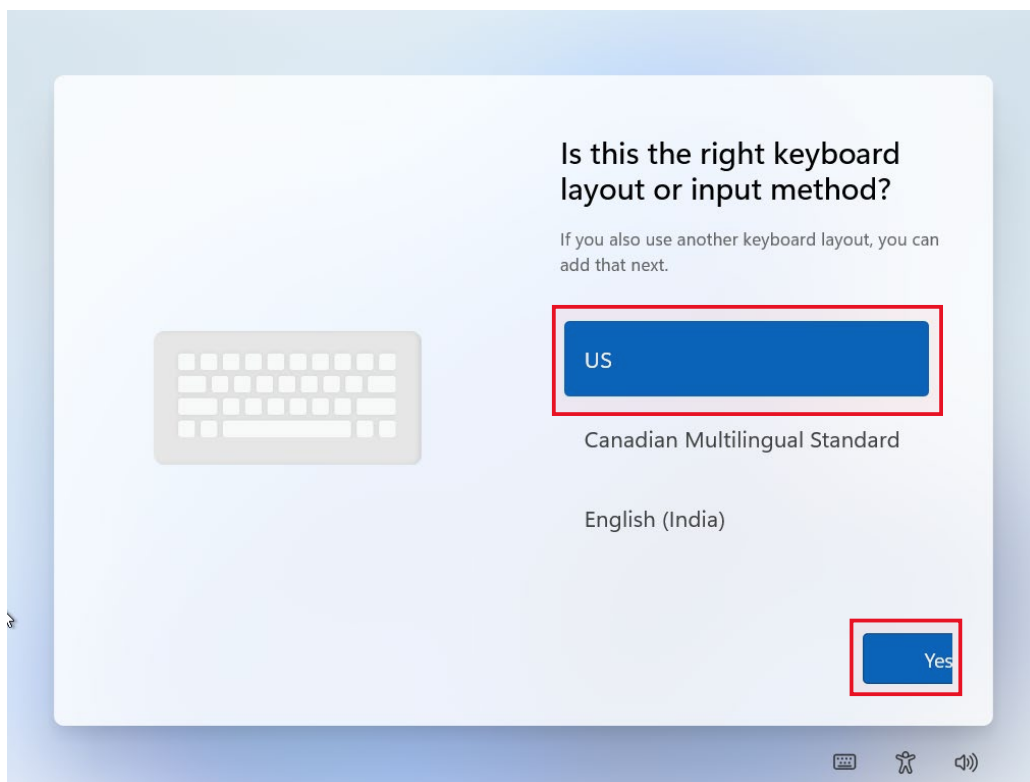




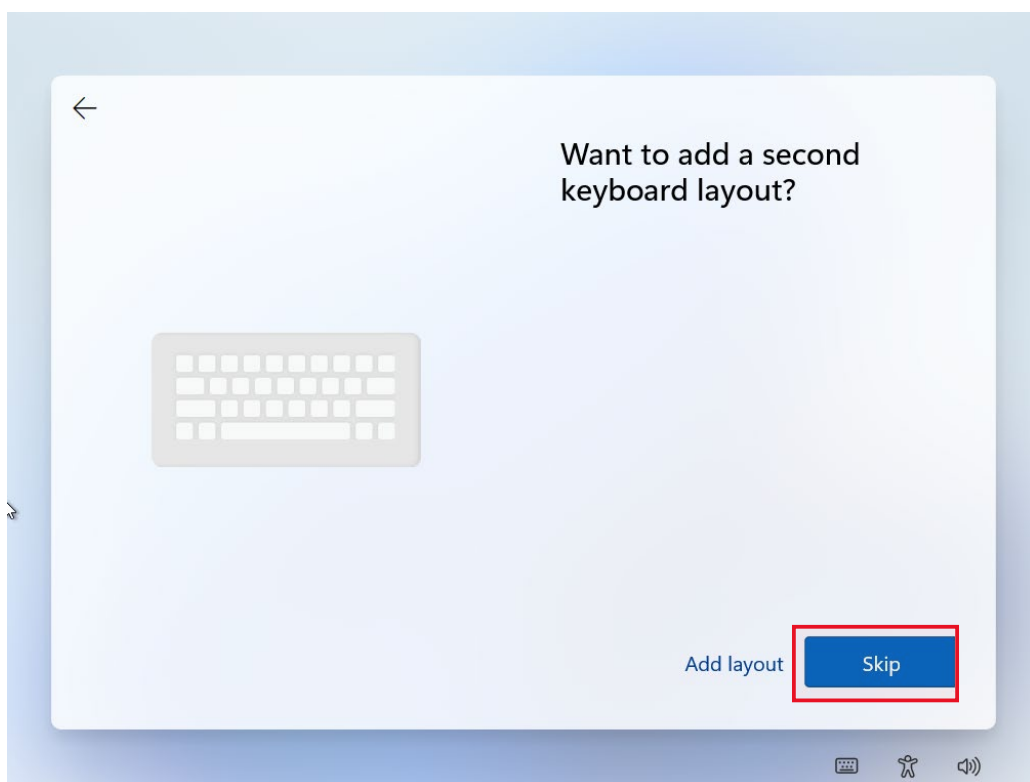
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5. Select the keyboard layout to 'US' and then click 'Yes'.



6. Now click 'Skip' for the second keyboard layout

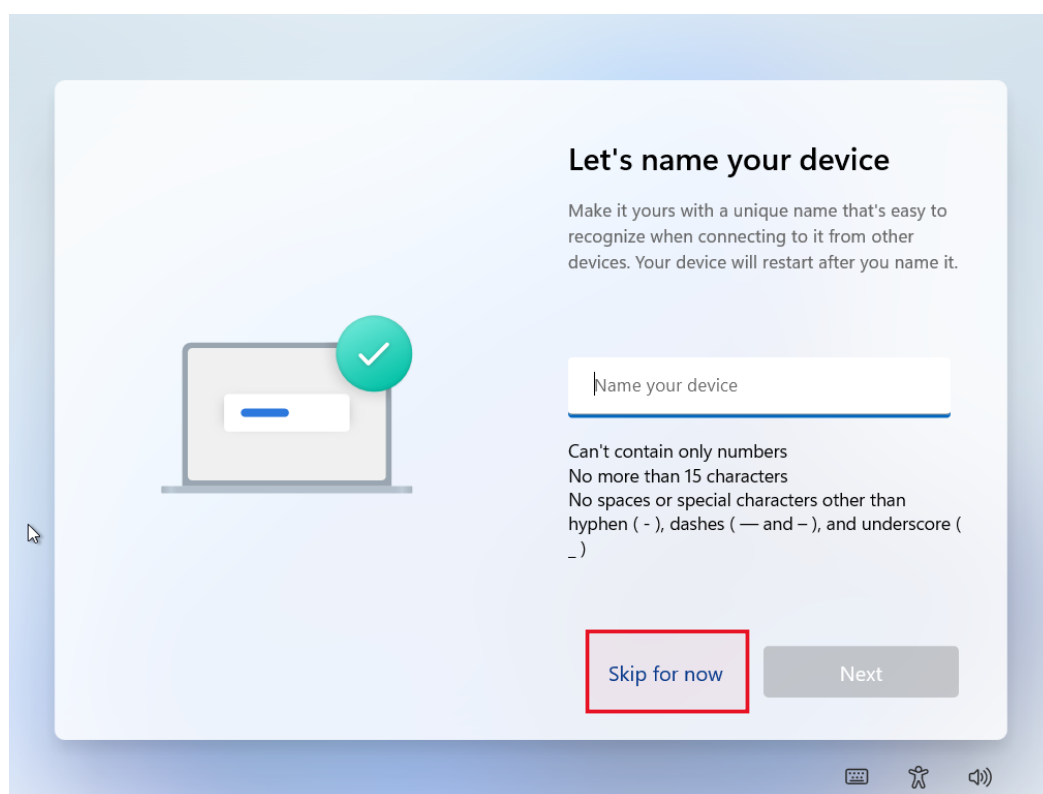
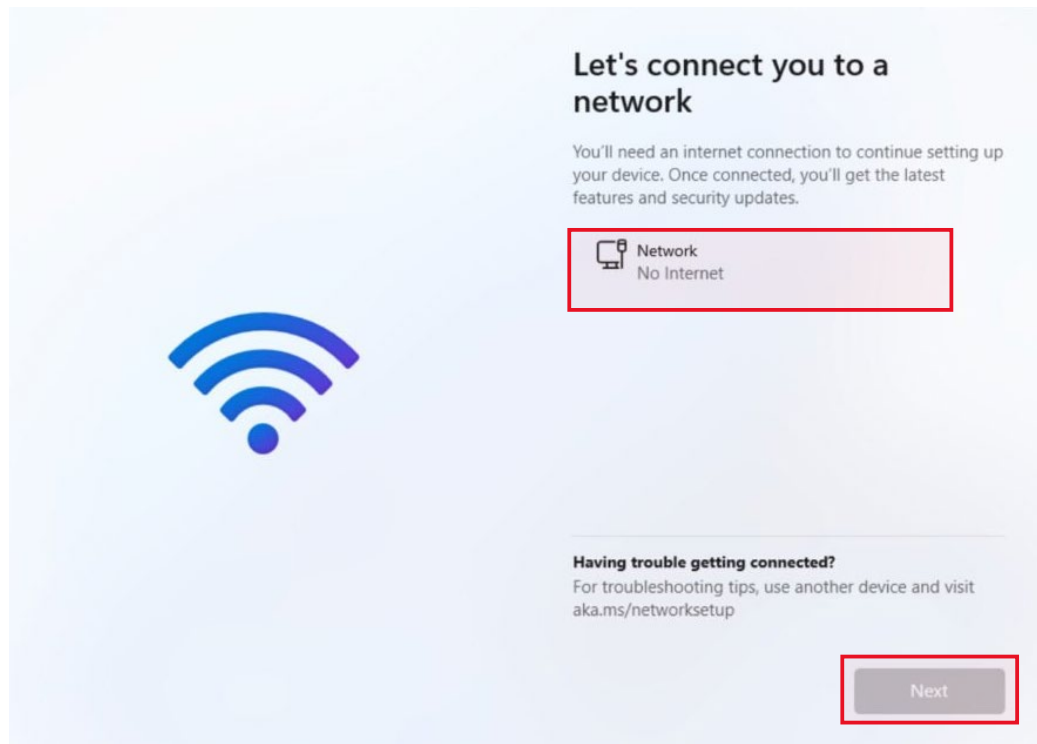




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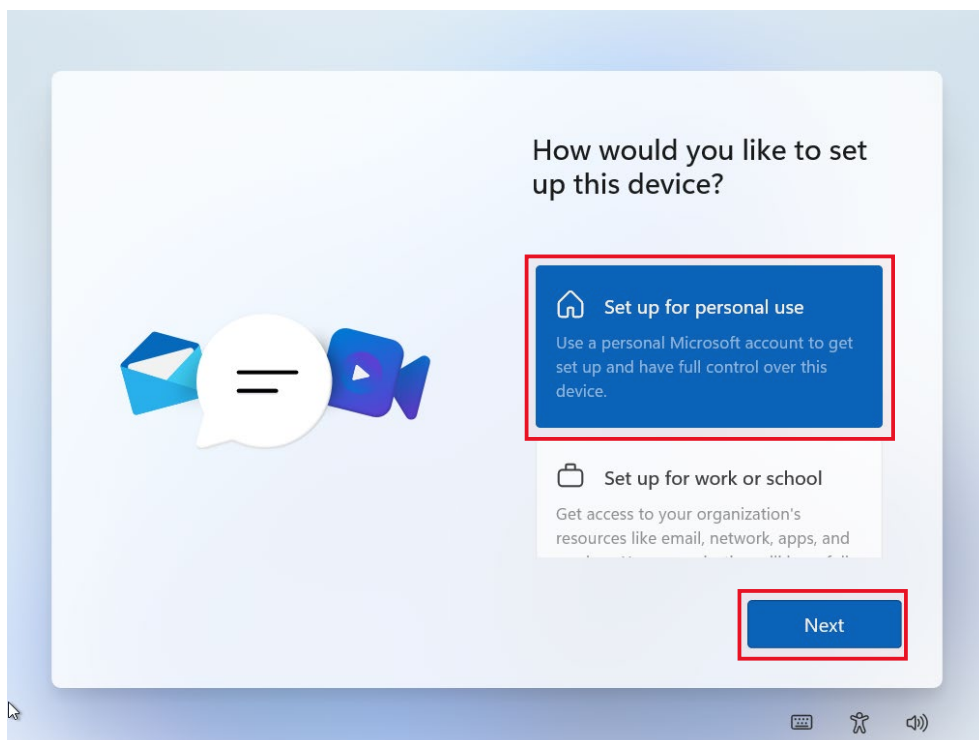
7. Now click 'Skip For Now' as the device will automatically be named by Microsoft Windows
8. Now connect to a stable and secure internet Wi-Fi or ethernet network.



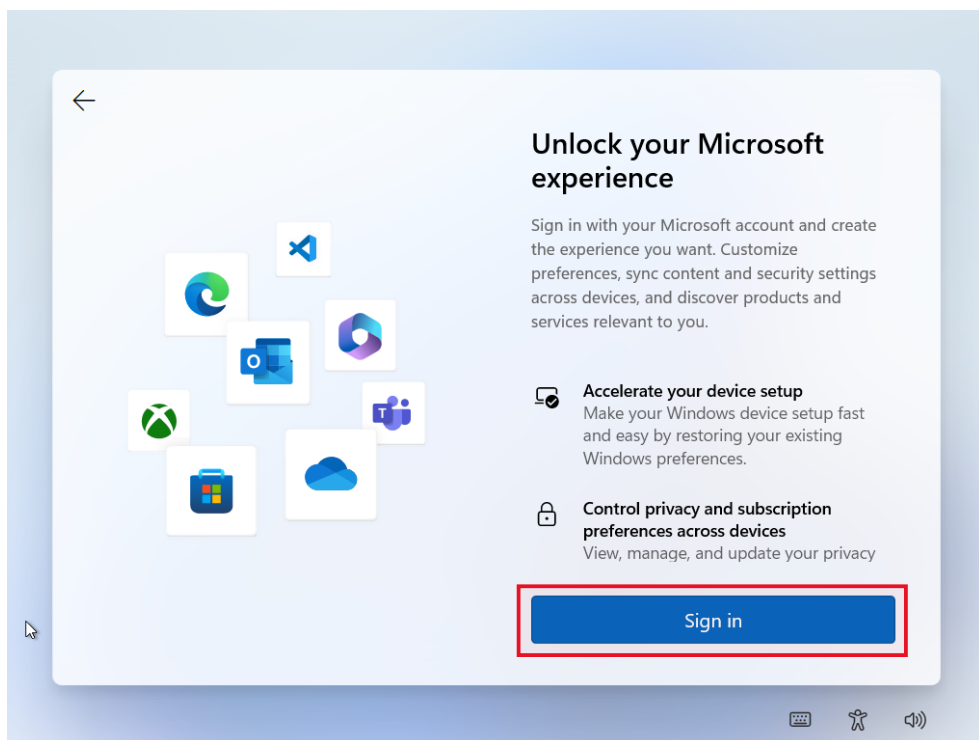
9. The device will take some time to load so please be patient. The device may also restart during this time.



10. Select 'Set up for personal use' and then click 'Next'.



11. Click the 'Sign in' button to sign into your laptop

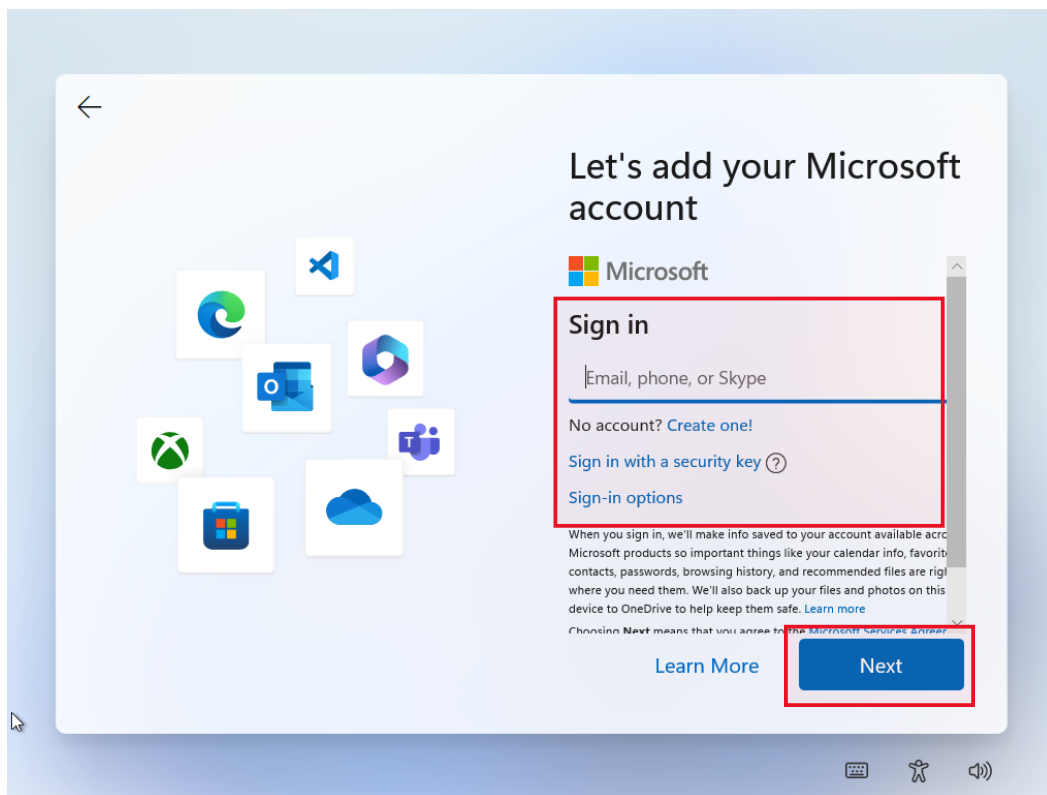




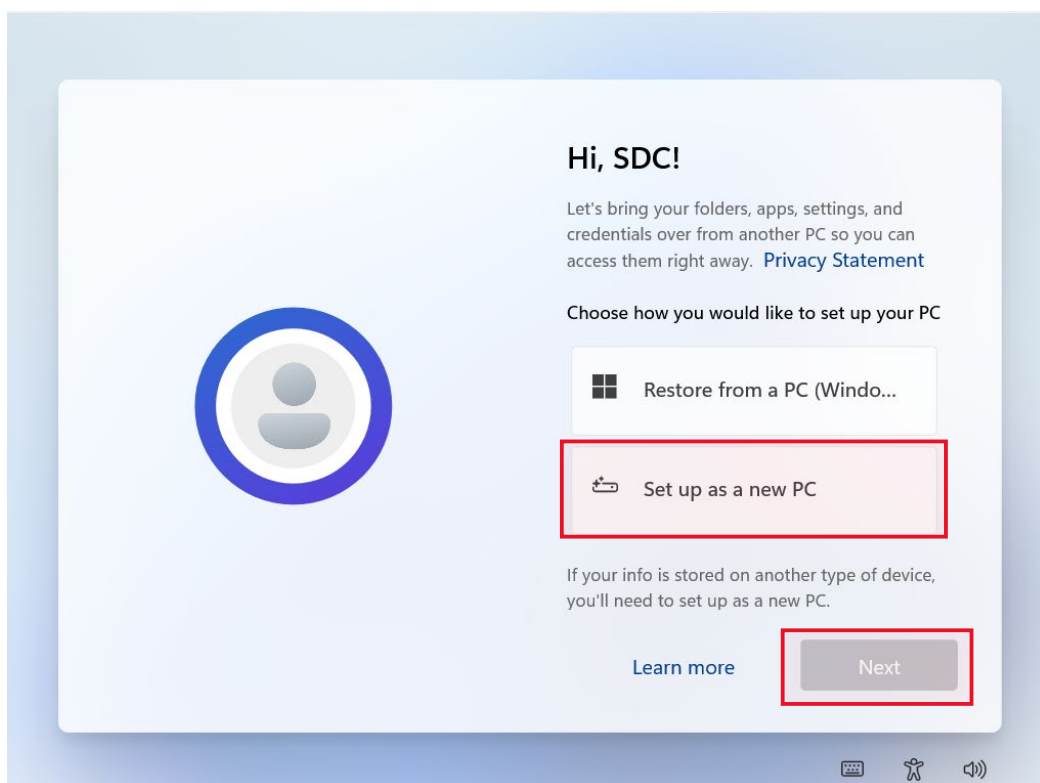
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12. Now sign in using a personal Microsoft account. **PLEASE NOTE: this account is not the account details you were emailed by the College. This account must be set up separately from the College to setup the device.**

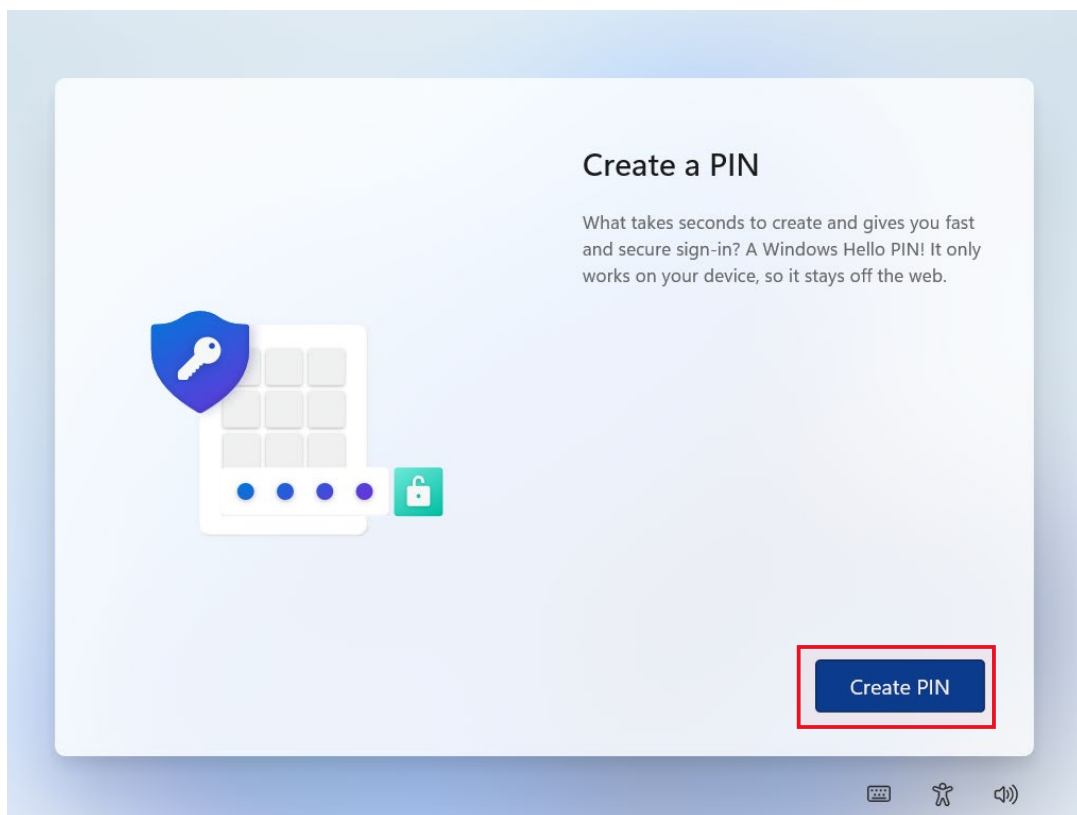


13. Click 'Set up as a new PC' and then Click 'Next'.

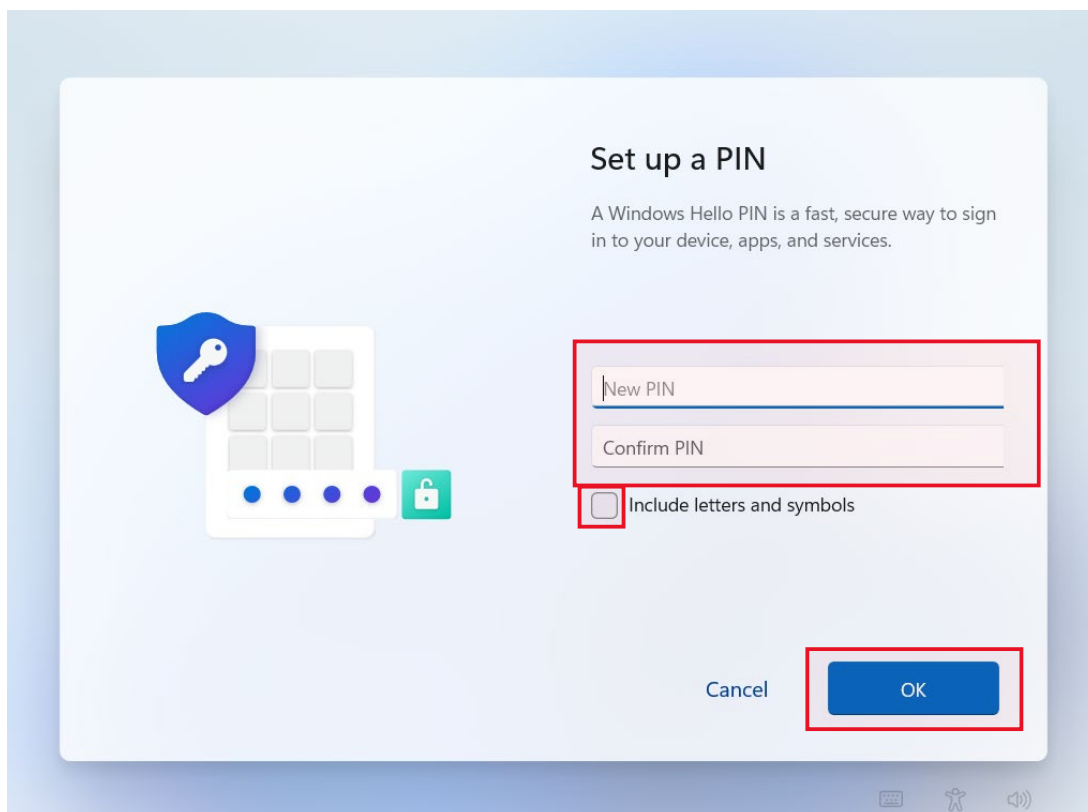




14. Click 'Create Pin' to set up the pin that will be used to access the laptop.

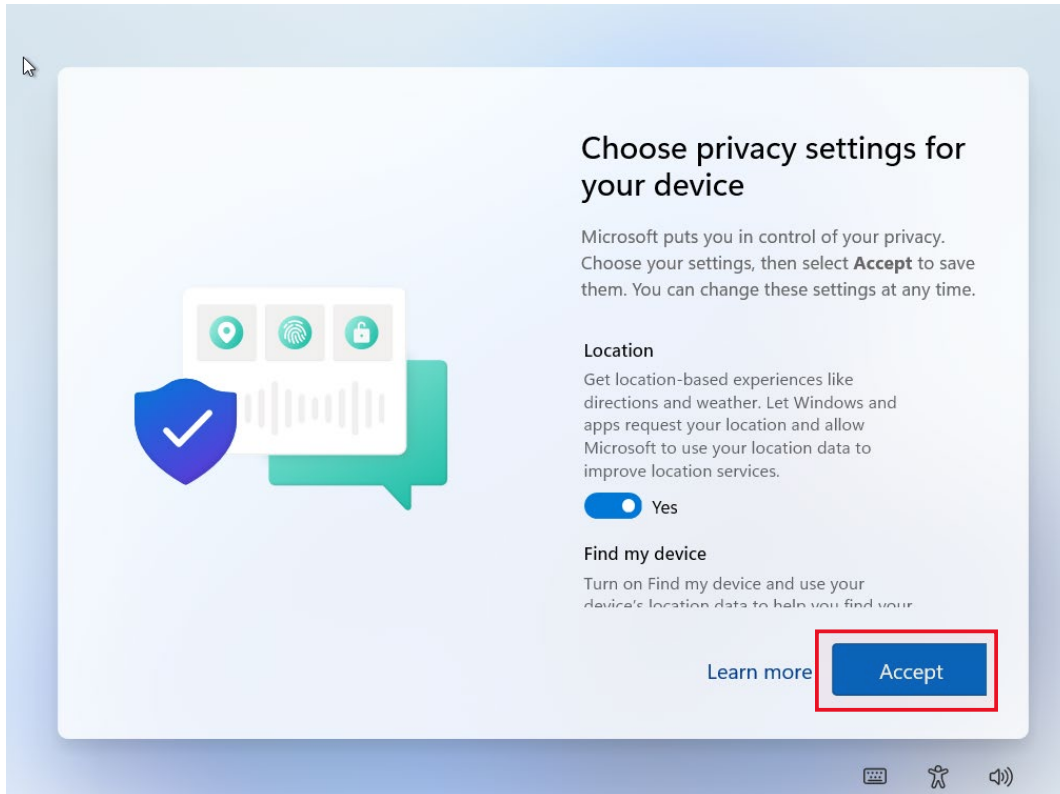


15. Set up a pin that your son will remember and click 'OK'. If you wish to use numbers and letters tick the 'Include numbers and symbols' box.

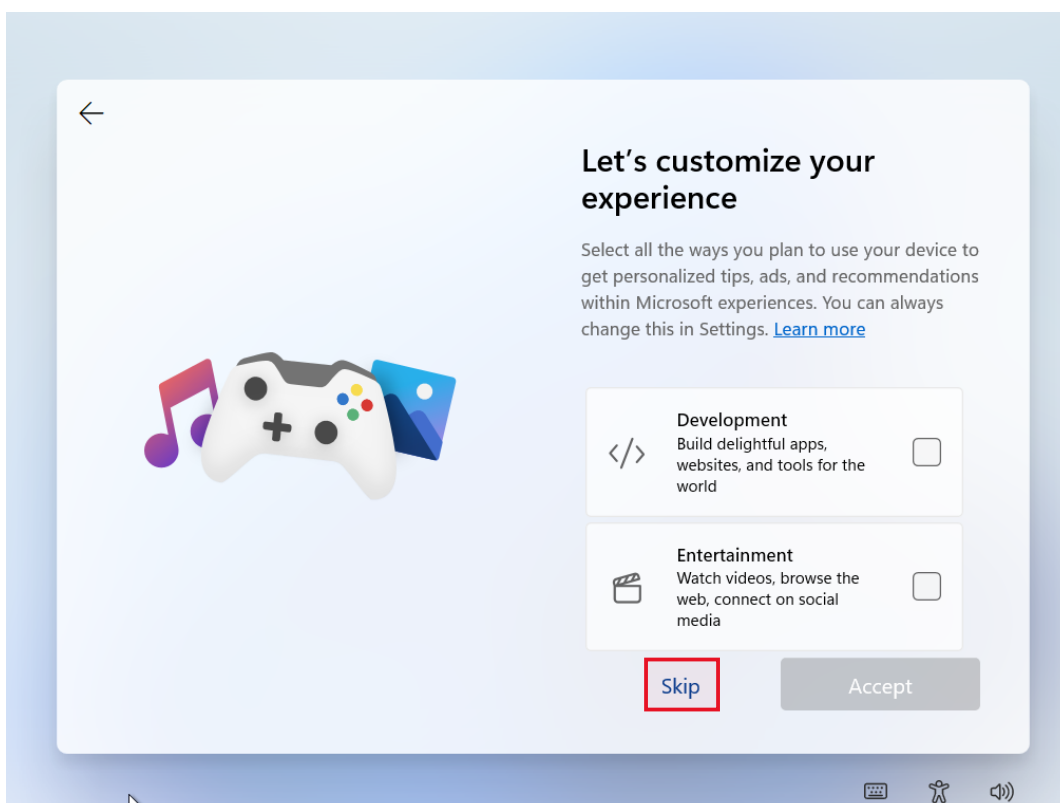




16. Scroll on this screen and select your privacy settings for the device and click 'Accept'.

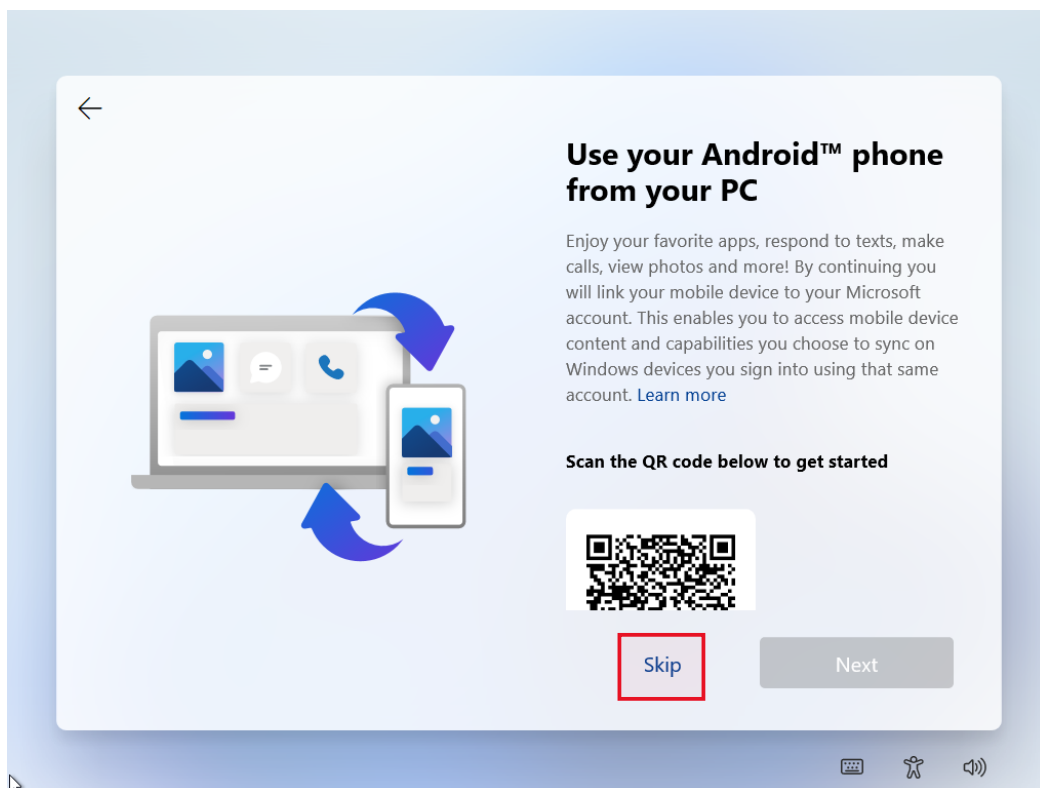


17. Please leave all boxes unticked on the next page click 'Skip' to avoid personalised and specialised ads on the device.





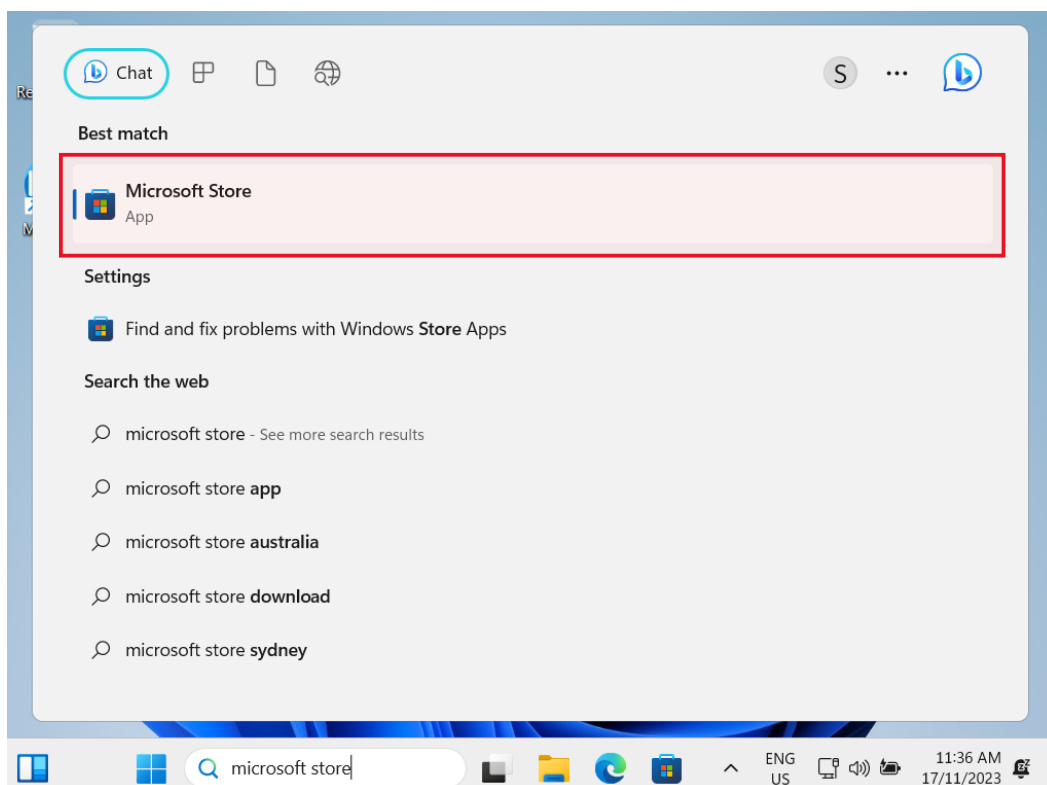
18. Click 'Skip' to skip the Android phone integration with your Windows device.



19. The device will now load into Windows 11 once you have finished this step.

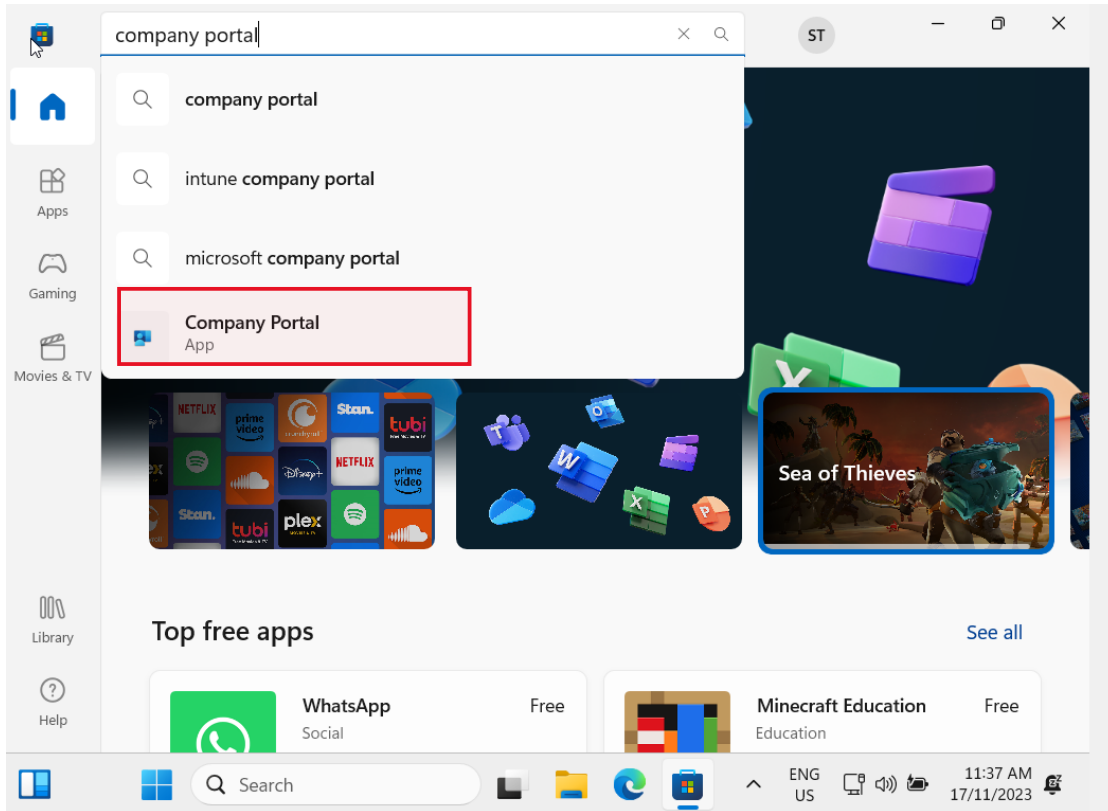
20. Ensure you are connected to the internet

21. Search for 'Microsoft Store' in the Microsoft Windows search bar and click on the application.

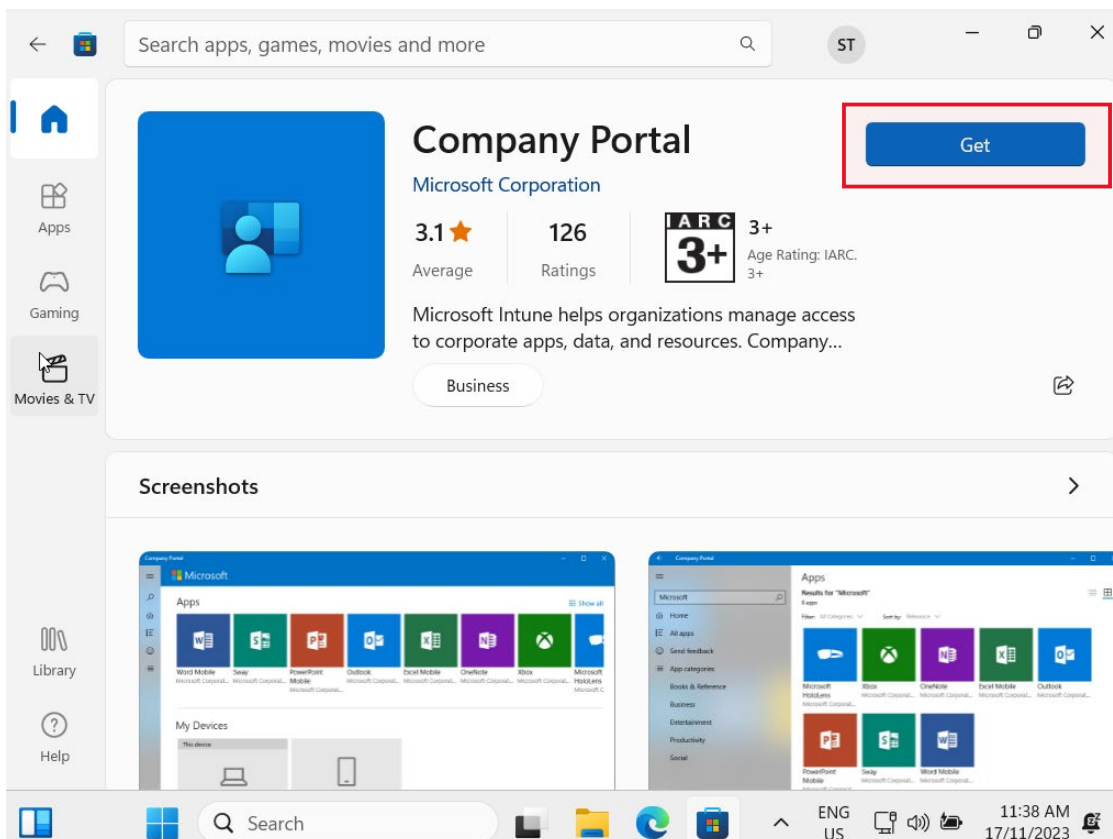




22. Search for 'Company Portal' and click on the application in the list that pops up.

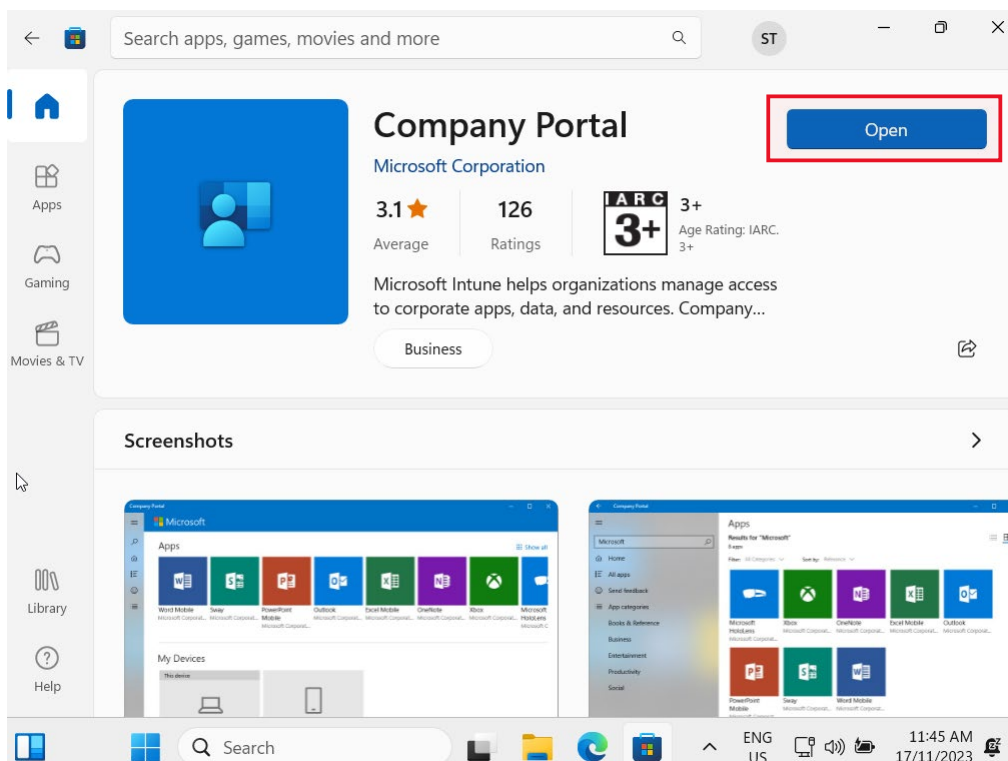


23. Click the 'Get' button.

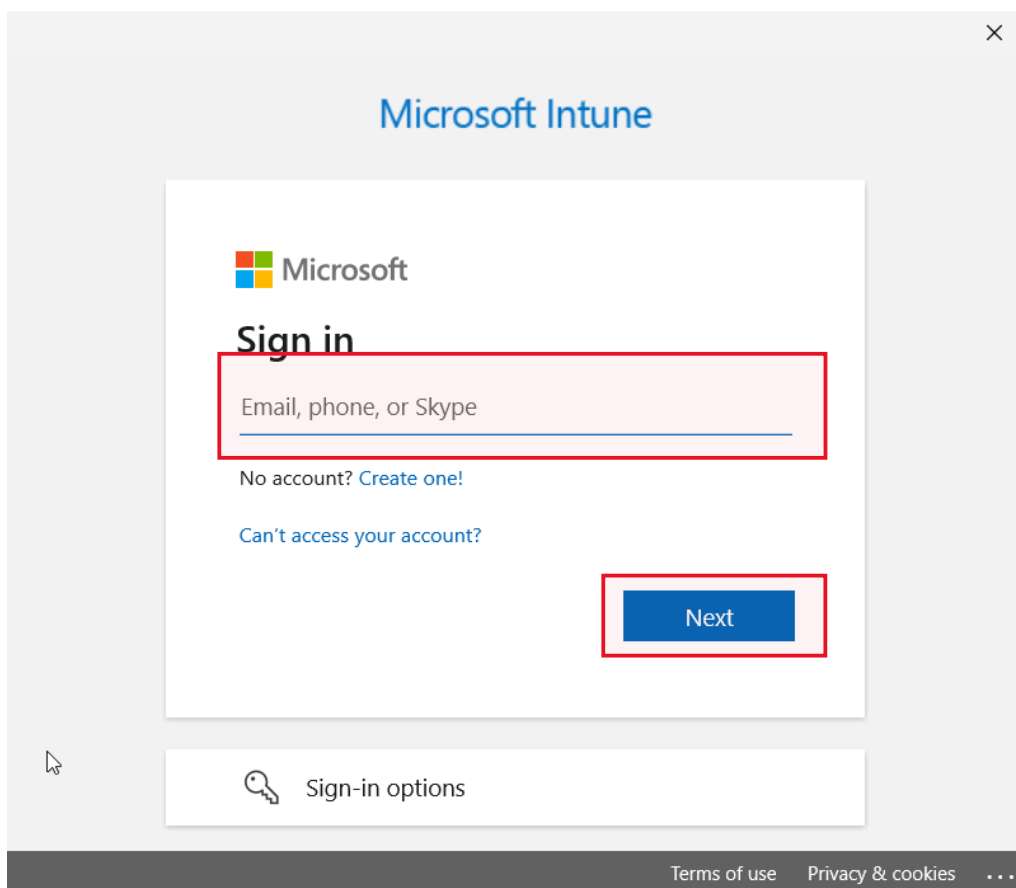




24. Once Company Portal is downloaded click 'Open'.



25. Once the log-in screen opens please enter the St Dominic's College log in credentials you have received via email for your son. Once the email is entered click 'Next'.





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26. Once the password is entered click 'Sign in'.

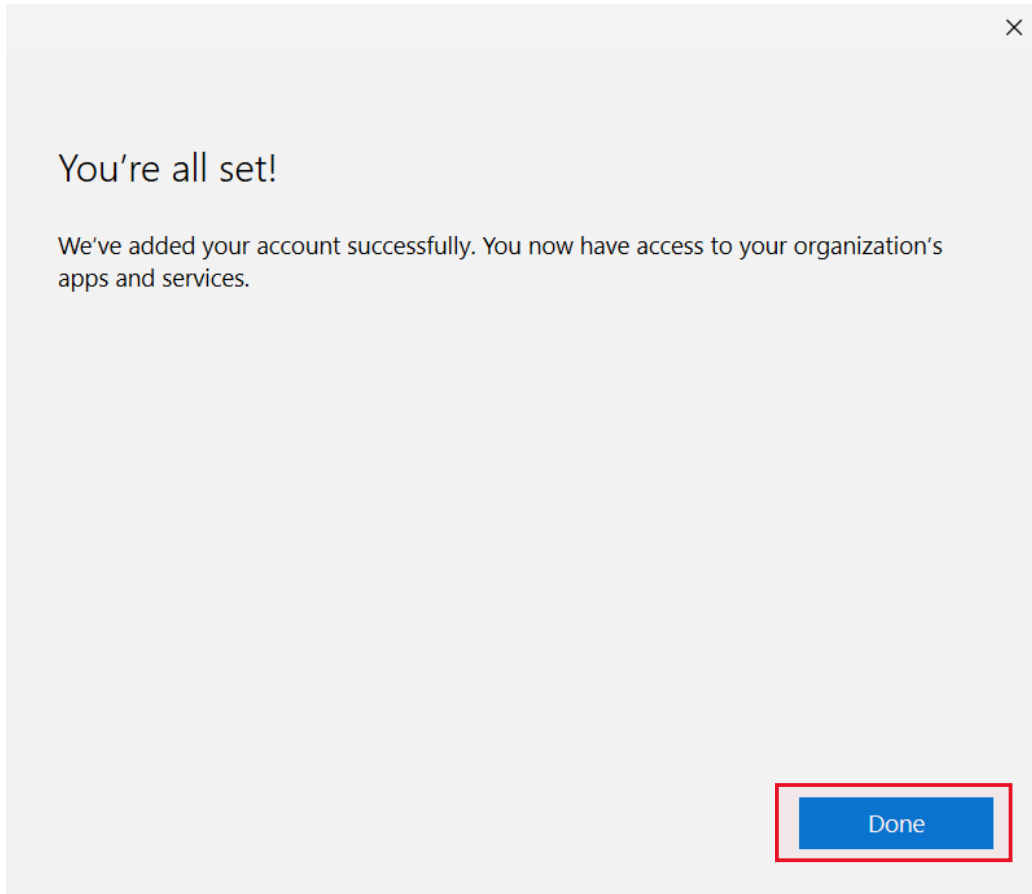
27. When asked to Stay signed in to all your apps make sure the box is ticked in the middle of the screen above 'Allow my organisation to manage my device' and click 'OK'.



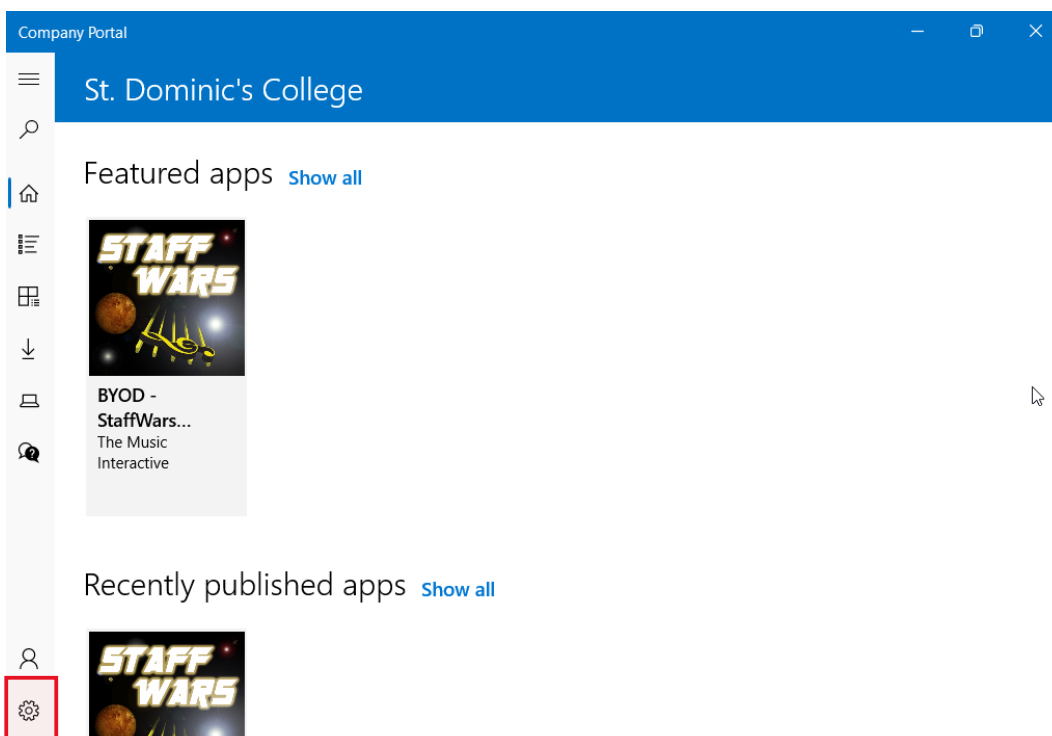
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28. Let the page load and then click 'Done'



29. Company Portal will now open automatically. Once opened click the settings cog wheel icon in the bottom left-hand corner.

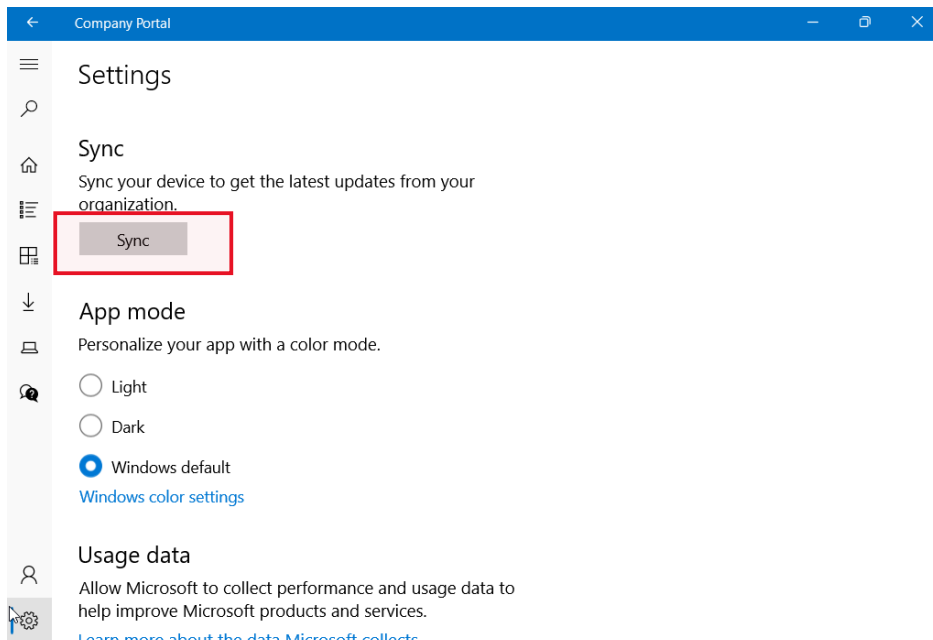




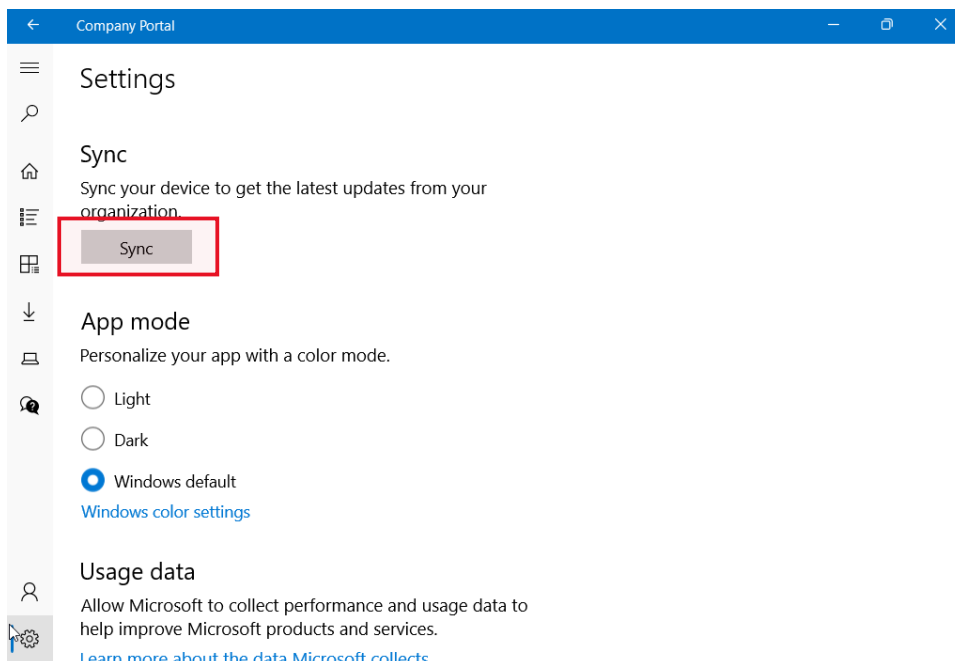
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30. Click the 'Sync' button and it will start syncing your device to the College network and install College applications.

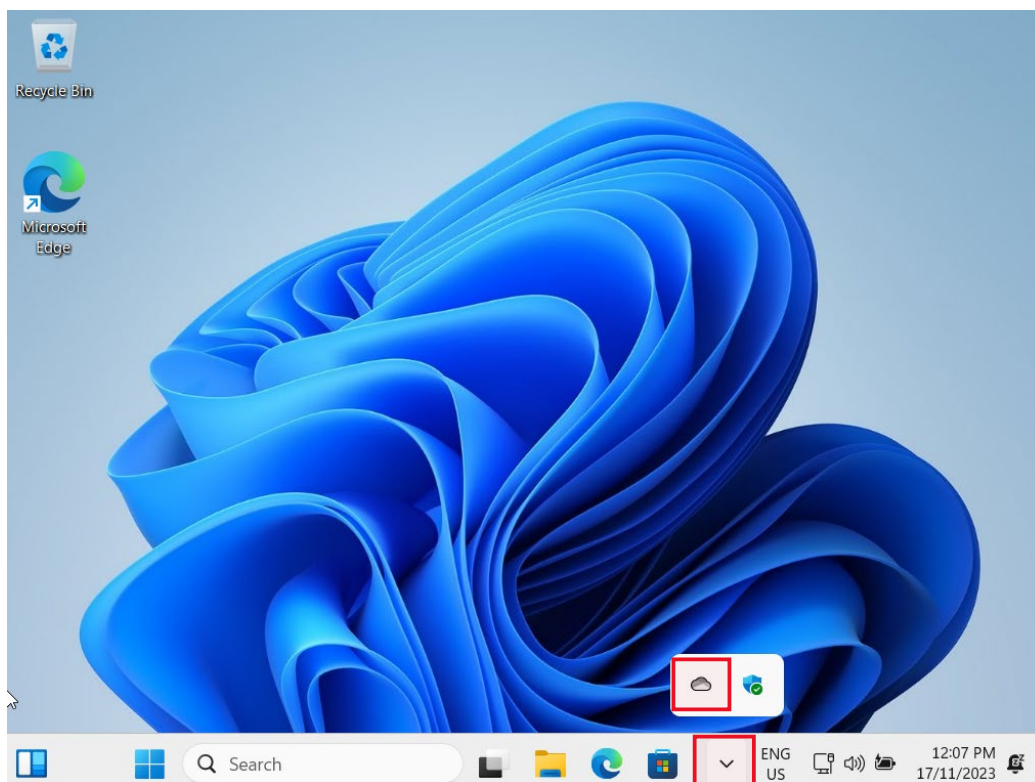


31. Minimize the screen by pressing the symbol in the top right and let it run in the background.

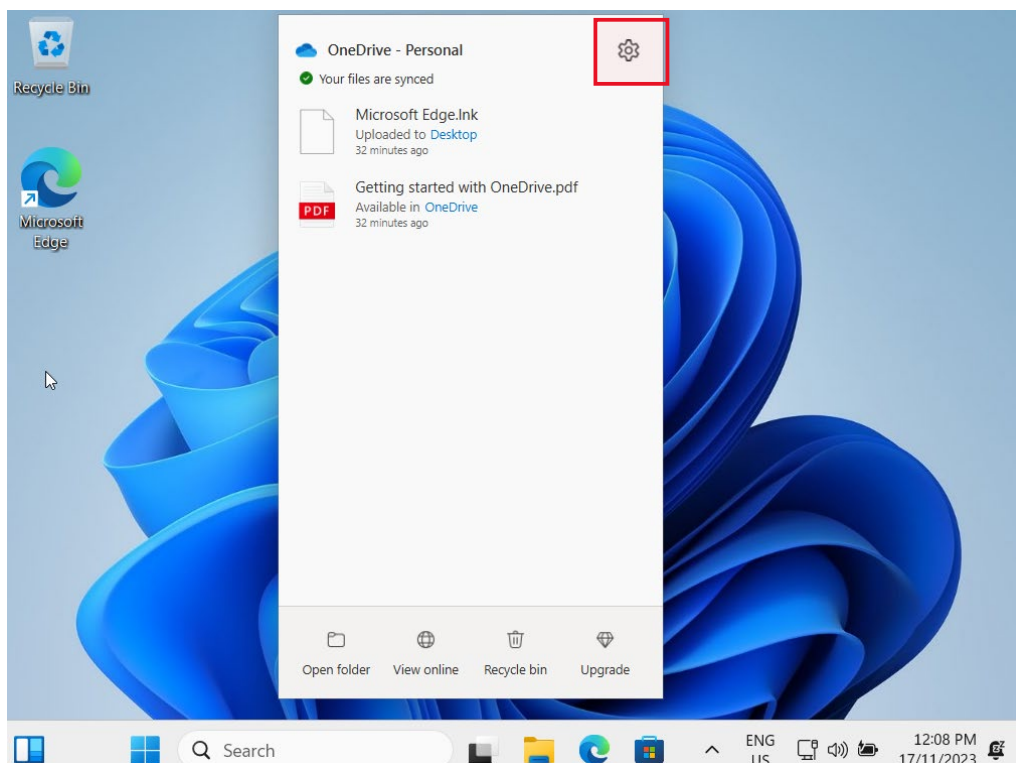




32. Click on the arrow in the task bar and then the grey cloud symbol.

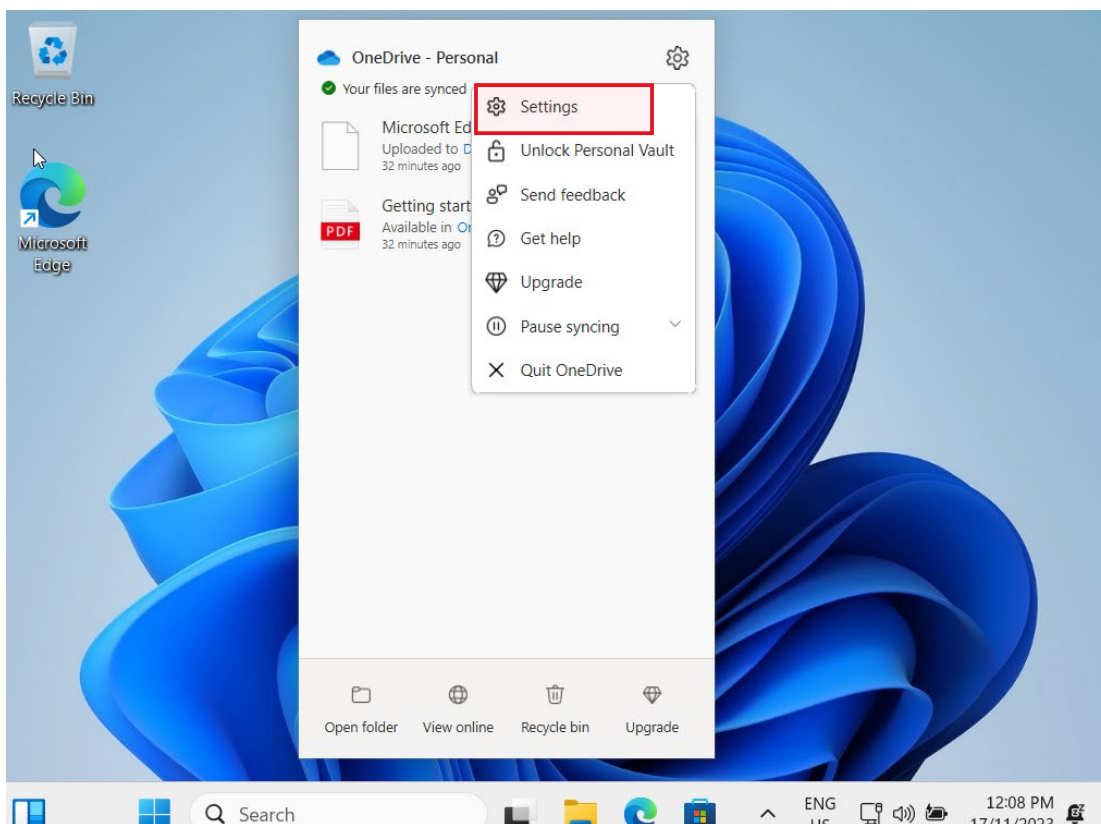


33. In the pop-up Window click the settings cog wheel in the top right-hand corner to open OneDrive

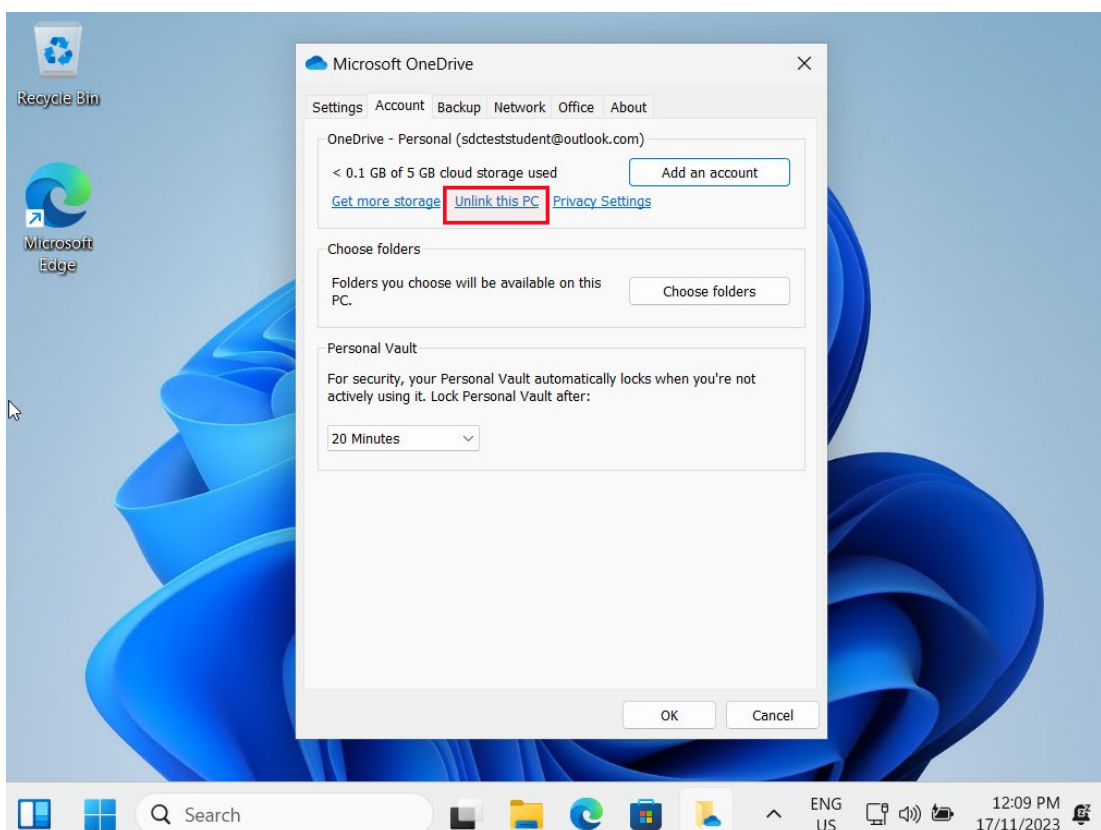




34. Then click 'Settings'

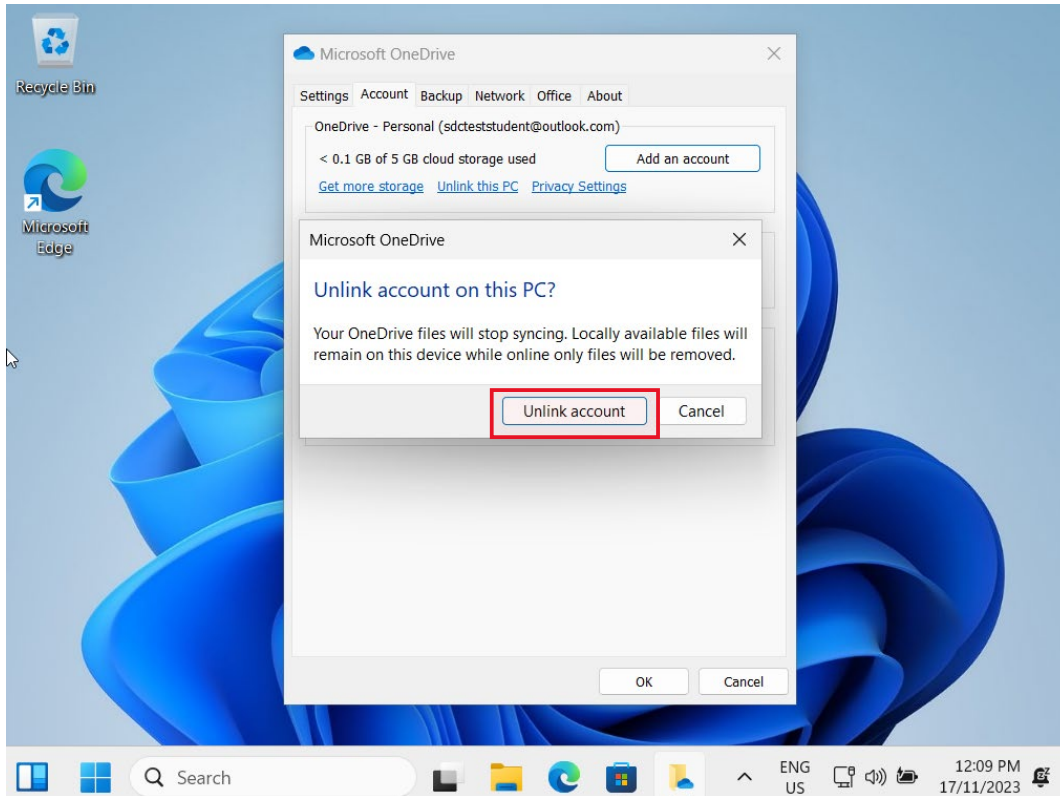


35. Click 'Unlink this PC'

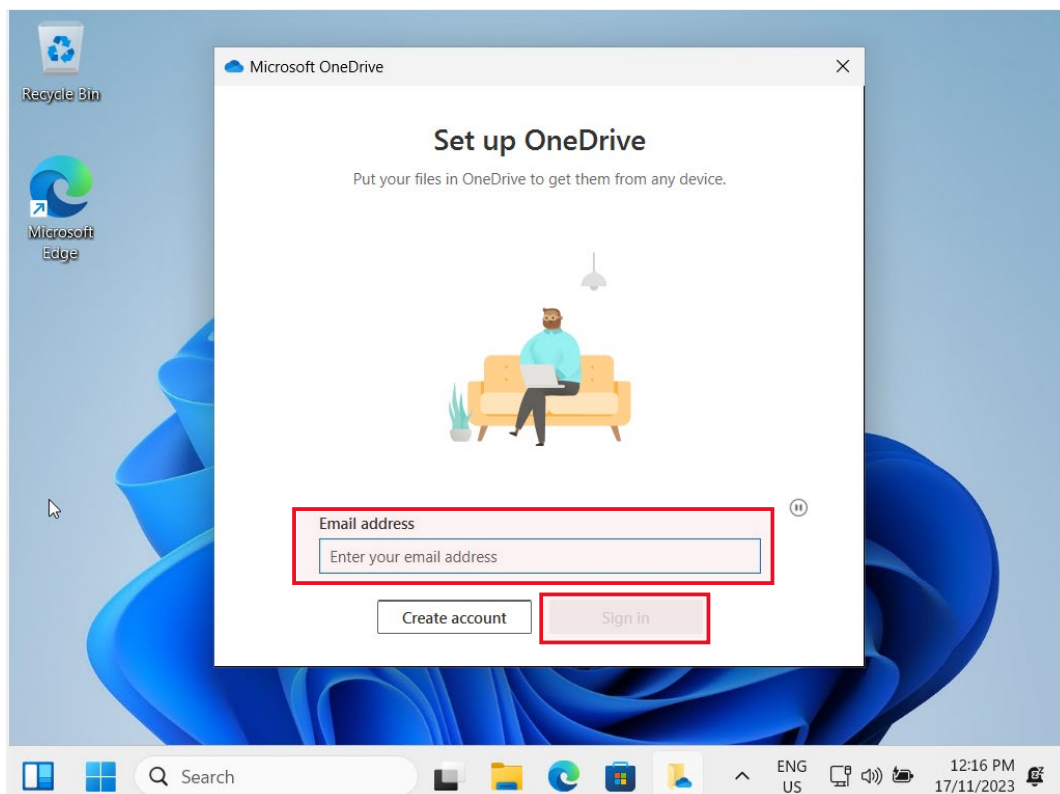




36. Click the 'Unlink account' button that pops up to stop syncing files to your personal account.

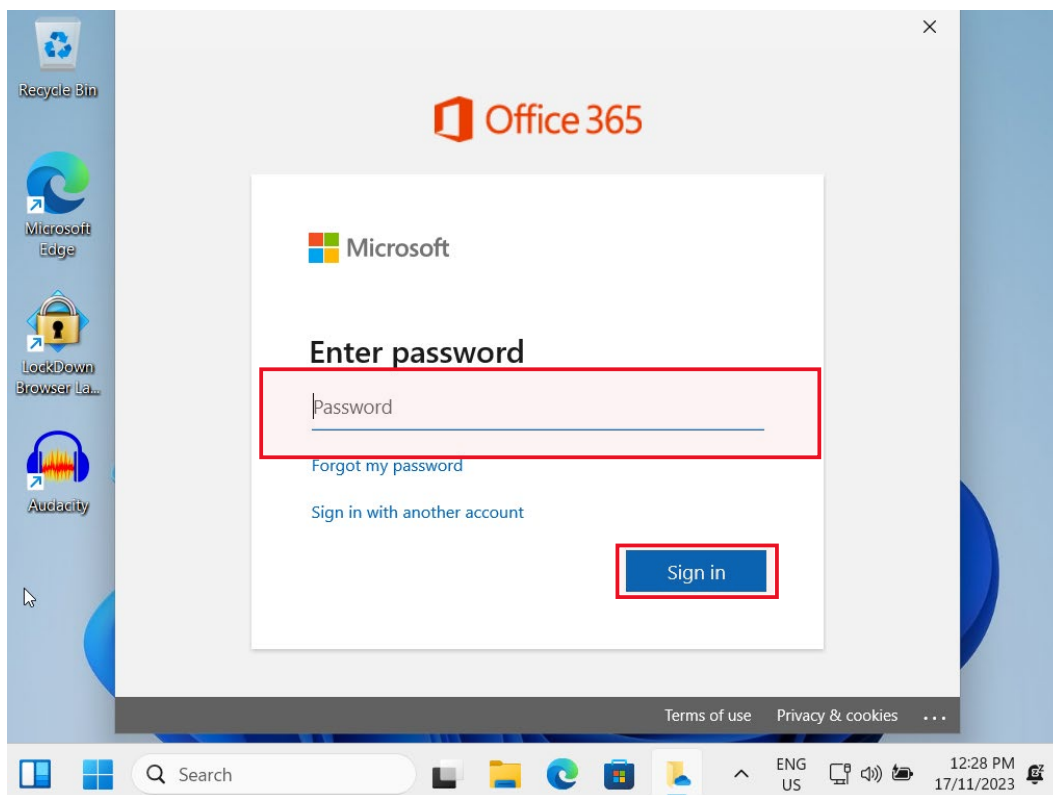


37. OneDrive will reopen automatically and ask you to resign in. Please enter your son's St Dominic's email you were provided and click 'Sign in'.

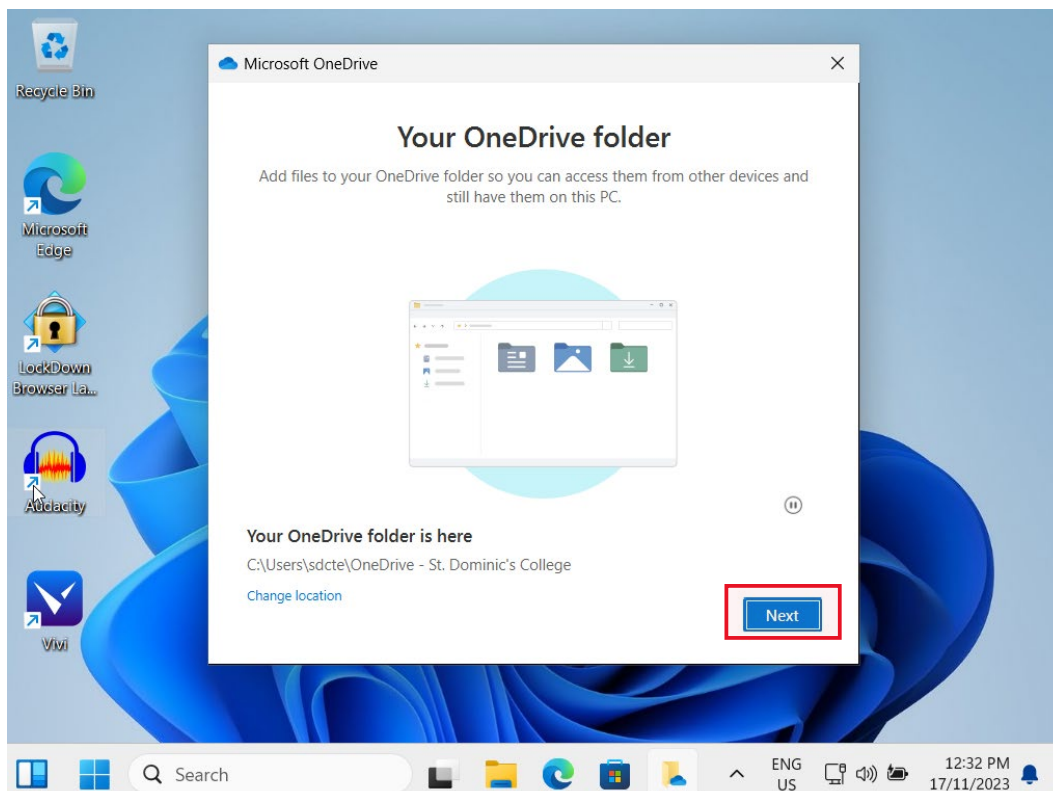




38. Enter your son's college password and click 'Sign in'.

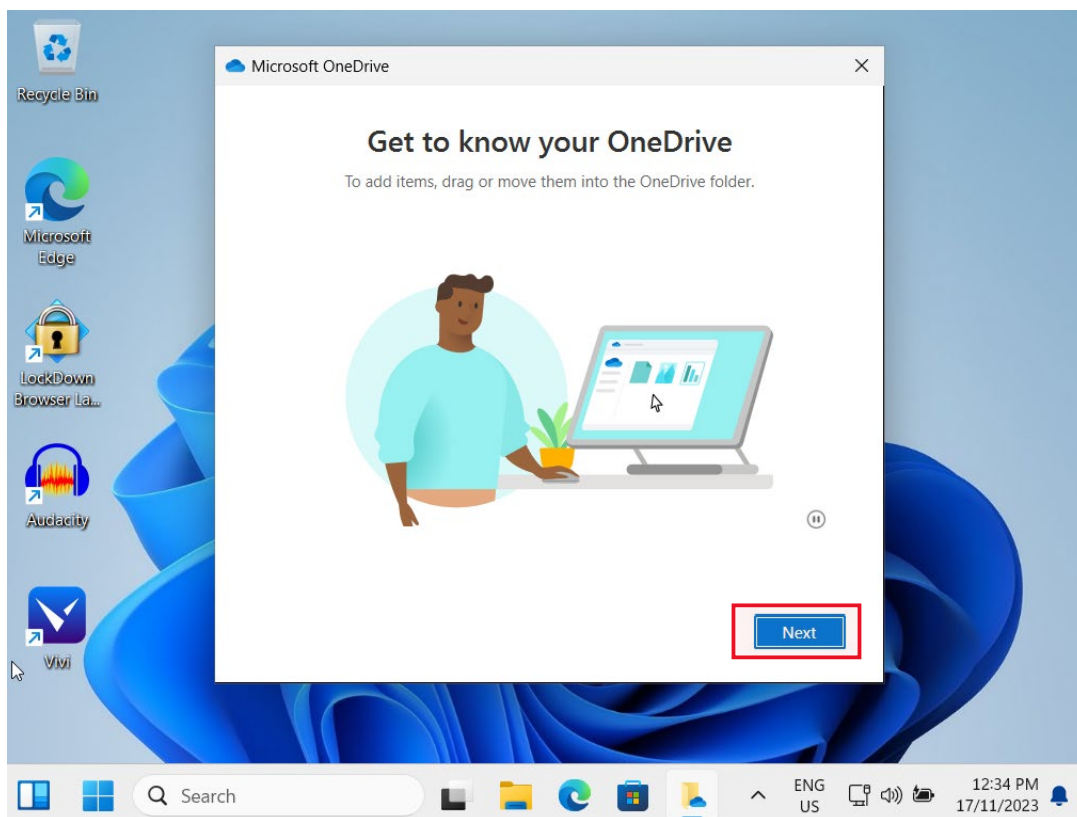


39. Click the 'Next' button in the bottom right corner.

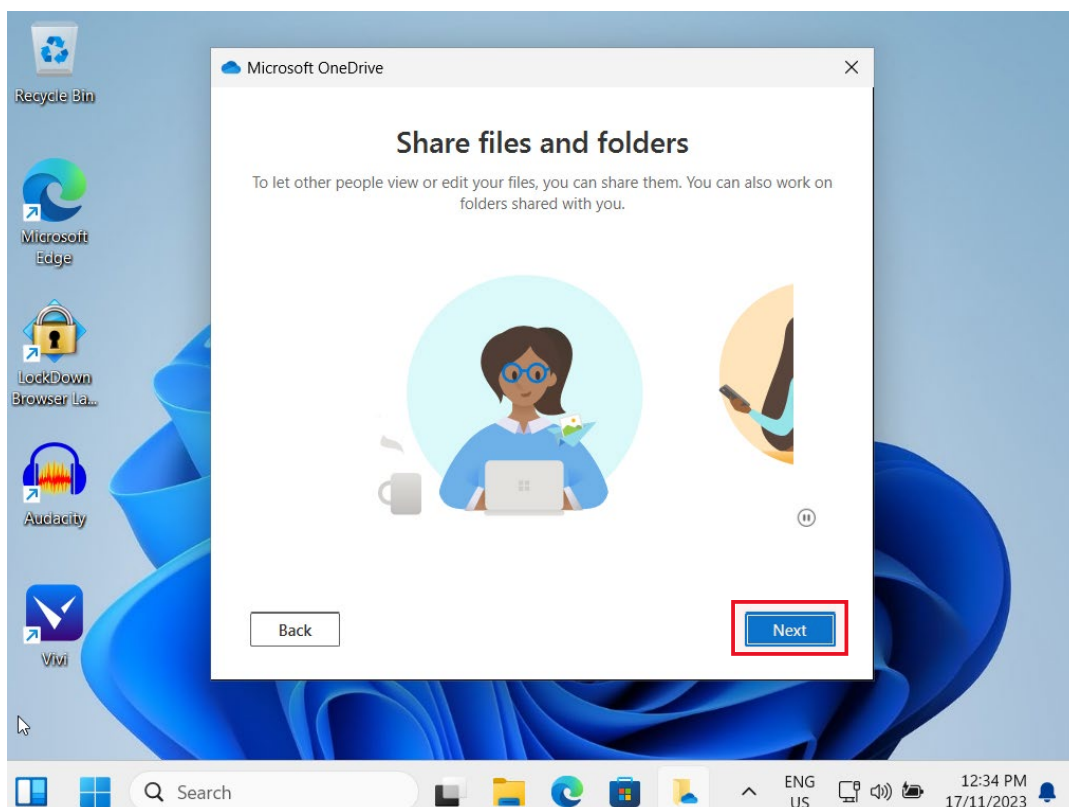




40. Click the 'Next' button in the bottom right corner.

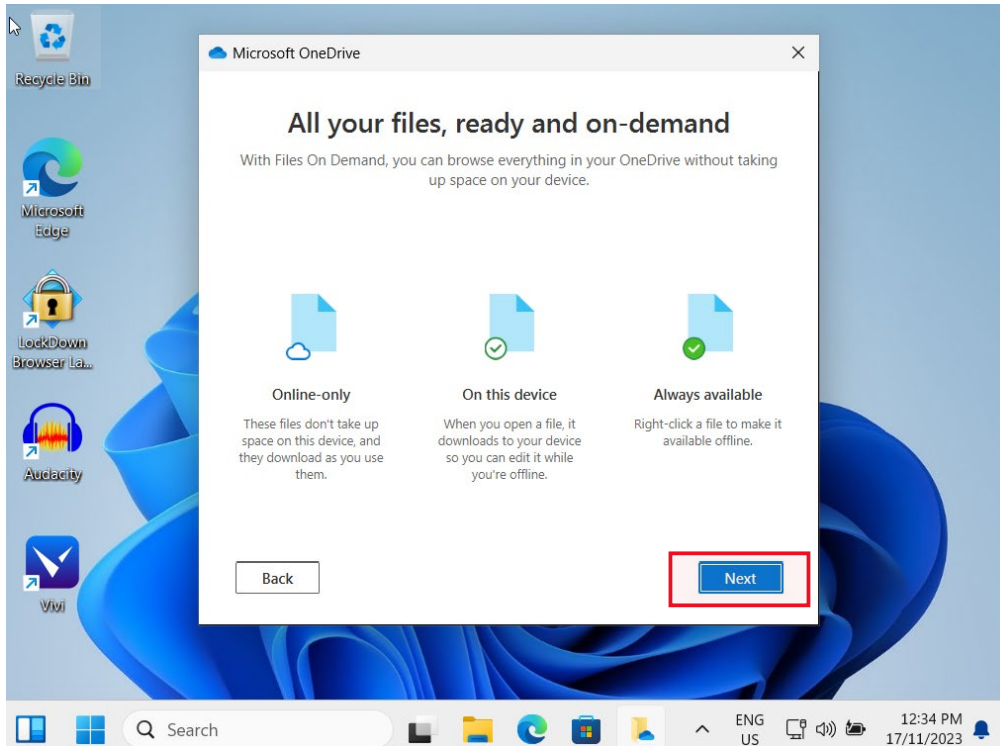


41. Click the 'Next' button in the bottom right corner.

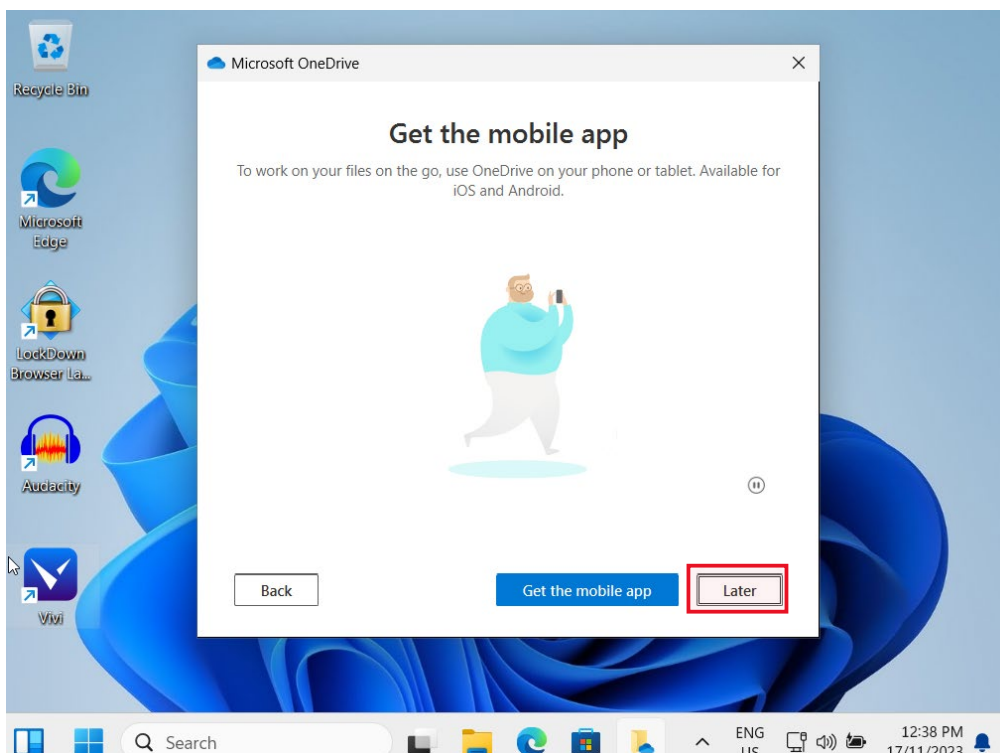




42. Click the 'Next' button in the bottom right corner.



43. Now click 'Later' in the bottom left-hand corner.

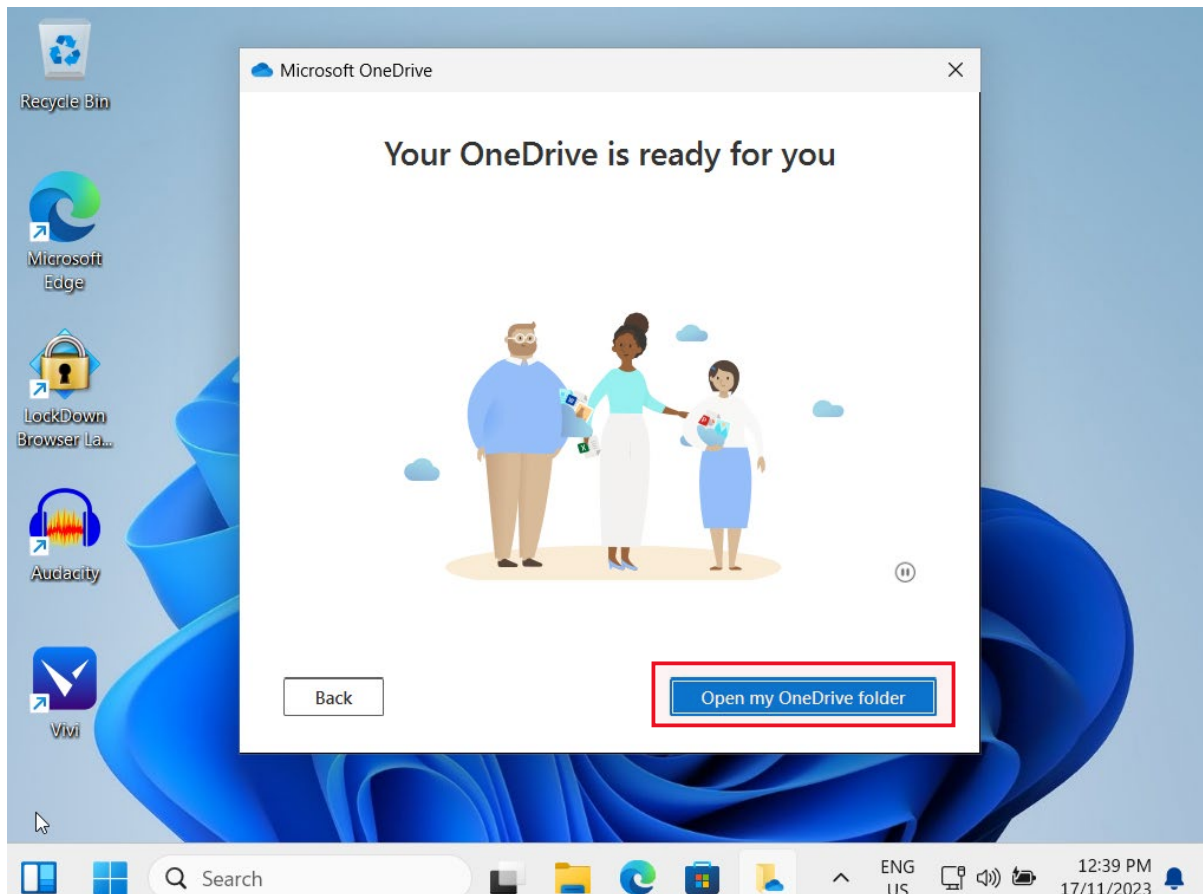




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44. Now once you click on 'Open my OneDrive folder' you have successfully onboarded the laptop to the St Dominic's College network.

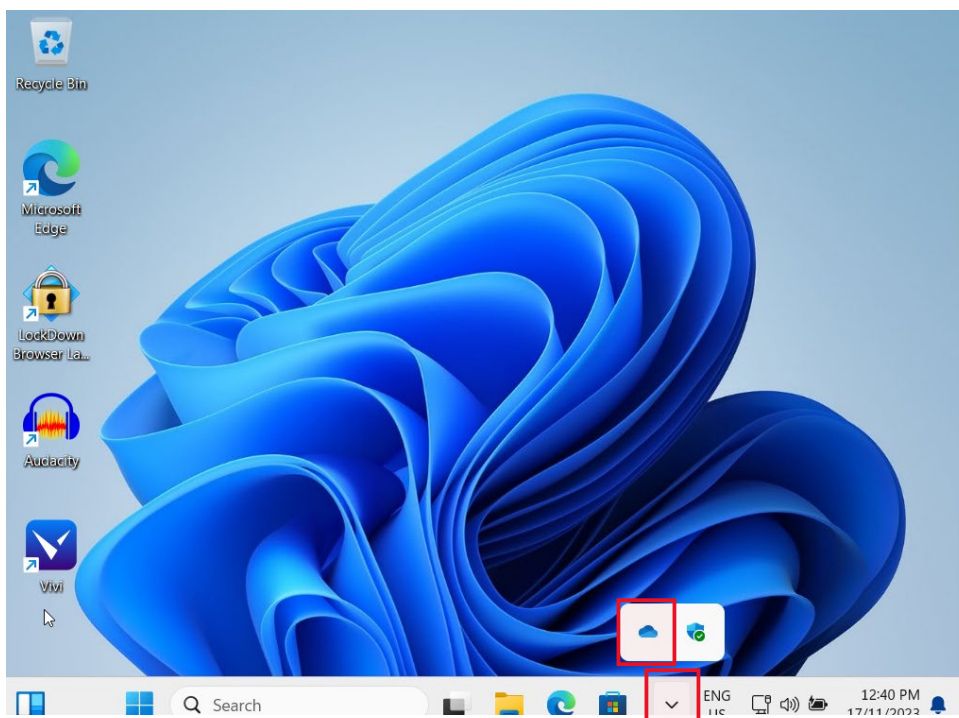




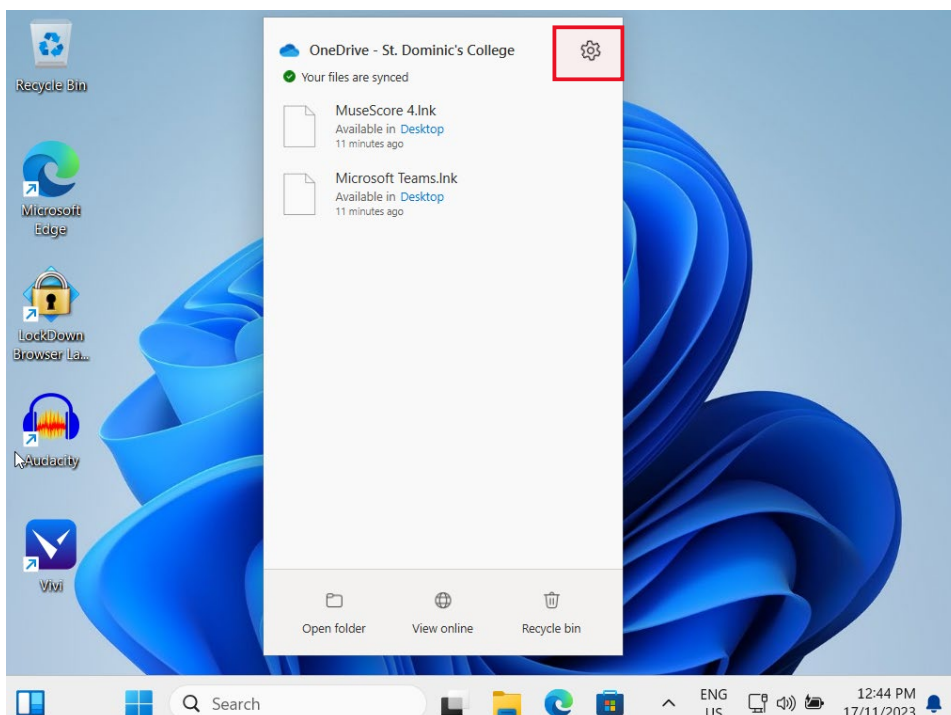
ENSURING ONEDRIVE BACK UP IS SYNCING CORRECTLY

To ensure the 3 known folders (desktop, documents and pictures) in OneDrive are syncing correctly on your device please follow the below steps.

1. Click on the arrow in task bar and then the blue cloud symbol



2. Click settings cog wheel

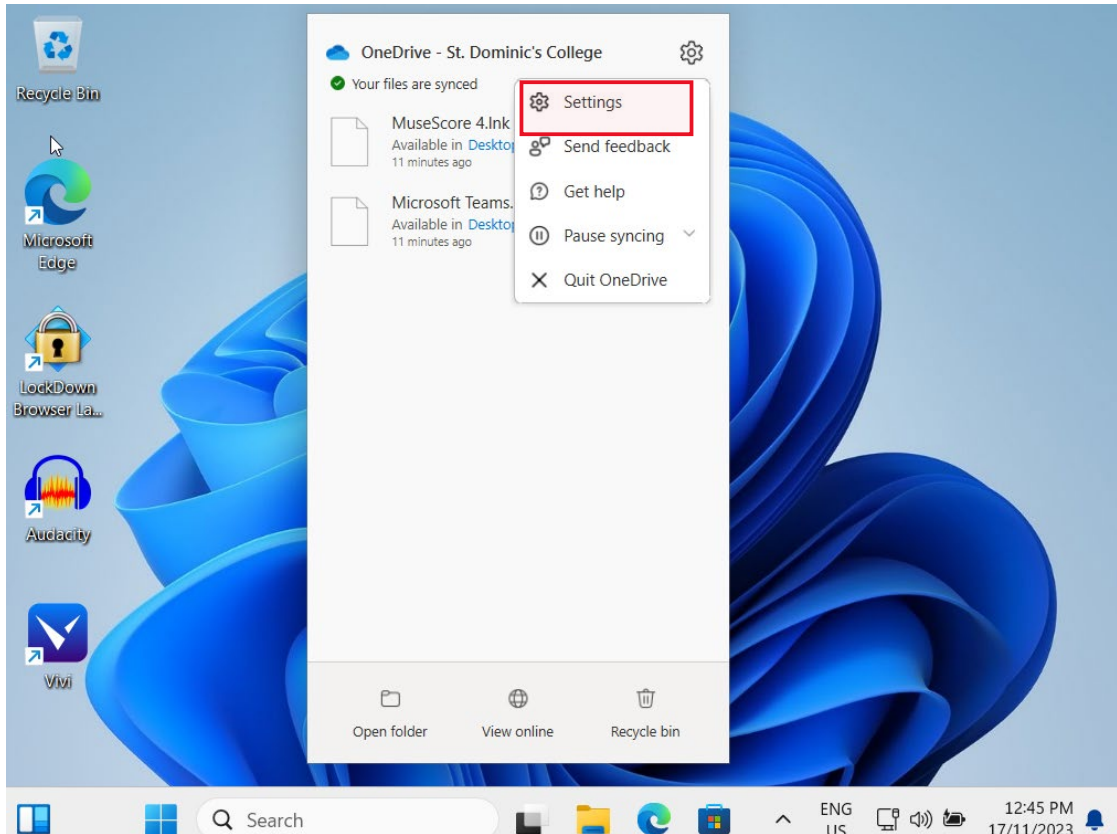




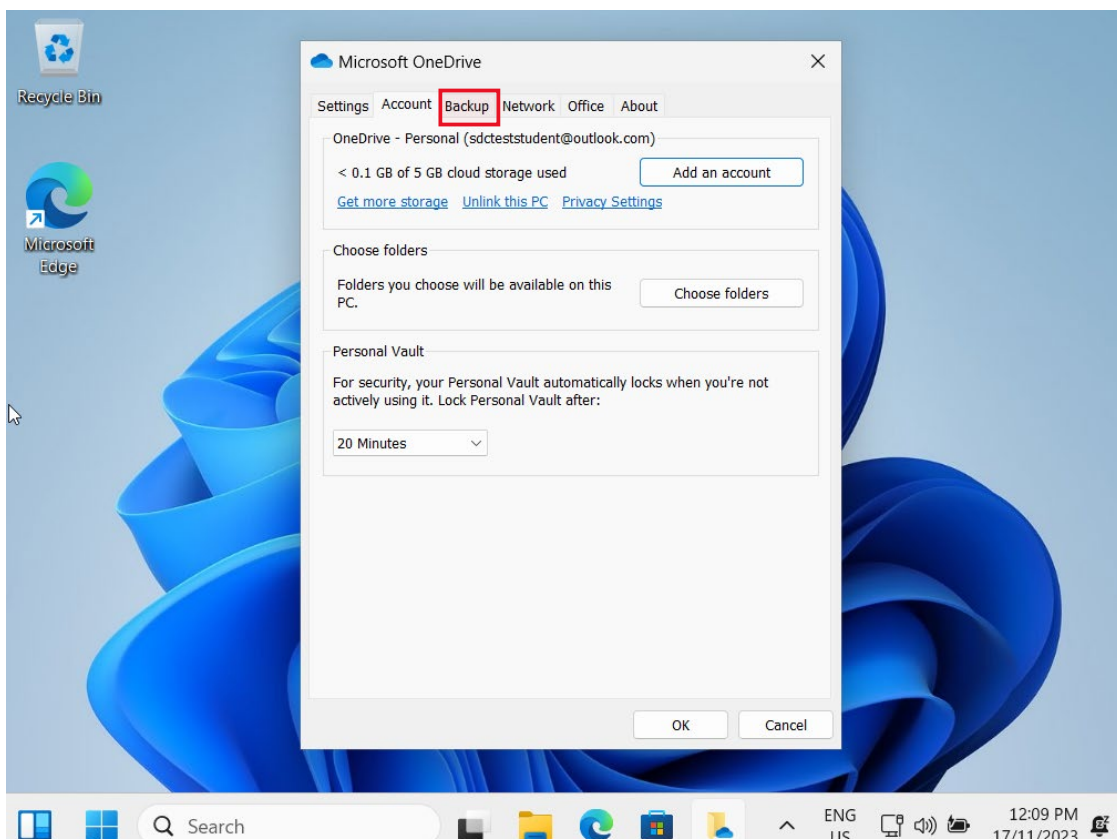
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3. Click settings

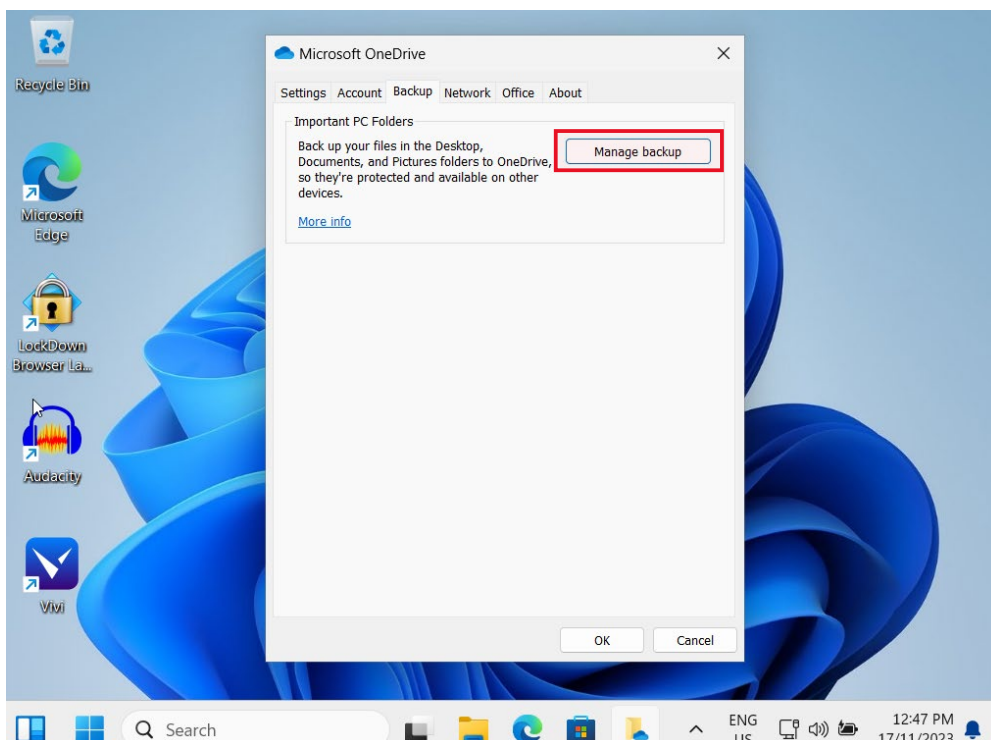


4. Click Backup at the top of the screen

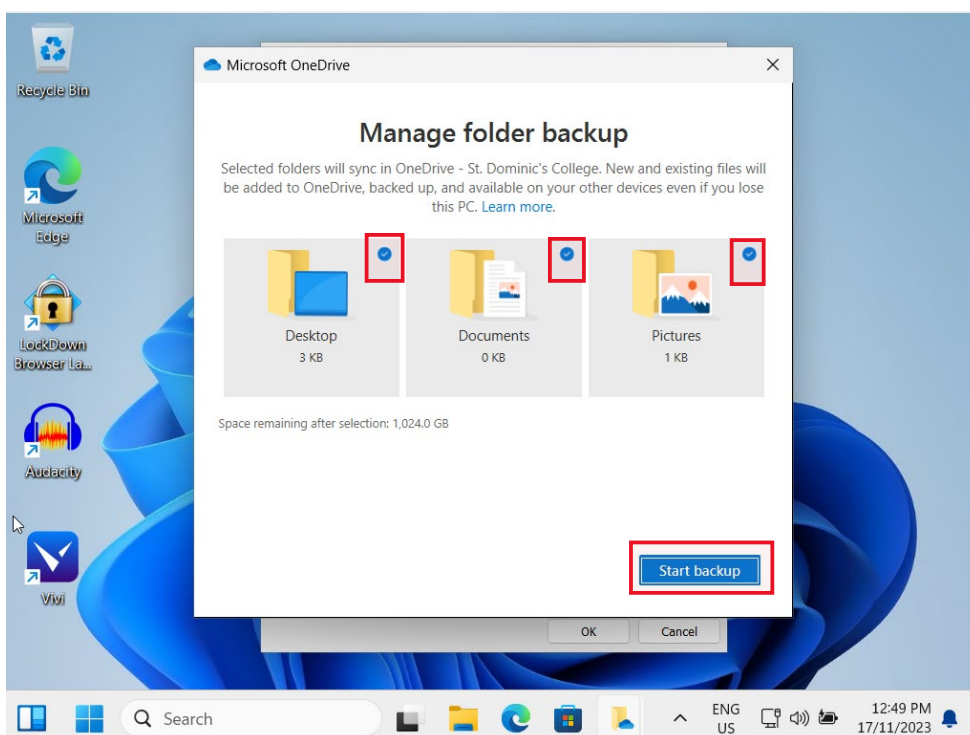




5. Click 'Manage Backup'



6. The 3 known folders (desktop, documents and pictures) should now show up in the windows. All these 3 known folders should have 'Files backed up' written in their box.
7. If all 3 of these known folders have the this written in their box please skip step 8 and 9
8. For all the icons that **DO NOT HAVE THIS UNDERNEATH THEM**, please ensure there is a tick in the top right-hand corner of the box and click 'Start backup'





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9. Click 'View sync progress' to view the progress of the OneDrive Sync

