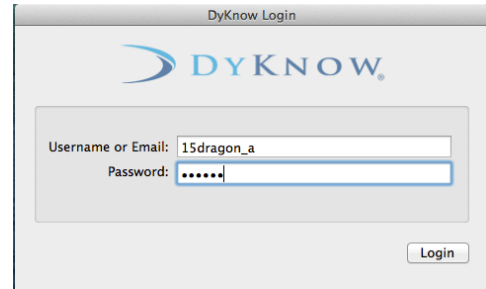


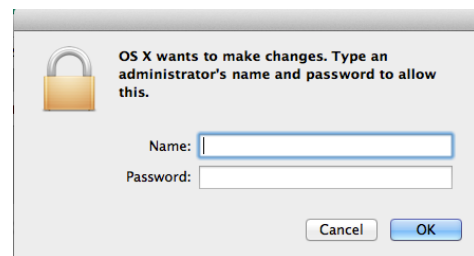
Student Laptop Set-up Instructions

- Choose the Dragon/Student icon that will appear when the computer is first started.

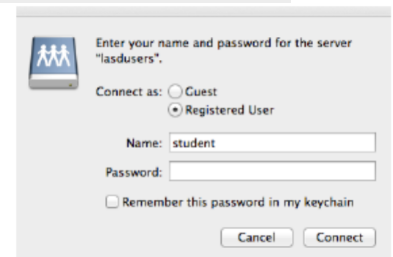
- DYKnow will launch and request you to log in. Enter your usual login and password (same you use for moodle, server.) This login window will appear whenever the computer is turned on, either here or at home. It will remember the information when the computer goes to sleep. **The program will only able to monitor your computer while you are at school.**



- If you see this window, just select cancel.



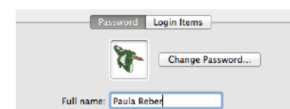
- **If you are at school**, log into the server with your username/password (the one you use for Moodle, to access server folders, and email). This will load both the student server icon and The Work (dropboxes) icon onto the desktop. **If you are at home, you can hit cancel for both screens, as you will not be able to connect to the servers.**



- **Skip this step at home and complete it when you log onto the school server the first time.** Open up the server icon. Go to the year of graduation and find the individual student folder. Drag it to the right-hand side of the doc. Do the same with the HS folder located inside the Work. (If it does not let you drag the items, click on the question marks on the dock, if there, and the folders should load.

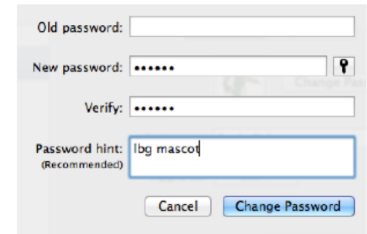


- Go to **Apple-System Preferences** menu. Select Users and Groups. Type your full name in the box.



- Click on the **Change Password** box. Leave the old password box blank. Type in a unique password. Retype the password and a hintn to help you

remember it. Click on the change password button.
(This will only change the log-in password to access the computer. Server, email, and moodle passwords will all stay the same.)



A screenshot of a password change dialog box. It contains four input fields: 'Old password:', 'New password:', 'Verify:', and 'Password hint: (Recommended)'. The 'New password' and 'Verify' fields are filled with six asterisks. The 'Password hint' field contains the text 'lbg mascot'. At the bottom right, there are two buttons: 'Cancel' and 'Change Password'.

- By clicking on the dragon icon, you may select an icon or take your own photo. If you have an Apple ID, you may enter it where prompted. This is helpful if you misplace your computer and we need to try to track it. The District is not responsible for any purchases you make from the iTunes store with your Apple ID.

Word

- Open Microsoft Word from the dock. Type in Lewisburg Area School District where it asks for first name. ON the next screen, select no for both options. Word will then load a variety of things. This will take about two minutes. Quit when finished.



A screenshot of the Microsoft Office for Mac personalization screen. The background is dark with blue wavy lines at the bottom. The text reads: 'Enter the following information to personalize your copy of Office for Mac.' Below this are three input fields: 'First name:' with 'Lewisburg Area SD' entered, 'Last name:', and 'Company name:'. At the bottom left, there is a link 'View Privacy Statement' and at the bottom right, a 'Continue' button.

Filter

- In order to have the HS filter settings and allowable sites on your laptop, you should log out/log in after your computer has been idle or asleep. This reestablishes your connection to the filter and puts you in the filter proper group. If you do not do this, you will be put at the default group, which has very limited access.