

Laptop User Guide



Your login details were provided on a sheet of paper included with your laptop. Do not lose this or share its content with any other student.

Your Passwords

You are strongly advised to change the EdPass password provided to you so that you can remember it more easily. This can be changed by:

- 1) Going to the BSS bookmarks folder in a web browser and select EdPass.
- 2) If you see



Use your Daymap username and Password



Use your school email address and password

- 3) If a dialog box pops up, skip it by clicking Cancel.
- 4) Once the website loads, select your name in the top right corner of the website and select Settings.
- 5) You need to know your current EdPass password to be able to change it.
- 6) If you have forgotten your current password, you will need to seek assistance in the IT Services office.

We do not advise you to change your printing/network password except when you believe that another student knows it. Password change requests must come via your homegroup or subject teacher.

Included Software

Your laptop has Microsoft Office 365 installed, which includes Word, Excel, Powerpoint, Access, Publisher and OneNote, and is accessible via the taskbar or the Start menu (the window logo on the left side of the task bar. Email can be accessed either by using Microsoft Outlook or via a web browser (Chrome or Edge).



Your desktop icons include:

- BSS Intranet - a distributed “BSS” folder which contains various items to assist IT Services in providing accessibility
- BSS Software Centre - contains links to other software you may be asked to install.

Using the BSS Software Centre is the only method you may use to install software as other installations will require administrator access to your laptop, which you will not have.

Both Edge and Chrome browsers include website bookmarks delivered by IT Services. These are available from the bookmarks bar (Chrome) or favourites bar (Edge) and will be expanded upon as the need arises.

Microsoft Edge will be easier to use for websites that needs a school login, as in most cases the sign in process will be simpler.

Printing

Printing is available via Papercut Mobility Print.



You may select either BW_Copiers for black/greyscale or Colour_Copiers and then collect your printed document from any photocopier in student-accessible areas.

The photocopiers you have access to include Library, Bright Centre (1st floor), near the art rooms next to the stairs, Tarni Warra (Ground and 1st floors) and near to the stairs in the Maths corridor.

To check your printing balance, go to the BSS bookmarks folder in Edge or Chrome and select “Papercut”. Log in using your Daymap login. This webpage will also show you the documents you have printed.

If you have issues with printing, please see IT Services.

Saving your Files

Welcome to Microsoft OneDrive! This interface can be used either as the installed app which sits in your task tray (bottom right corner of your screen) or via its website (<https://onedrive.com>)



- OneDrive will be a save option in the Microsoft Office 365 apps when you select save in the menu
- You can also save your files to your local OneDrive folder in other apps
- The local OneDrive folder syncs with the cloud OneDrive folder every time a OneDrive file is re-saved, and when files are copied to the folder and files are deleted from the folder.
- There is a link to the OneDrive folder in your Start menu. You can access the files in this folder at any time, even when your laptop is not connected to the internet. When the laptop is connected again, the folder will sync to the OneDrive cloud.
- It is a good idea to regularly check that the OneDrive task tray icon (see above) is reporting that it is either processing changes or that your files are synced.
- If the OneDrive app does not show either of these messages or is not in the task tray, your laptop may be having trouble getting to the internet, or the OneDrive app is not running correctly.
- Go to the Start Menu (window icon) on your taskbar, look for OneDrive and click the app to run it again.
- If you're still experiencing issues, restart the laptop and if this doesn't fix it, come to the IT Services office during school time for support.