



Student Personal Device Daily Guide

Logging in to Windows

You'll need to log in to Windows every time you turn your laptop on or after having shut the lid. Use the personal password you created when you set up the device. It's important you don't lose, forget or share the password with anyone else. Don't change it unless needed.

Wireless Access In School

Every time you bring your laptop into school you'll need to put your Holmer 365 username (e.g. 19red0467) and password to connect to the WIFI. The WIFI network is **HGSS-Users**



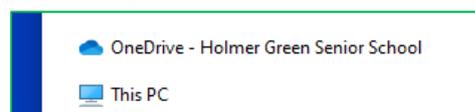
If you don't see the 'Connect' message, look to see if you are connected. If you see a globe symbol, this means you're not connected. Click on the globe  and then you should see a list of wireless networks. Click on 'HGSS-Users' and click 'Connect.' You'll then be able to put in your username and password. Only connect to the 'HGSS-Users' WIFI when in school.

Changing your Holmer 365 Password

Try to remember your password. If your Holmer 365 password is changed for any reason, you might need to sign in OneDrive or the Company Portal App on your device again. Be careful not to give your Holmer 365 password to anyone else.

OneDrive and Company Portal App

Both OneDrive and the Company Portal App might ask you to sign in again occasionally. Make sure you use your Holmer 365 e-mail address and password.



Saving

Make sure you always save all of your files on your school OneDrive. This is essential in case your laptop suffers a problem or if you forget your laptop password and you can't get back in. Don't save to hard-drive or Documents folder.

HomeBase

HomeBase has been created for you to explore many resources available to you. Inside, there are links for Show My HomeWork and Student Dashboard as well as lots of other suggestions for different subjects. There's also a link to a Web printing portal to print documents when you are in school. There's also access to MyStuff, allowing you to access your school home drive ("H:") from anywhere.



Software

Please don't install extra AntiVirus, security software or software to 'clean' your PC on your laptop. Don't install any software unless it appears as a suggestion on HomeBase. The school is not in position to offer technical support as a result of software installed or changes made to your laptop which do not appear on HomeBase. It's also key that the Company Portal App remains on your laptop. Don't install software to hide your online identity. Playing games, IM, chat or timewasting during lessons is also forbidden. Don't distract others.

Internet

Always use the internet responsibly. Tell your parents, carer or a teacher if you see something that makes you feel uncomfortable.



E-Mail

Use your Holmer 365 e-mail address for any online activities. Do not use any other account in school. Use the 'Holmer 365' icon on the Windows desktop to access your e-mail.

Don't lend your device to anyone else. Don't leave it unattended in school, even for a minute.

Summary

- Login using laptop password
- Connect to HGSS-Users WIFI using school username and password every time
- Save all files to your school OneDrive