

## Overview

This document will help you set up your laptop as well as explain storage options and home printer installation.

## Initial Setup – On Campus

- Upon being issued your laptop, log into the laptop using the credentials provided.
  - **IMPORTANT:** You must complete this initial login while still on the Flex campus.
- Leaving campus without having logged into this laptop will prevent you from being able to log into it off campus.
- After your first login is complete, reboot the laptop and log in again.
- Repeat this process at least two or three times before taking off campus for the first time. This will ensure that your laptop fully completes the setup process and installs all necessary system files.

## Network Document Storage

- Open **My Computer** to see the two mapped drives listed.
  1. **“H” Drive** : A private folder that only you can save to, located on the server housed at the Crossroads Flex Campus.
  2. **“S” Drive**: A folder accessible to all Crossroads Flex staff and students located on the server housed at the Crossroads Flex campus.
- **IMPORTANT:** You will not have access to the “H” or “S” drives when you are off campus. These drives are only available to you when the laptop is on campus.

## Local Document Storage

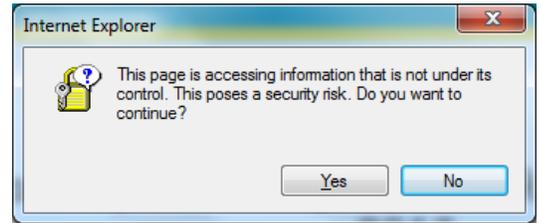
- The desktop folder named after your user ID (your student ID) contains your My Documents folder, My Pictures folder, etc.
- Documents stored in this desktop folder will be available off campus.
- **IMPORTANT:** Documents contained within this folder and any sub-folders are not backed up to the server and are only accessible from this laptop.
- If files are deleted, they cannot be recovered. We recommend regularly backing up these files to an alternate location such as a thumb drive or cloud storage (e.g. Google Drive.)

## Home Printer Installation

- You cannot install printers using the manufacturer’s setup wizard. Students do not have the ability to run executables (.exe files) on this laptop.
- Visit the printer manufacturer’s website and download the .inf file for your specific printer.
- On your laptop, go to the Control Panel >> Devices and Printer and use the Add a printer wizard to install your printer using the .inf file you downloaded.
- Beyond these basic instructions, WCPSS cannot offer additional support installing personal printers at home.

## Internet Access Inside WCPSS

- When accessing the internet using Internet Explorer from WCPSS locations, you may see the following message when visiting certain web sites.
- Bypass this message by clicking Yes.



## Internet Access Outside WCPSS

- To ensure safe and secure internet use, this laptop is configured with an internet content filter (also known as a proxy.)
- When connecting to the internet outside of WCPSS, you will be prompted to sign in.
- Follow the instructions below to complete the sign in process.

1. Open Chrome, Firefox or Internet Explorer browser.

2. Visit the website of your choice.

3. At the Sign In screen, enter your **extended WakeID** (e.g. jstudent@students.wcpss.net)

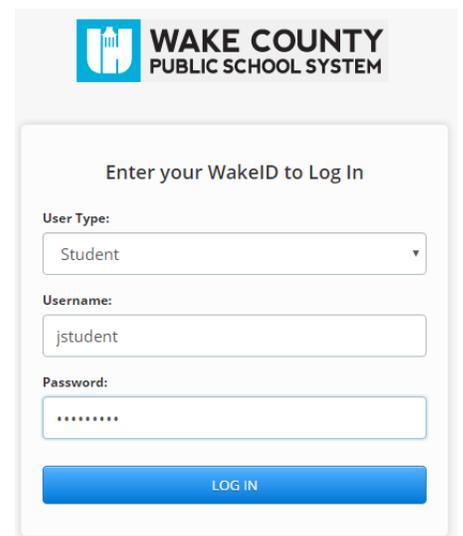


4. Click **Sign In**.

5. Click to select User Type: **Student**.

6. Enter your **WakeID** and **password**.

7. Click **LOG IN**.



You will now directed to website you entered previously.