KAPUNDA
H i g h S c h o o l

Government of South Australia
Department for Education

BYOD Laptop Setup 2022

Please use the electronic version of this document so the links can be used for setup.

Step A – Connect your device to the School Network
Skip these steps for setup at home – these will be completed once back on site at KHS.

☐ Follow the instructions for your PC or Mac to connect to the KHS Wifi network. Further help may be required for Mac devices.

☐ Install a Printer using Papercut Software and instructions on the BYOD Software page.
Click the "Install File" option for Windows.

The following setup can be run from home or school.

New students, please ensure you have collected your login information sheet.
Previous student's passwords from last year have not been changed.

Step B – Setup required Apps and Settings

☐ Download and Install Google Chrome (unless already installed).
You may wish to set it as your default browser.

☐ Open https://byod.kapundahs.sa.edu.au in Chrome and set it as a bookmark.

☐ Go to the BYOD Links page and click on Daymap. Check that you can login with your KHS Password.

☐ Set this as a bookmark too, so you can always get to Daymap easily.

⋮ >   >

☐ Login to your school email at outlook.office.com
Up until recently you would have had to login with your *@schools.sa.edu.au* account. Now if your school account is setup correctly you can login with EdPass. EdPass uses your KHS Account.

Microsoft

Sign in
to continue to Outlook

firstname.lastname###@schools.sa.edu.au

No account? Create one!

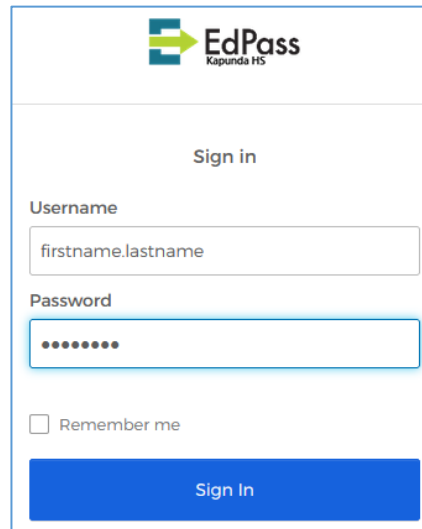Can't access your account?

Next

EdPass
Portal

Please select your site below, you will be redirected to complete the login process. **Click here for help logging in.**

Kapu

Kapunda High School

Kapunda Primary School
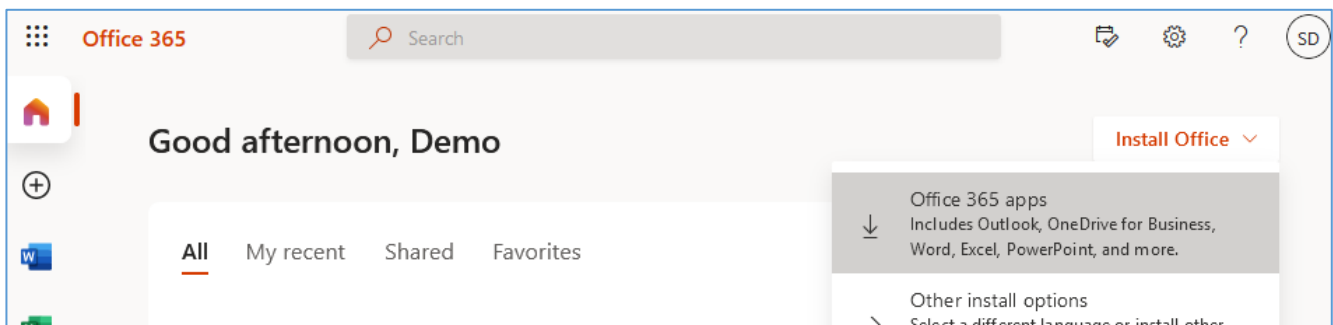
Continue

☑ Remember my site

When you first see the EdPass Screen, search for Kapunda High School. Once selected and you see "Kapunda HS" appear under the EdPass logo you are all good to login with your KHS Account.

BYOD Laptop Setup 2022

☐ Install Office 365
   Login to office.com using the same (you shouldn't need to log in again)
   Once the page loads click on the "Install Office" button and choose "Office 365 apps"
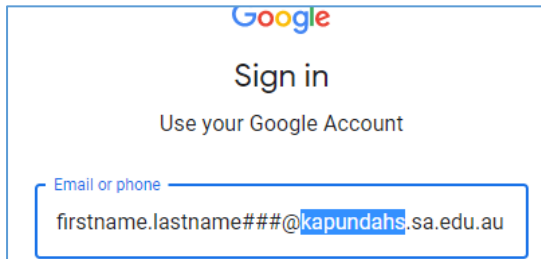

Office will now download and install on your computer. Once complete, open Microsoft Word and check if it works. You may be asked to sign in. If so, sign in with your @schools.sa.edu.au email username and then EdPass details. (If EdPass doesn't load you may need your @schools.sa.edu.au password)

☐ Install and open Microsoft Teams
   Download Microsoft Teams here. Sign in with your @schools.sa.edu.au email.

☐ Setup OneDrive
   OneDrive should already be installed as part of the Office 365 install above. Look for OneDrive in your Windows or Macbook apps. Again, sign in with your @schools.sa.edu.au email.
   In some cases you might find Onedrive is already signed in with a personal account. If so you may need to find Onedrive settings (cloud icon in taskbar), find the accounts tab, then choose "unlink this pc". You can then sign in with your school account.

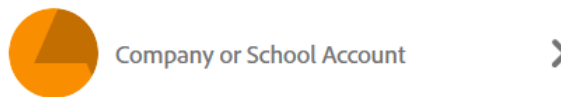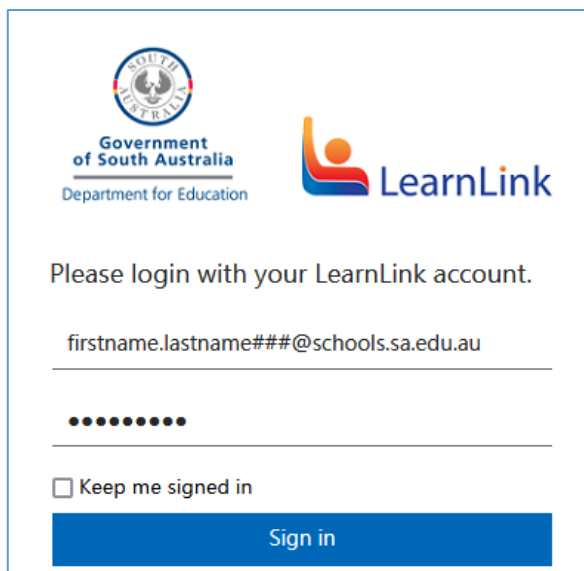## BYOD Laptop Setup 2022

☐ Sign in to Google Classroom

Google classroom is used by some class teachers. Currently Google Classroom requires a separate email address to login. This account has the @kapundahs.sa.edu.au address and is only used for logging in to Google Apps. Make sure you use the Google account password provided on your login sheet. Sign to Google Classroom here. *There may not be anything required in your account for now.*
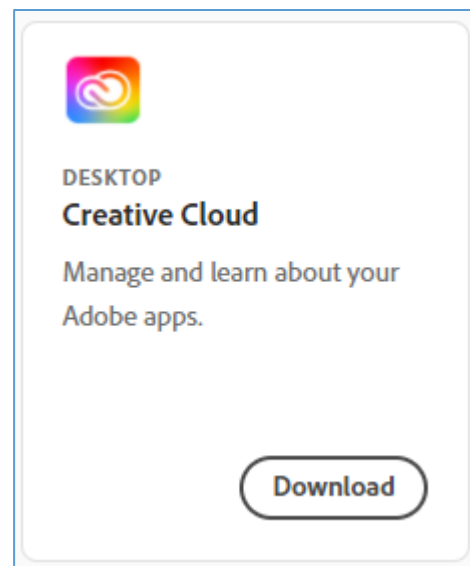
☐ Install Adobe Creative Cloud

Go to https://creativecloud.adobe.com/cc/ and login using your @schools.sa.edu.au email address. If prompted, choose to login with the "Company or School Account" option

Company or School Account   ＞

Your Adobe login uses you @schools.sa.edu.au email address, but it doesn't currently use EdPass. When you see the following screen you will need to use your specific @schools.sa.edu.au password. For new students this is provided on your login information sheet. You will be asked to change your password the first time you login. For previous students this password has not changed from last year. When setting a new password you need to set a strong password with a mix of lowercase, uppercase letters, numbers or special characters and it cannot contain your name.

Once signed in, search for the "Creative Cloud Desktop" App. Download and install. This Desktop management app will allow you to insall other Creative Cloud apps when they are required for your subject. Once installed and signed in again with your @schools.sa.edu.au account, have a go at installing "Illustrator" or "Premiere Rush" first.

Other Accounts and Software will be setup when required for individual subjects.