# Laptop Onboarding 2022

before you begin...

Please Note:

- It is important to read the guide thoroughly and follow the steps set out by the guide as you may run into trouble or get confused if steps are not followed in the correct order.

- You <u>must</u> be connected to the internet to complete the onboarding.

- You may see some "Administrator Login" prompts once onboarded. Please Ignore these and click **cancel.**

- You may receive a pop-up advising "Jamf Management" needs to be updated. Please ignore this and click **OK.**

- The Login process occurs in three stages, please take care and read each part carefully.
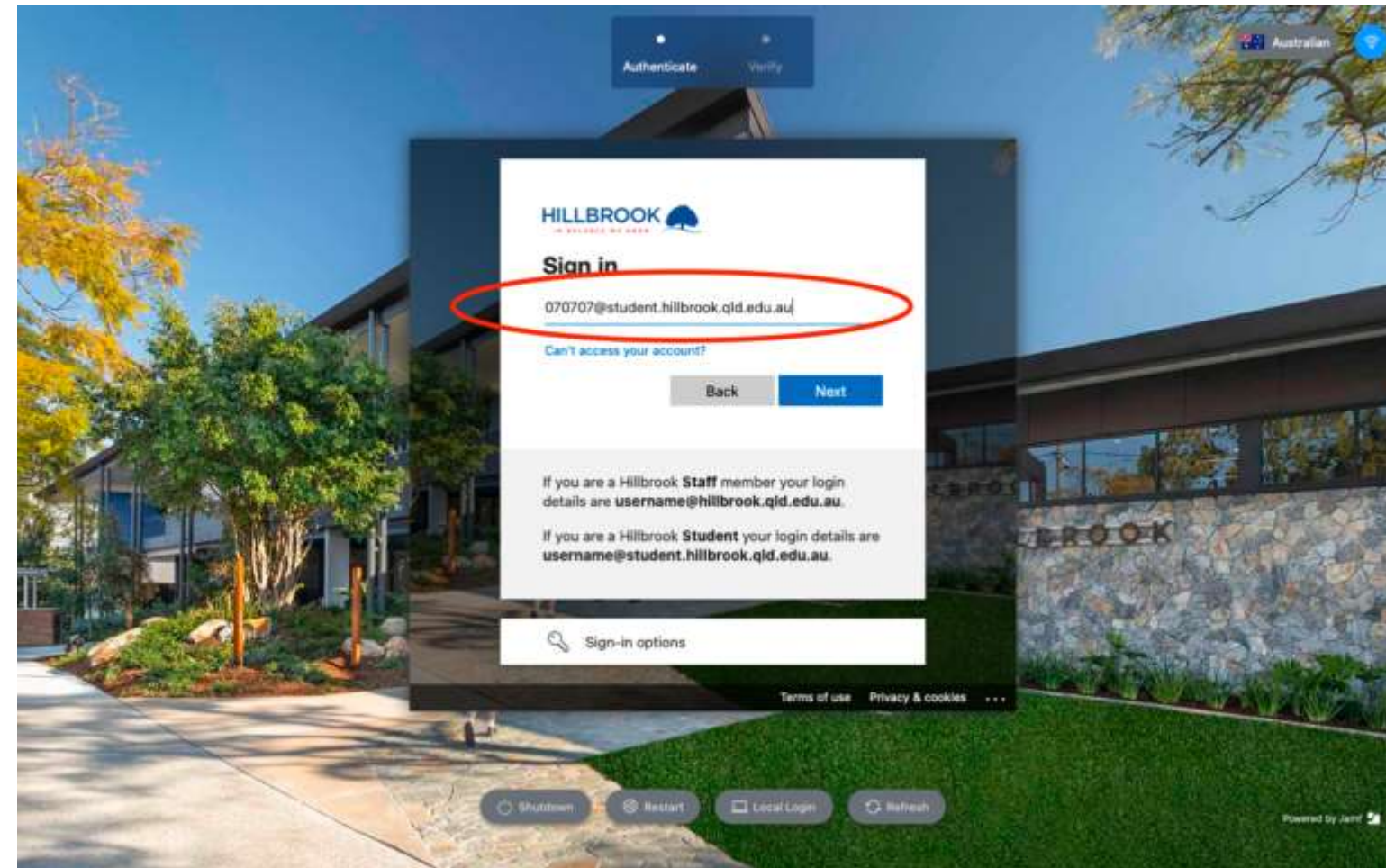

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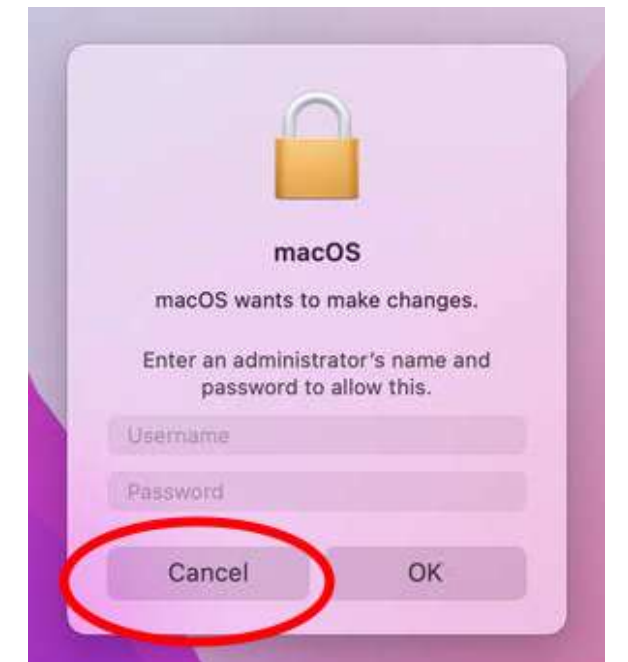
There is a new logon experience for 2022.

This is an Internet connected logon environment which means you will need to ensure that you connect your Mac to your home Wi-Fi in order to complete the onboarding.
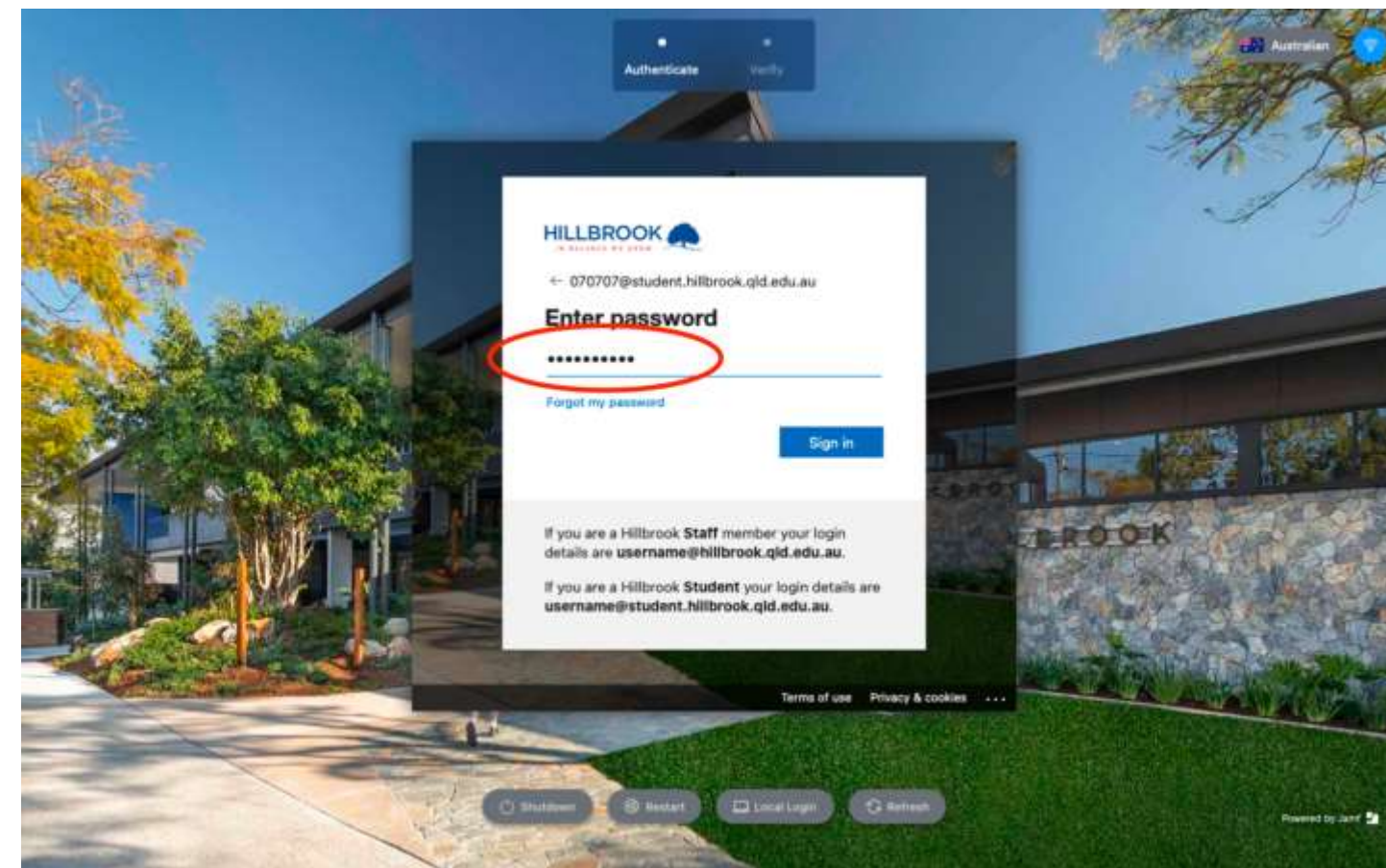

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Logon using your email address
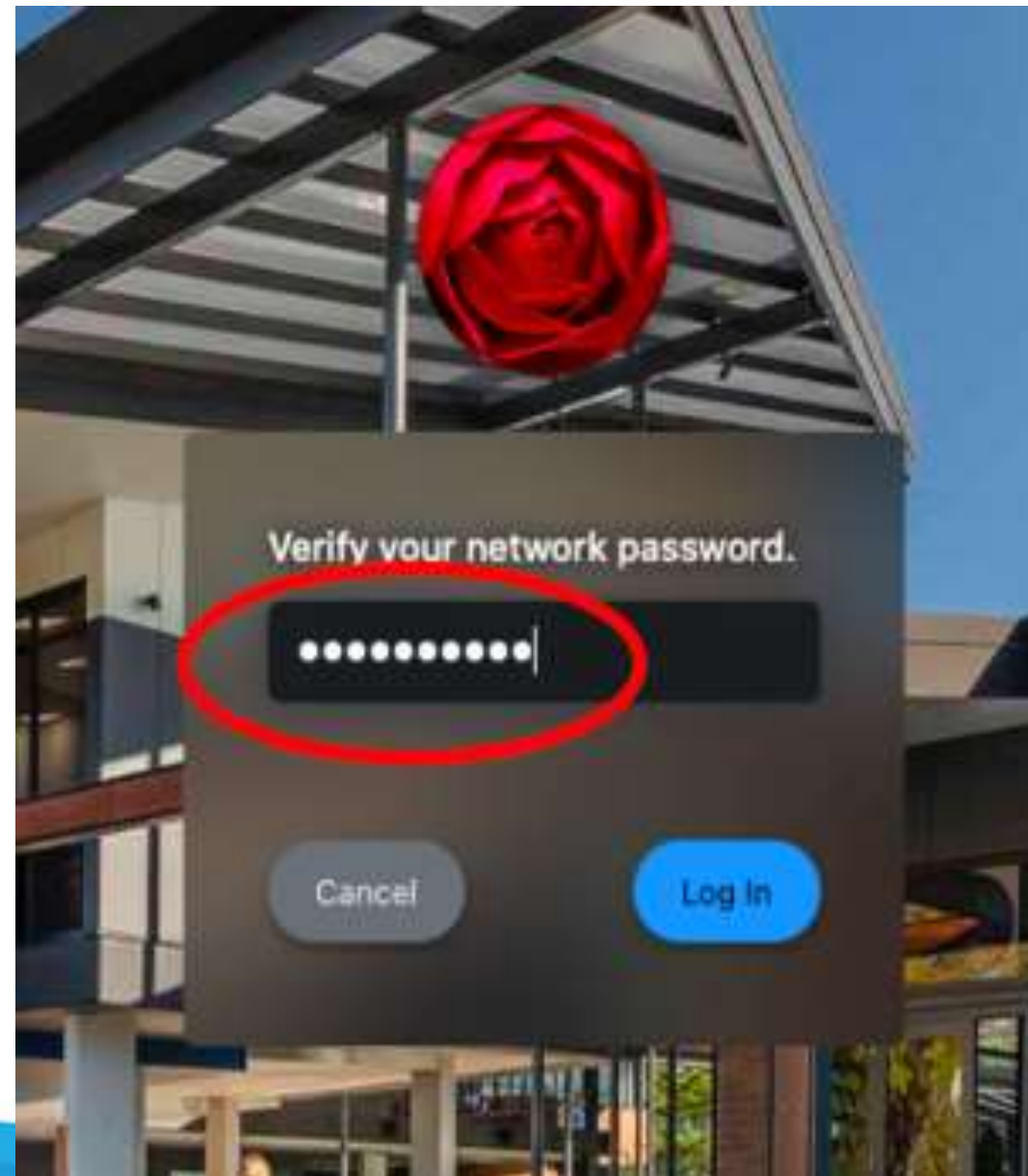## For example: 070707@student.hillbrook.qld.edu.au

Enter your Online@Hilbrook password.

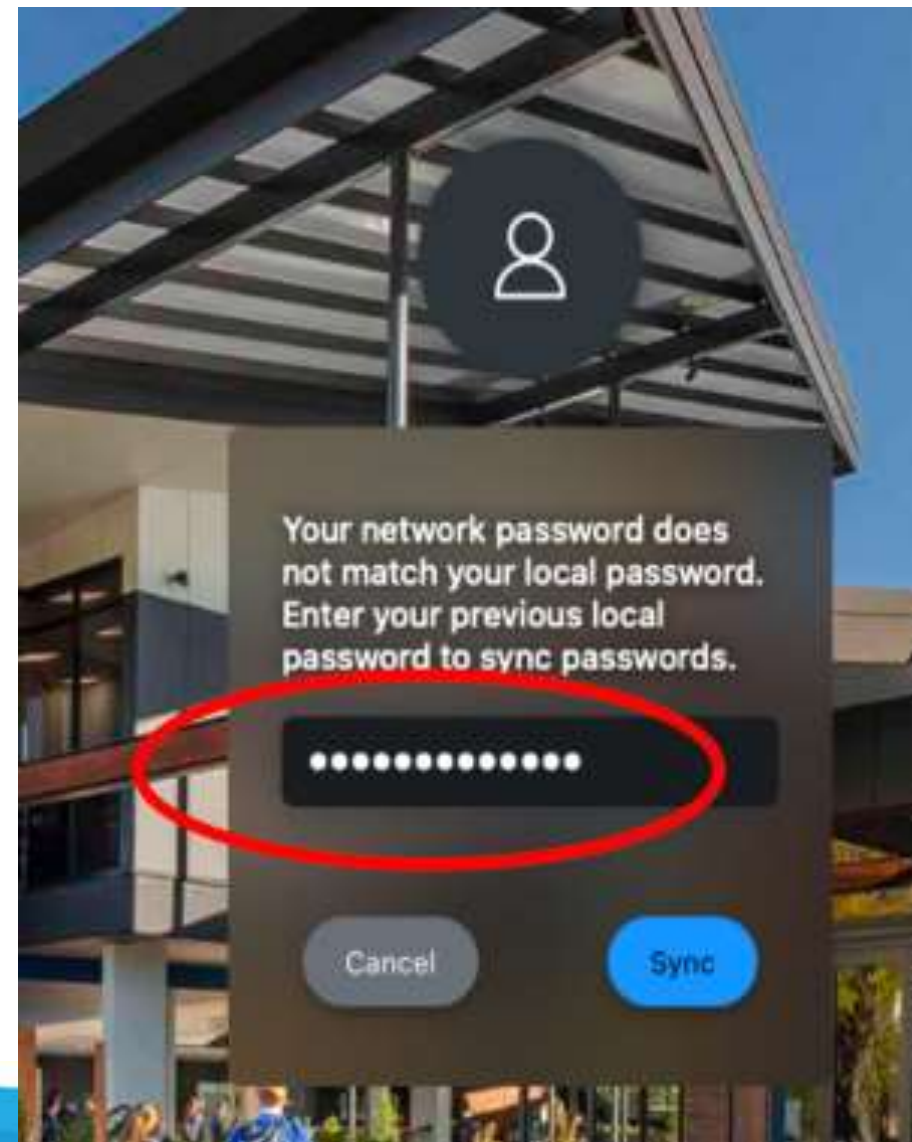If you cannot remember your password or are having problems with your password, please contact Hillbrook ICT.

When prompted to verify your network password, re-enter the same password.
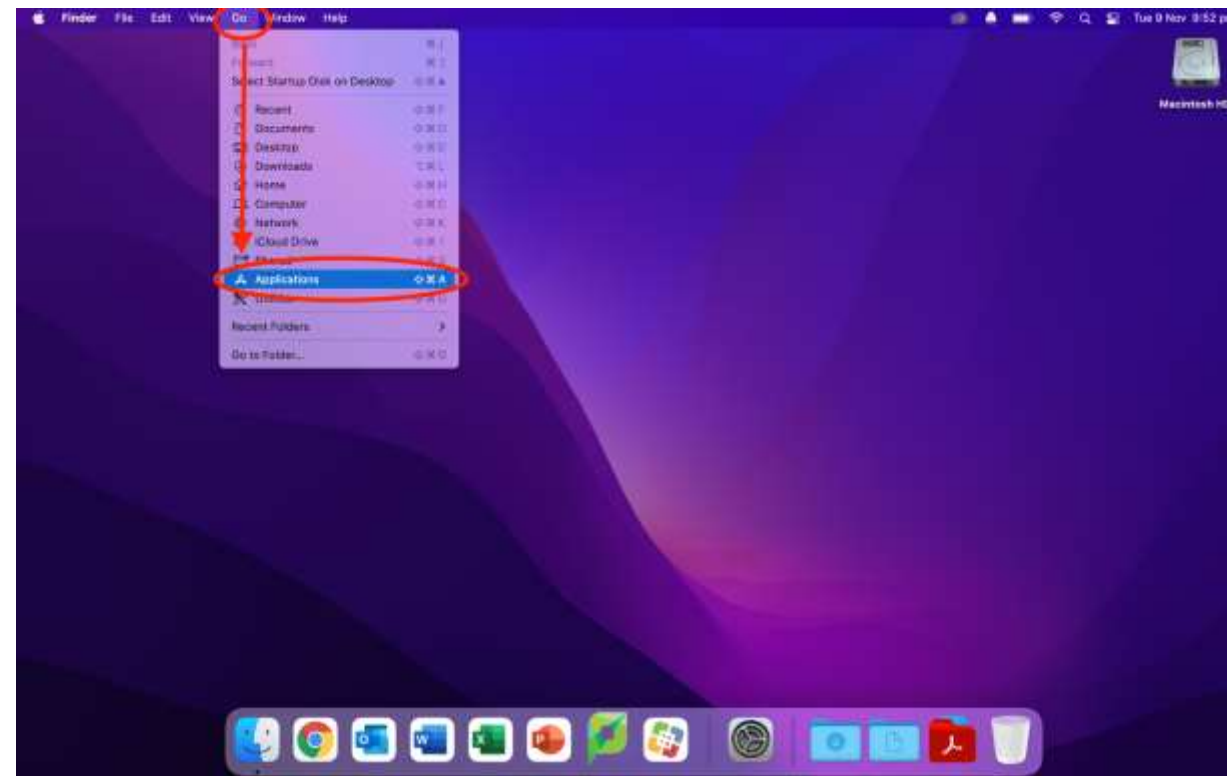### (O@H password)

When you are asked for your previous local password.
Please enter: hillbrook2022

Your network password does not match your local password. Enter your previous local password to sync passwords.

Cancel   Sync

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From the Desktop, move your mouse to the top of the screen, click on "Go" and then "Applications".
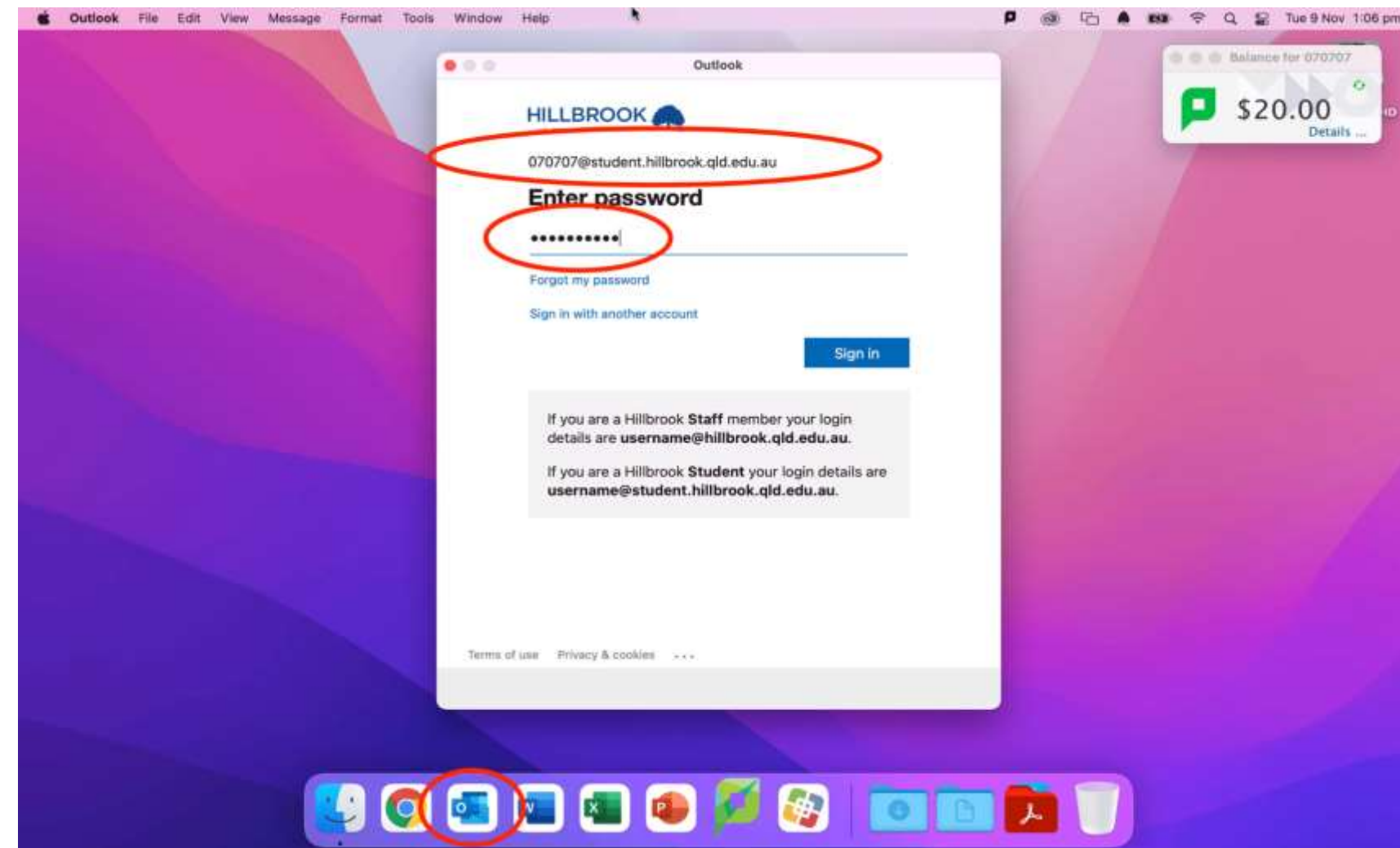
Shortcut = Command+Shift+A.
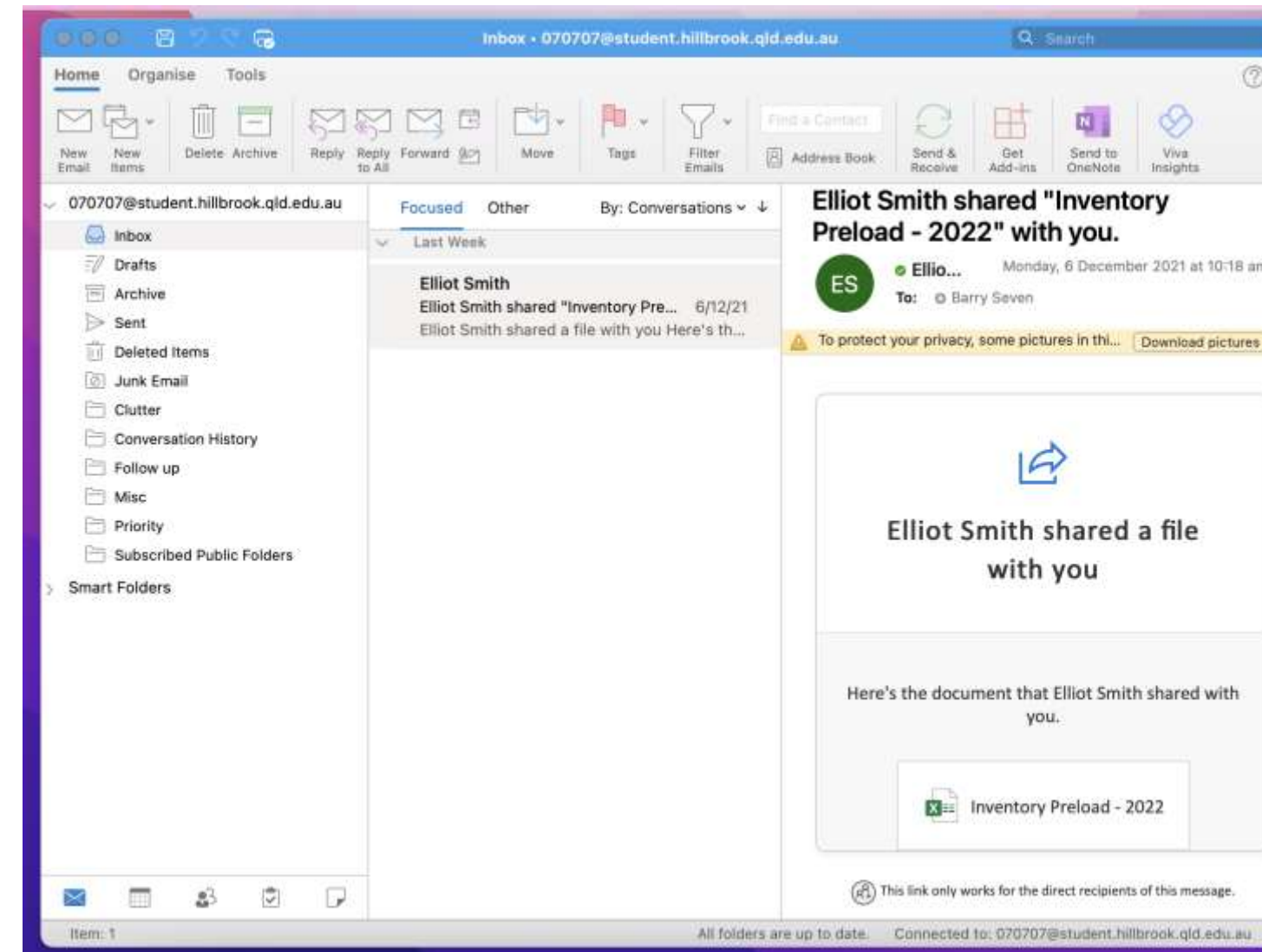
Open Outlook.

Enter your email and password.

Note: If you are asked if you are using this account for Work/School or Personal, select Work/School.

Click "Done" on the "Your privacy matters" dialogue.

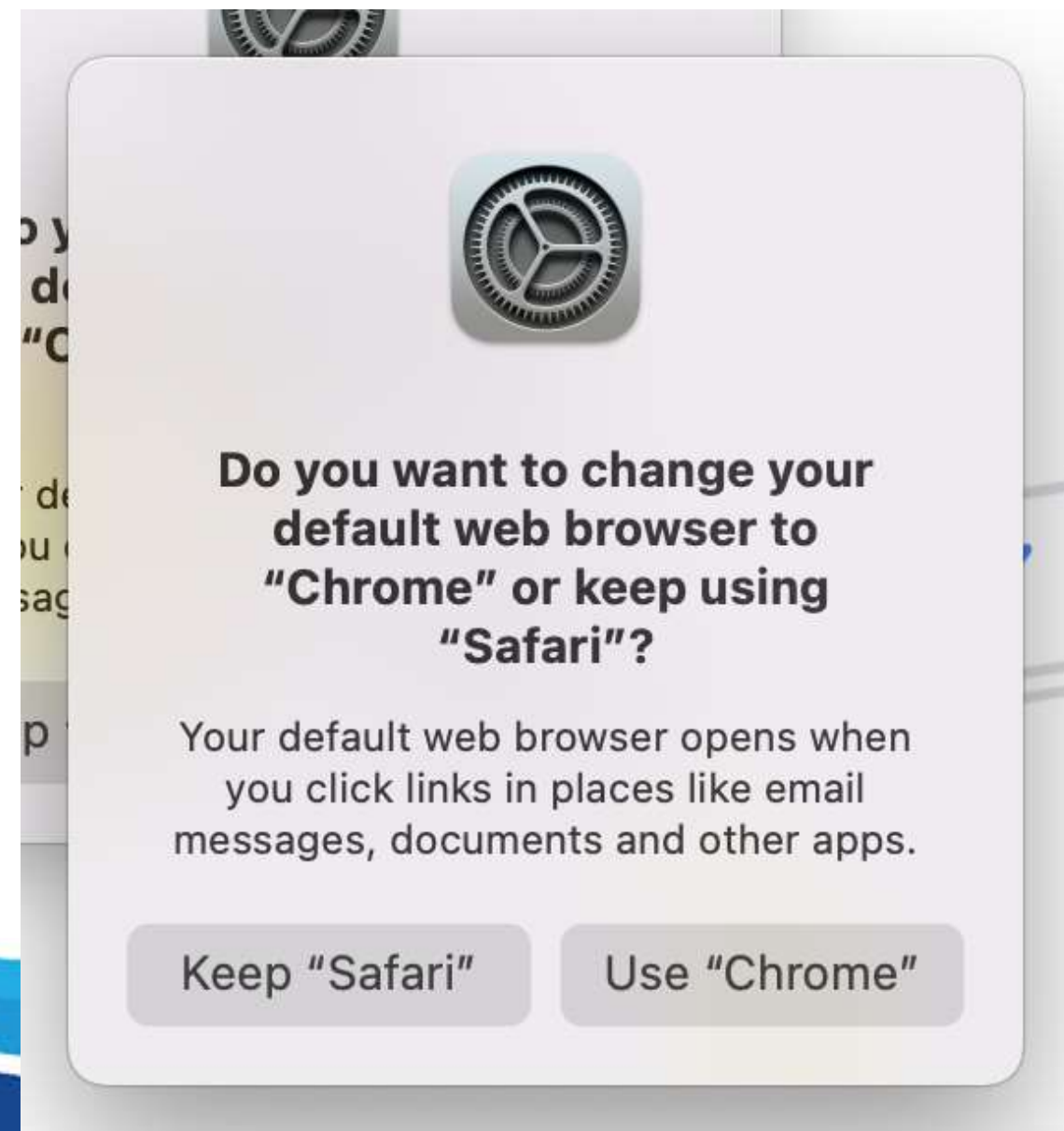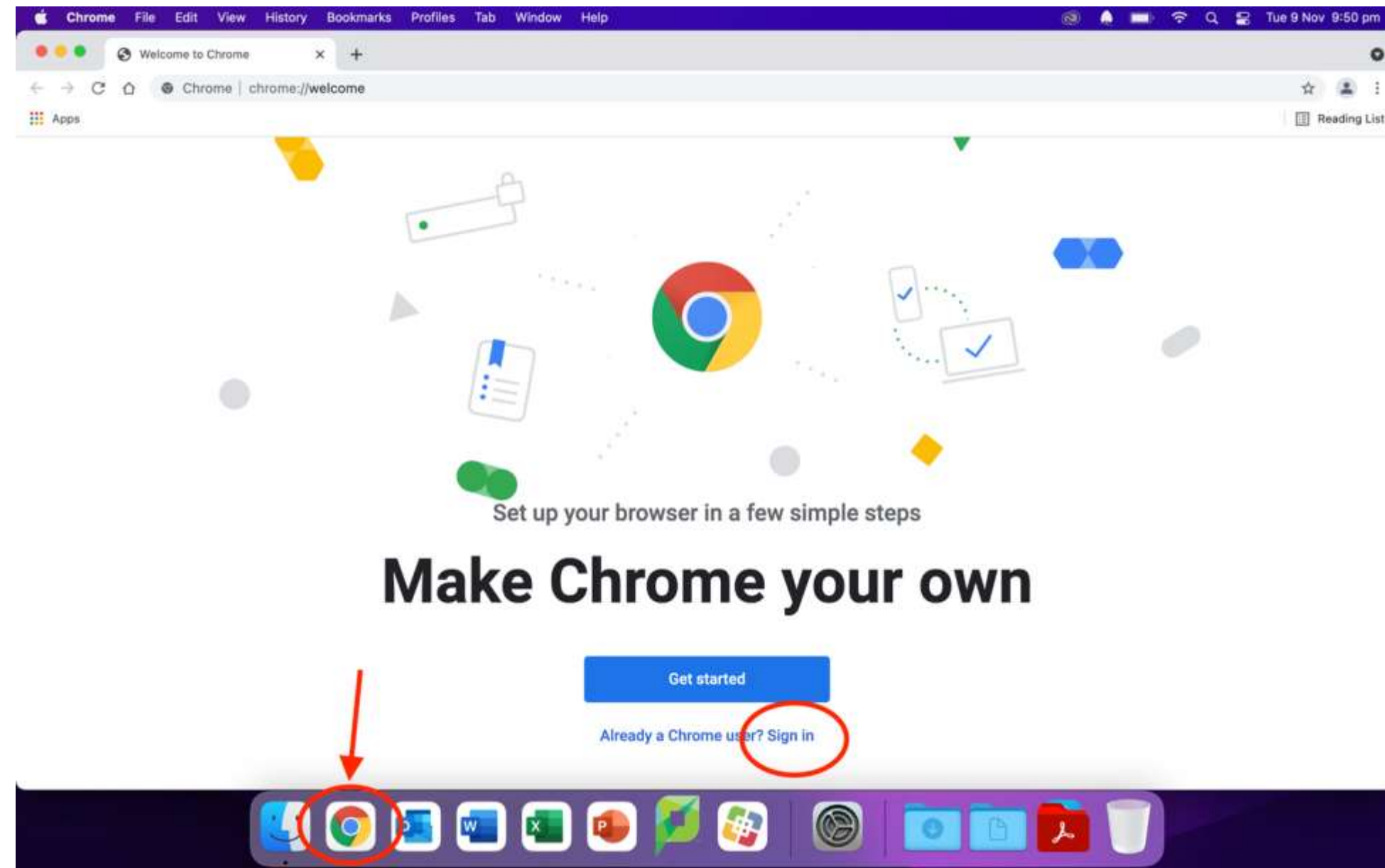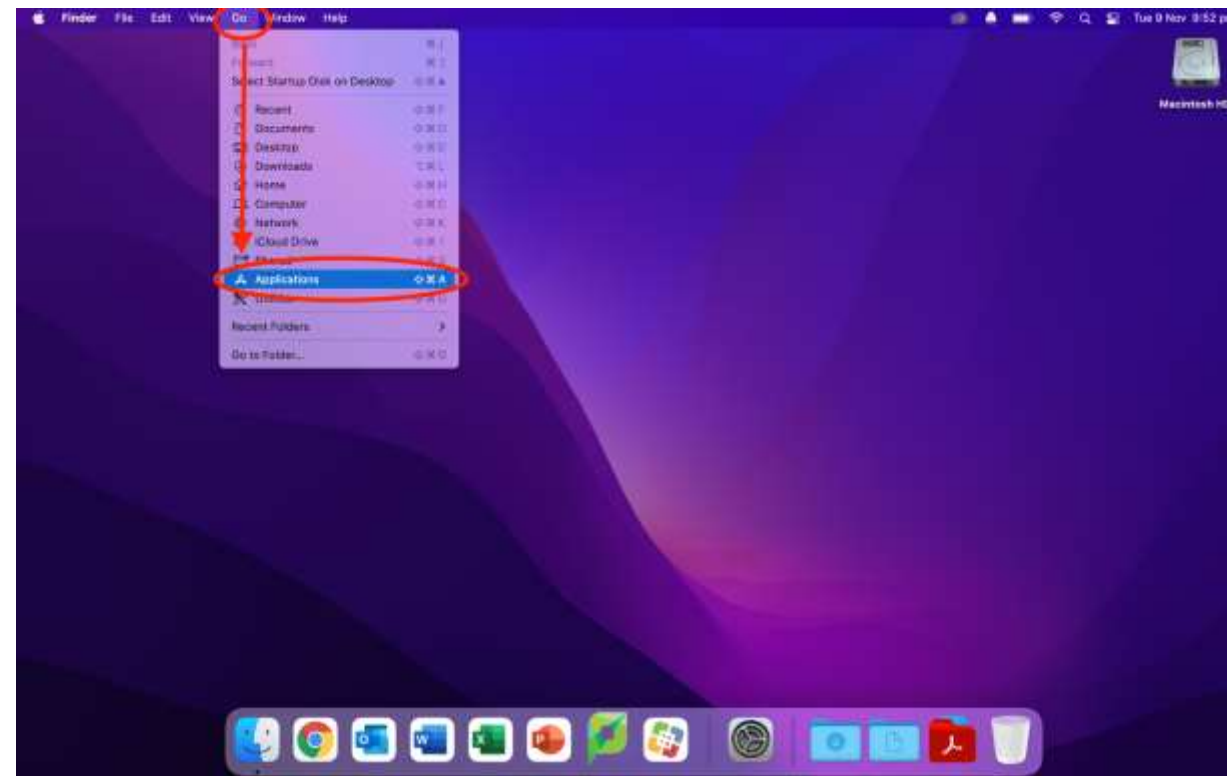# Outlook will autocomplete the remaining of the configuration and you will be taken to your inbox.

Once you have completed these steps and closed Outlook

From the Desktop, move your mouse to the top of the screen, click on "Go" and then "Applications".

Shortcut = Command+Shift+A.

Open Google Chrome.

If Prompted: click "Use Chrome" to set it as your default browser.

If you are not prompted, this is OK, we will have another opportunity shortly

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Click "**Sign In**" at the bottom of the screen.

Enter your email address.

Enter your student number and password.

Do not save your password, then click "Continue".
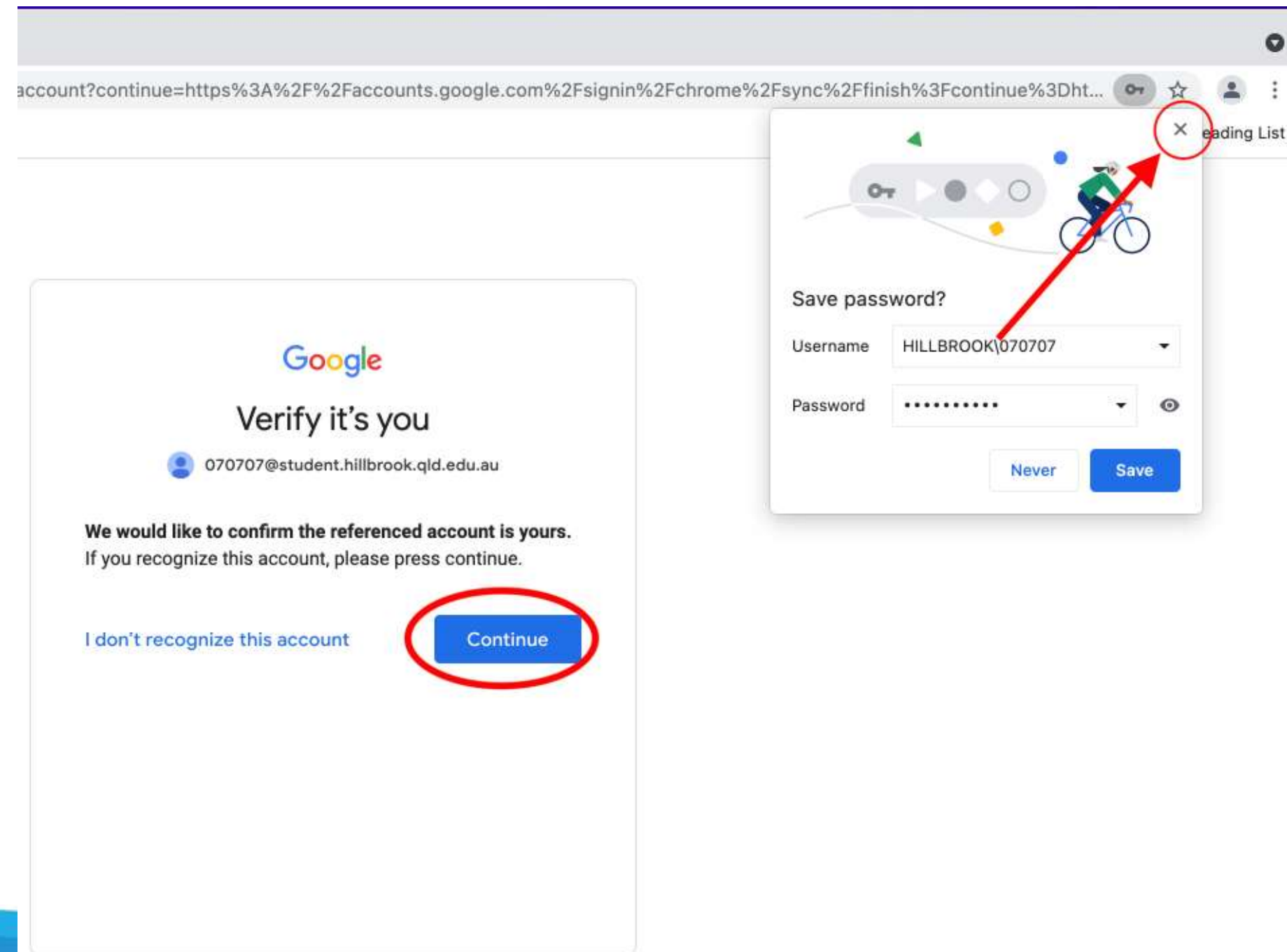
Click "Link Data".

Link my Chrome data to this account

This account is managed by **student.hillbrook.qld.edu.au**

You are signing in with a managed account and giving its administrator control over your Google Chrome profile. Your Chrome data, such as your apps, bookmarks, history, passwords and other settings will become permanently tied to 070707@student.hillbrook.qld.edu.au. You will be able to delete this data via the Google Accounts Dashboard, but you will not be able to associate this data with another account. Learn more
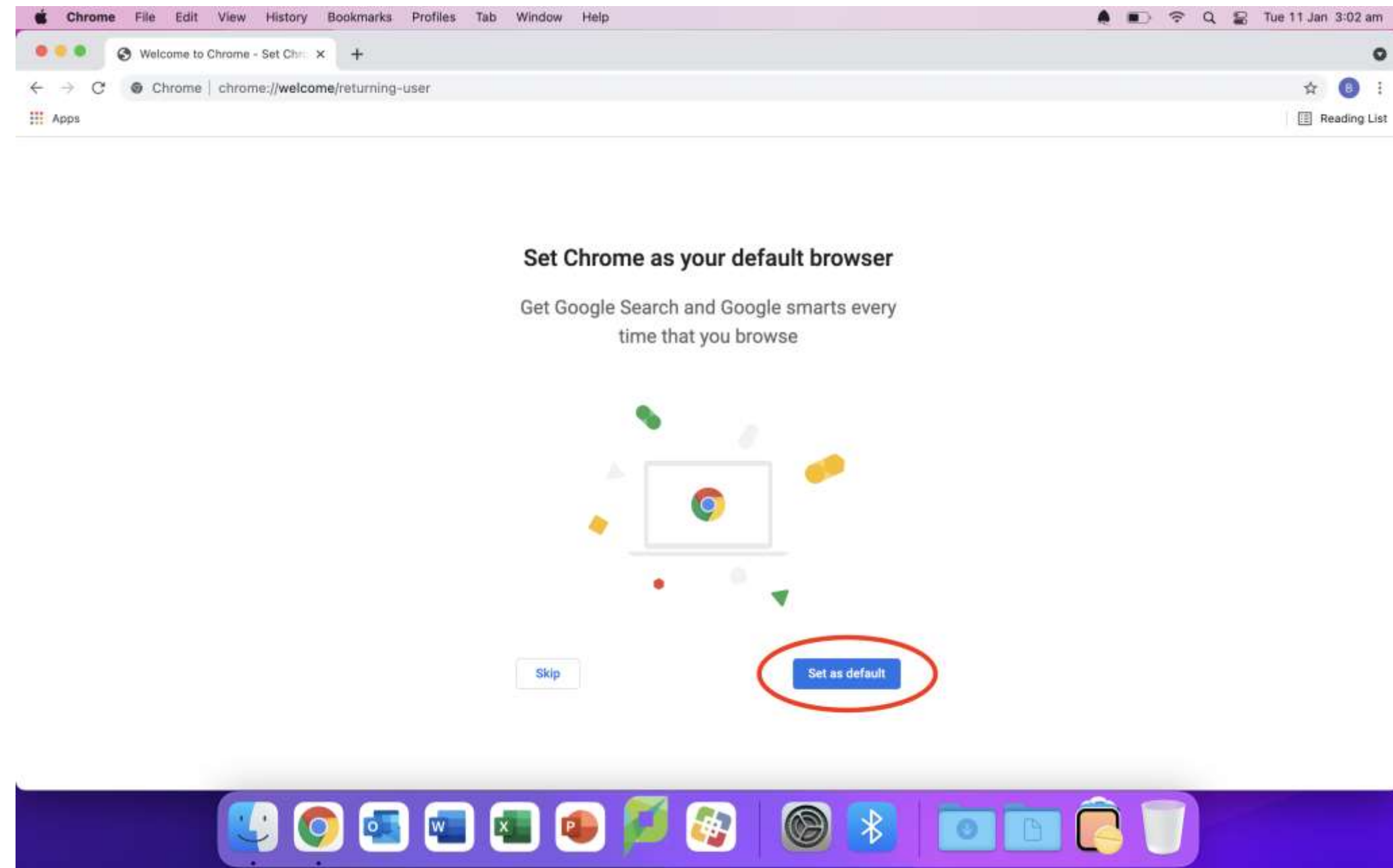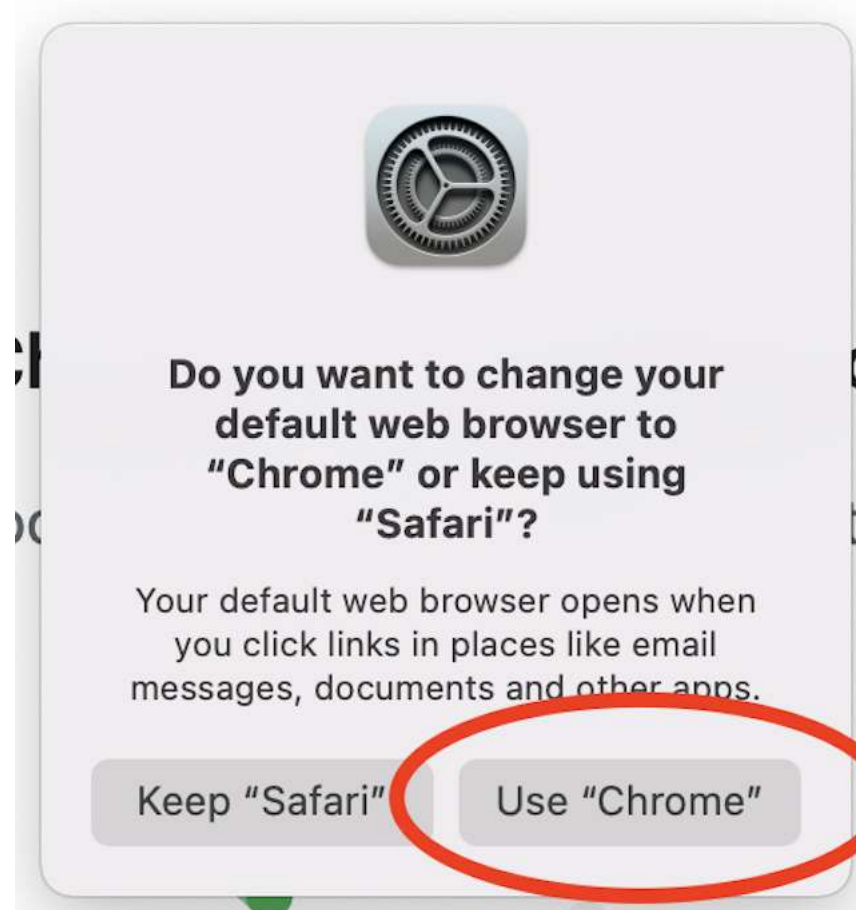
Cancel   **Link Data**

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Click "Yes, I'm in" on the "Turn on sync?" pop-up prompt.
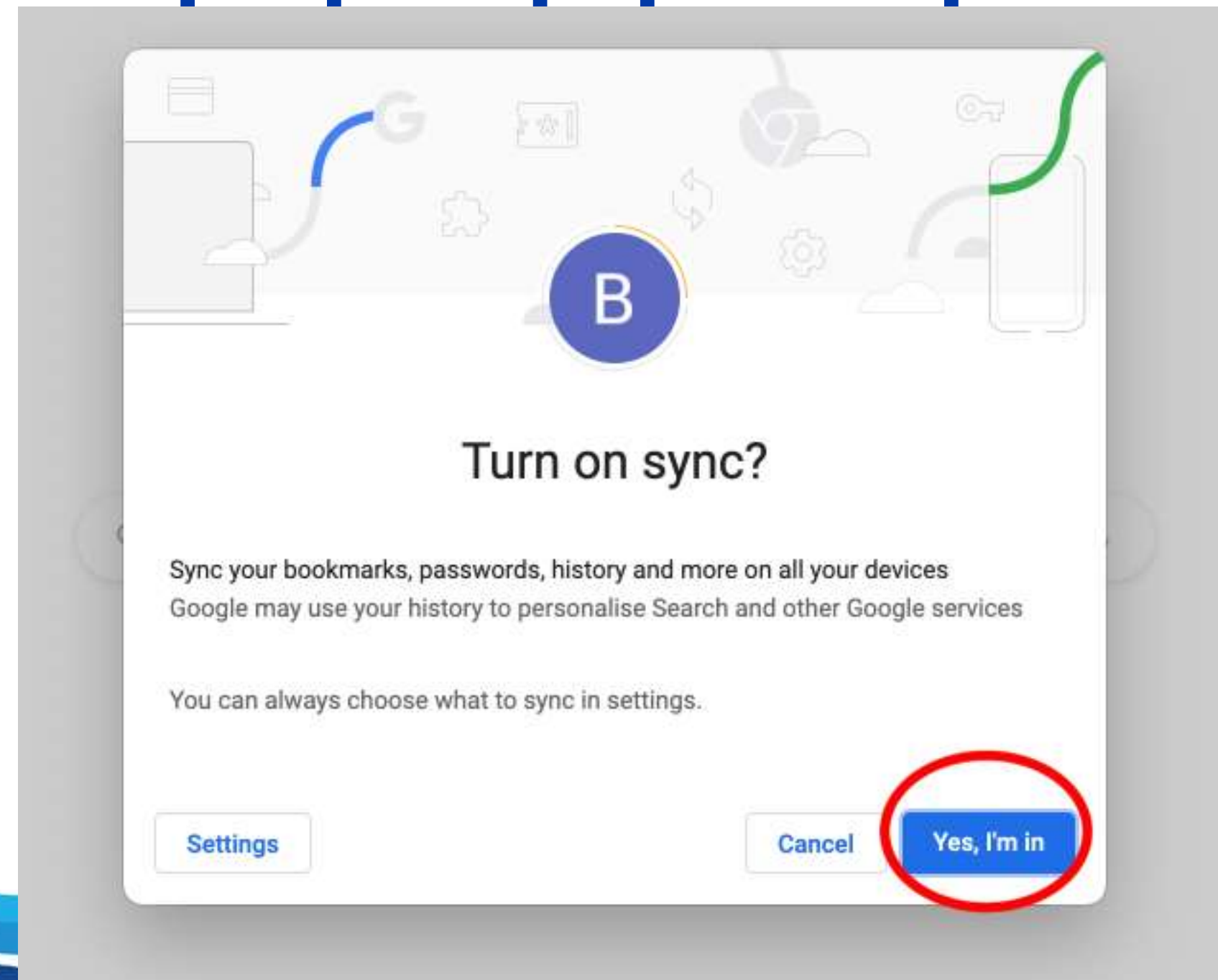
If you were not prompted earlier to set Chrome as default:
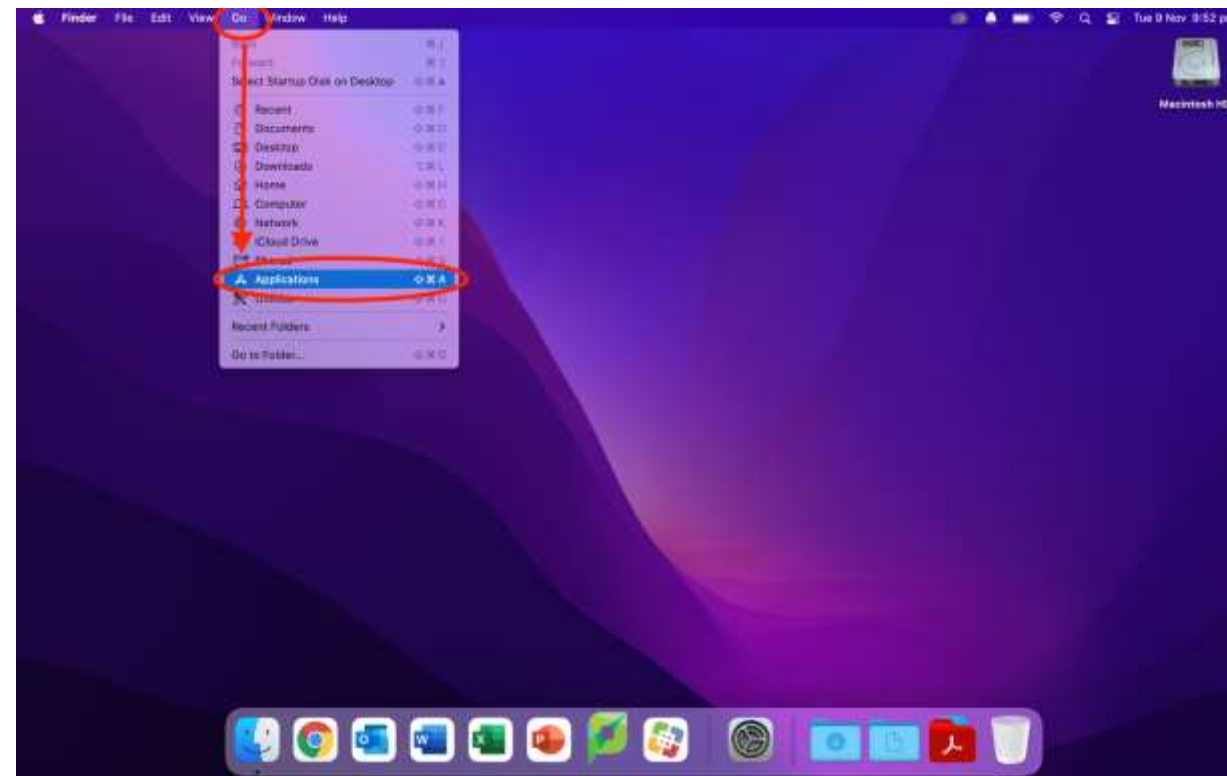**Click "Set as default" then "Use Chrome"**

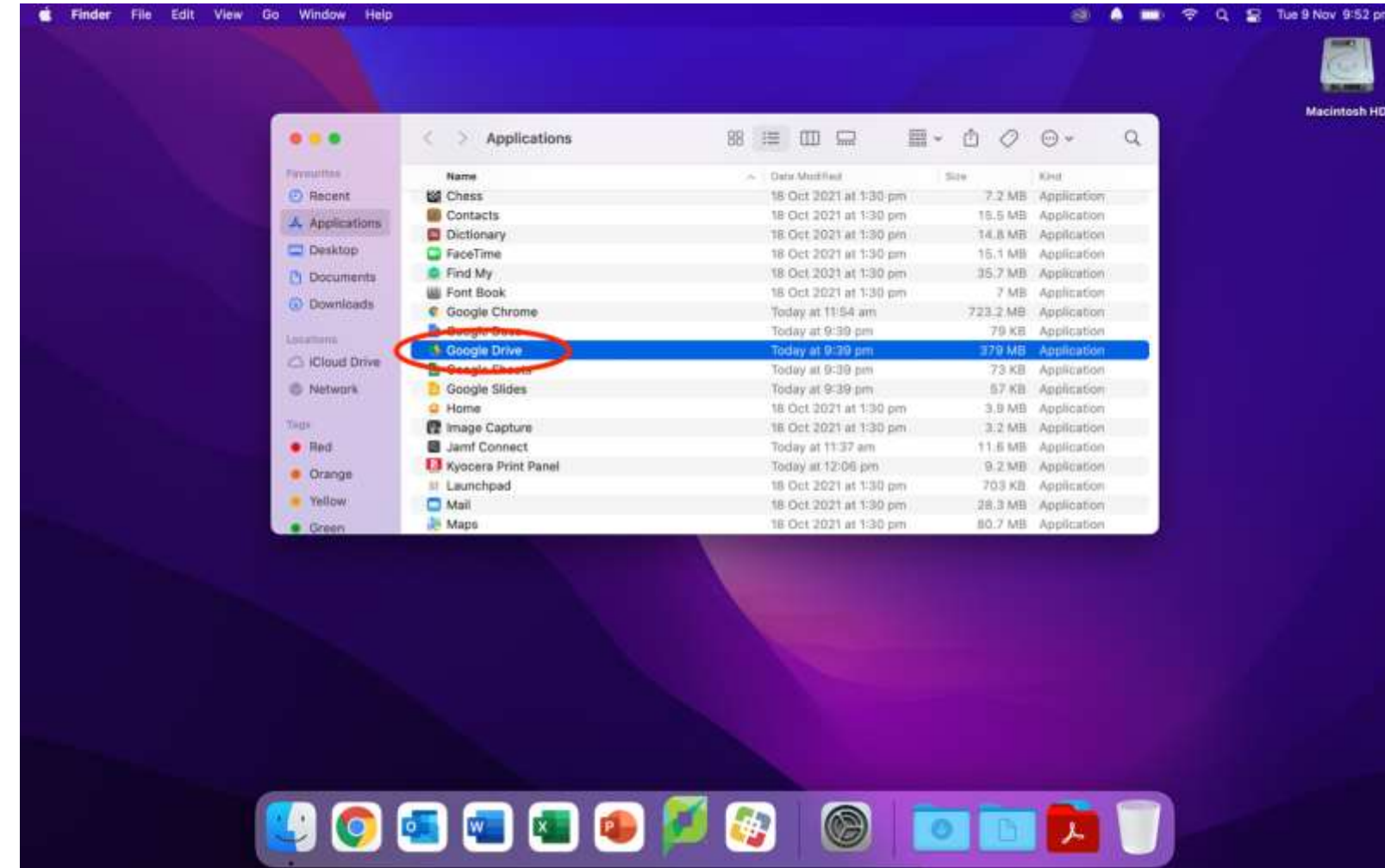Once you have completed these steps and closed Chrome.

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From the Desktop, move your mouse to the top of the screen, click on "Go" and then "Applications".
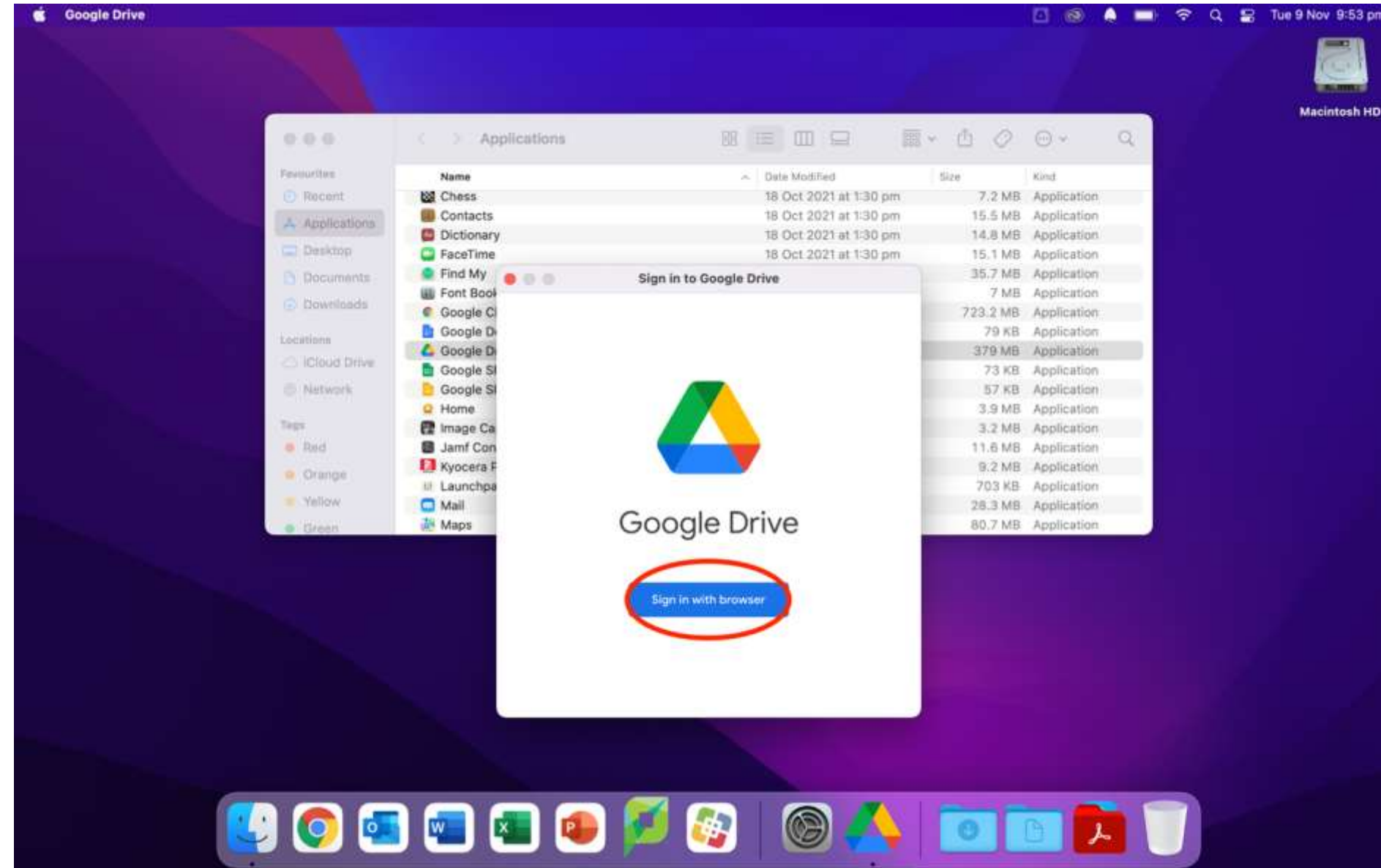
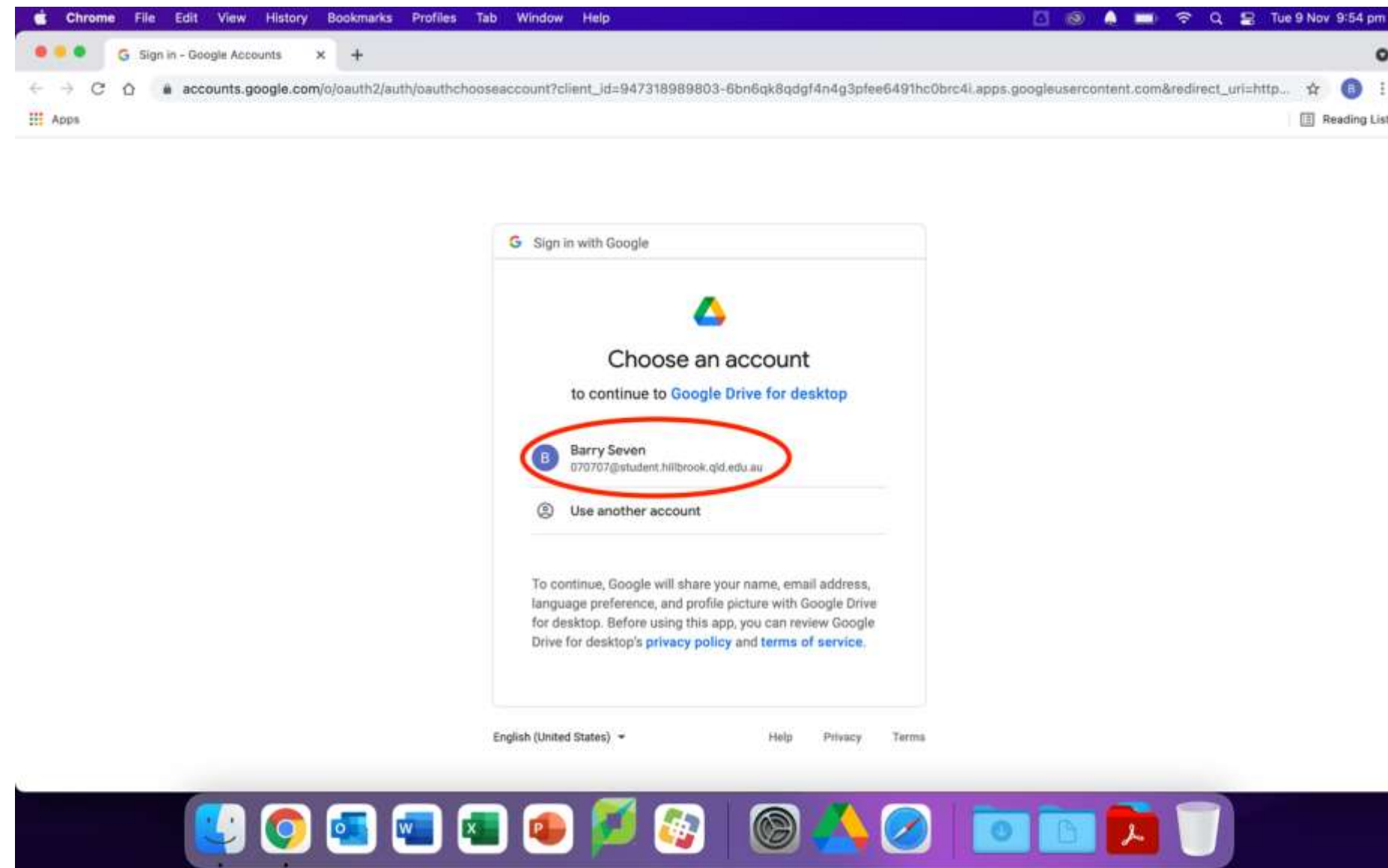Shortcut = Command+Shift+A.

Open the "Google Drive" App.
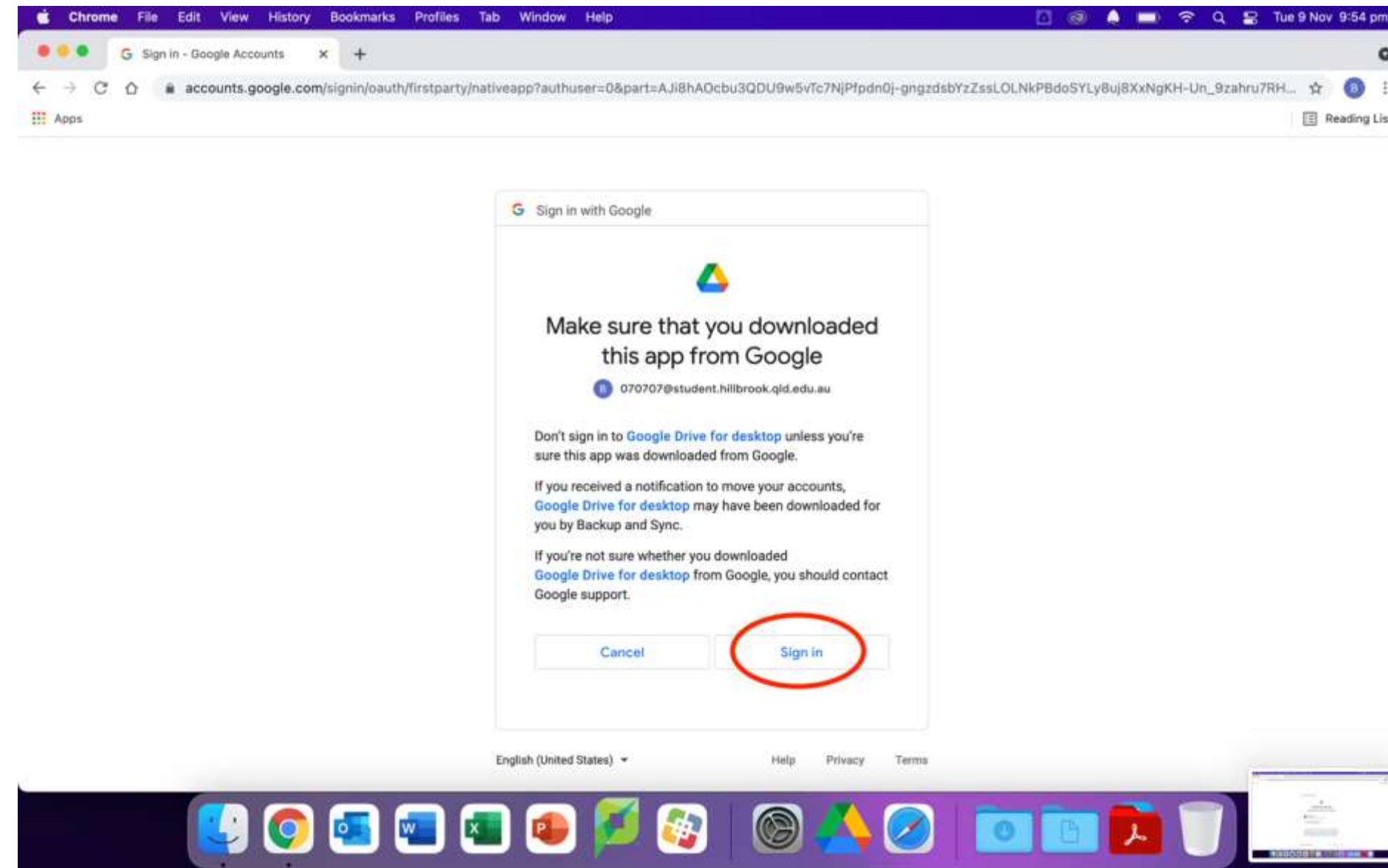The app can take ~30 secs to open. Please be patient.
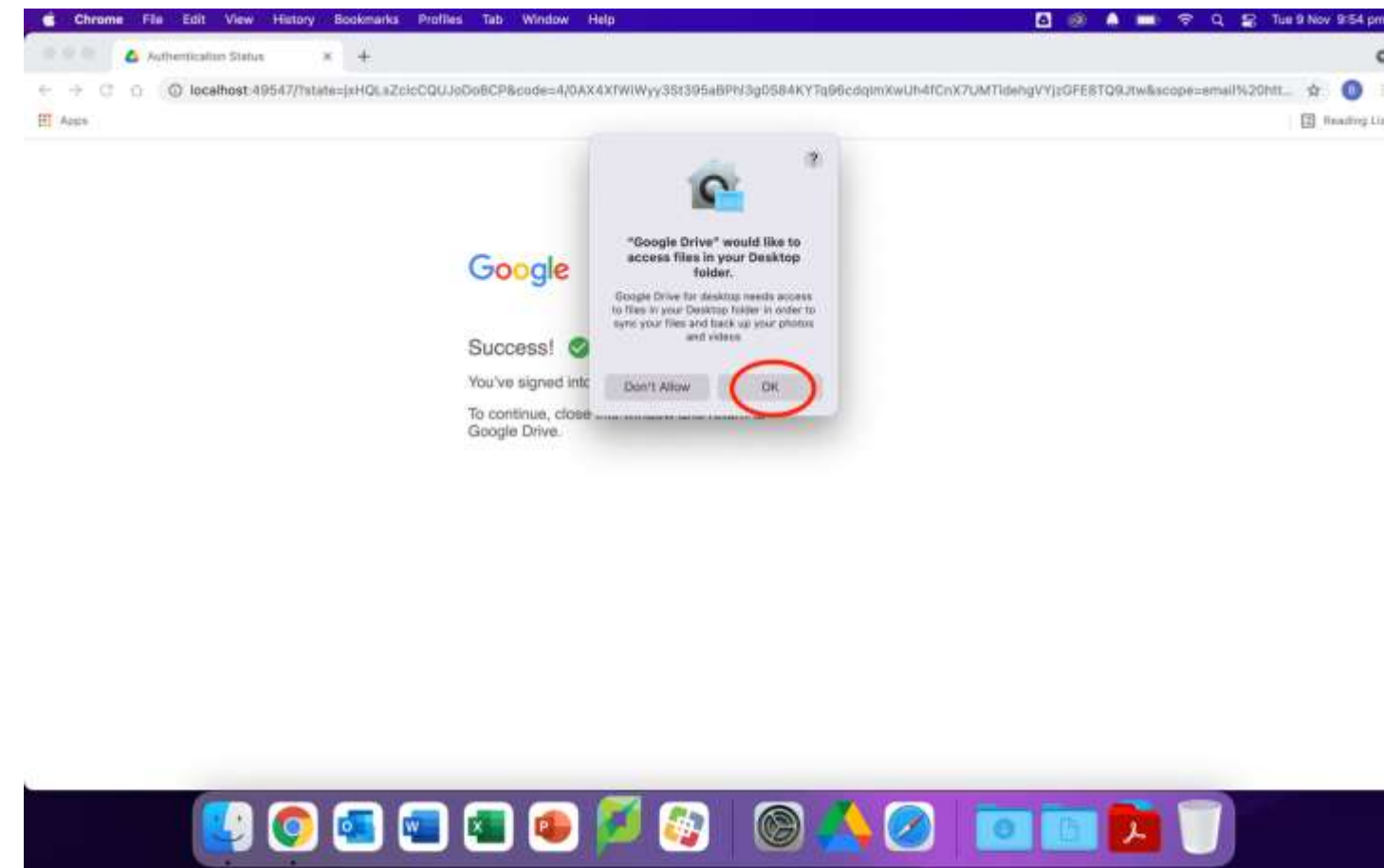
Click "Sign in with browser".
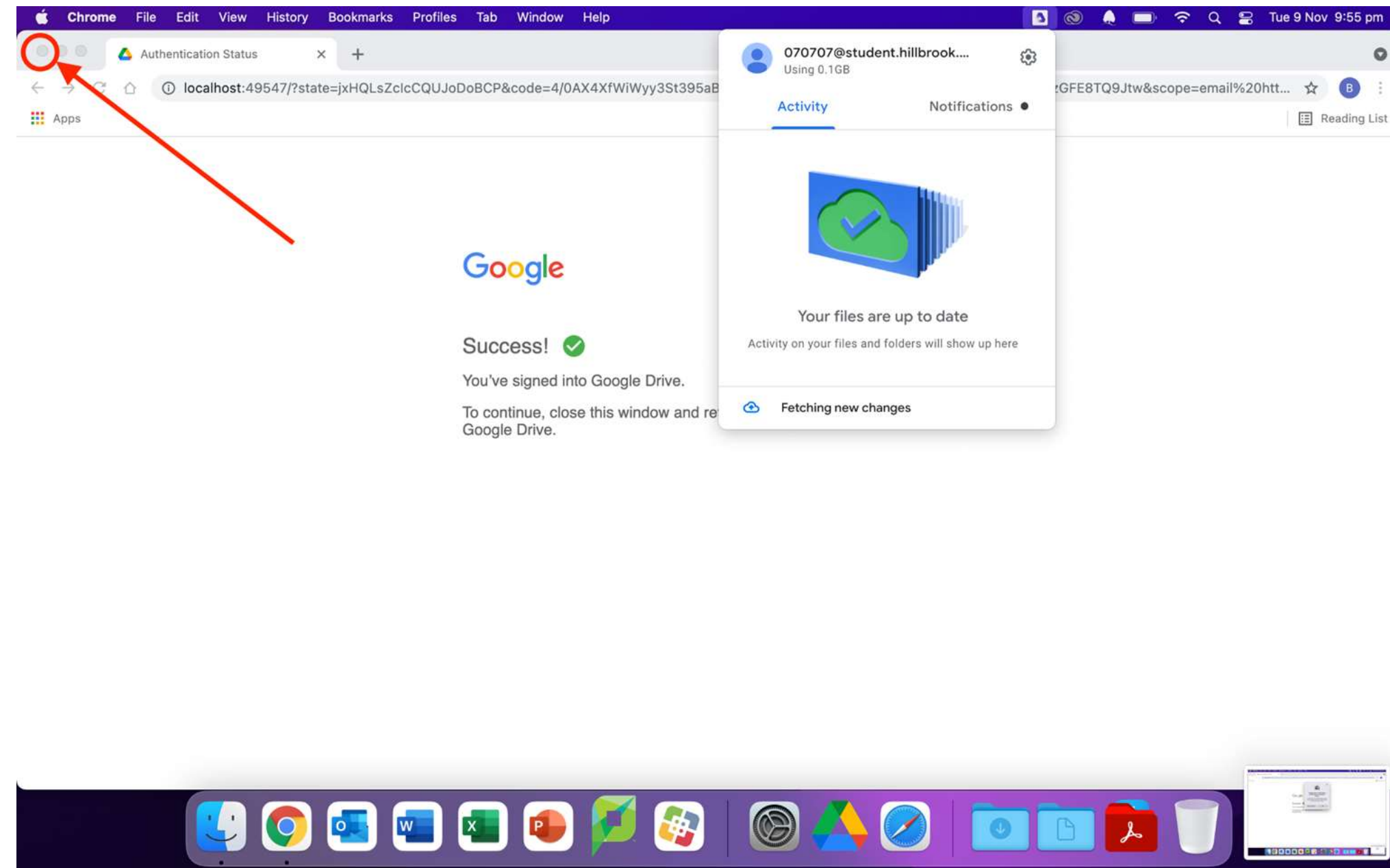
Click on your account.
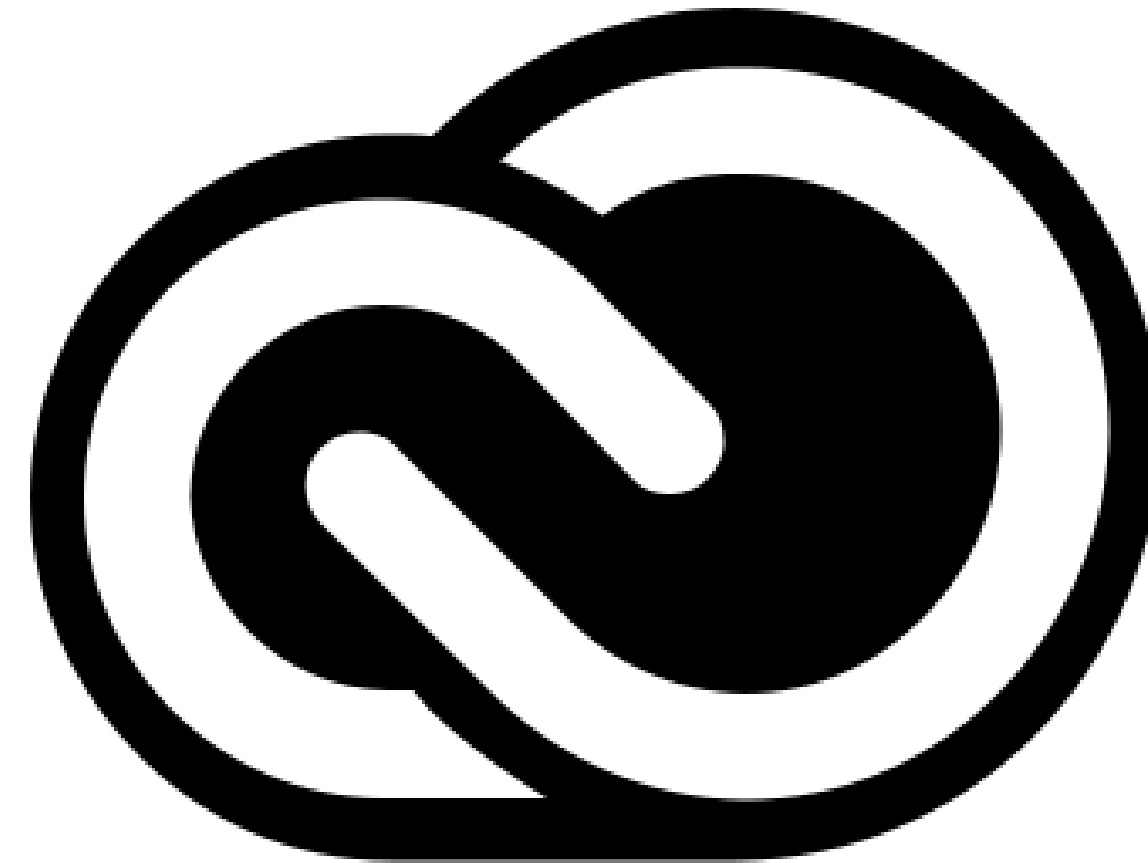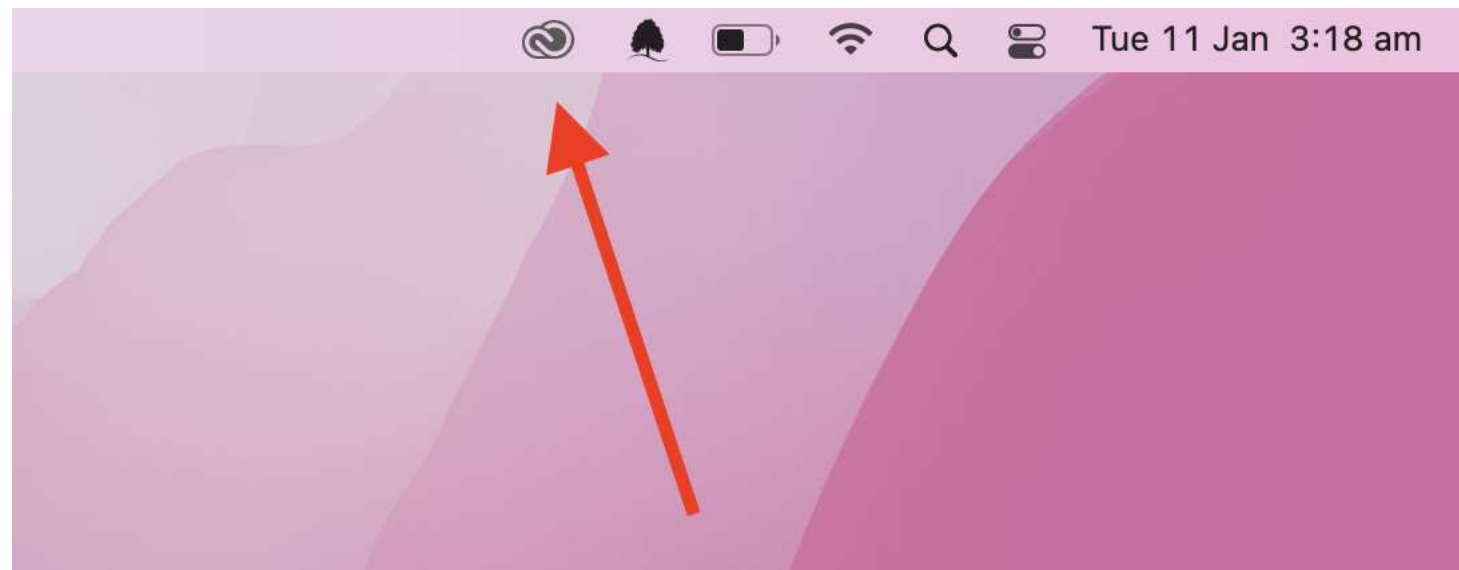
Click "Sign In".

Next, you will receive four pop-ups asking for your permission to allow access. Click "OK" on all permission pop-ups.
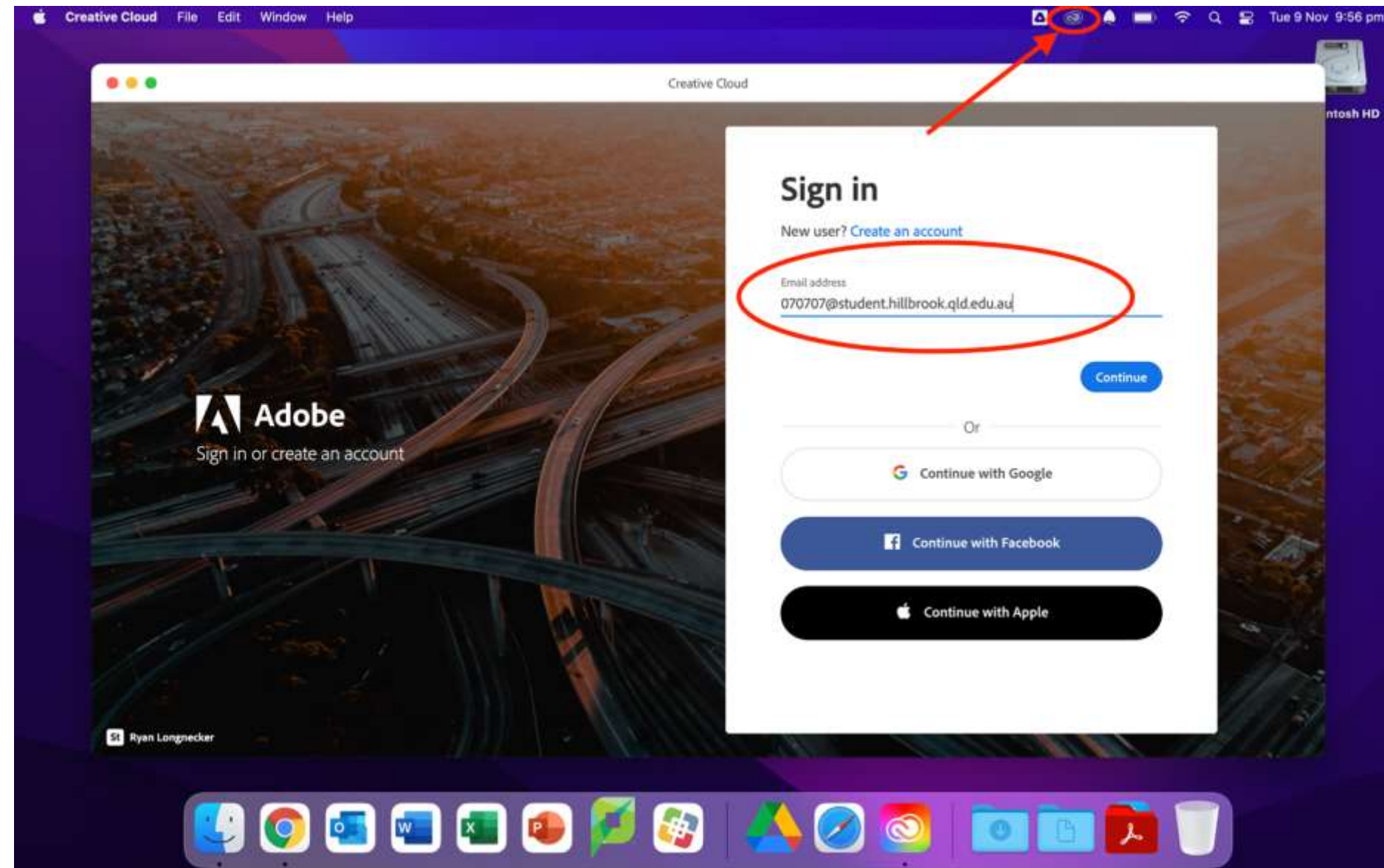
Close the Google Chrome window.

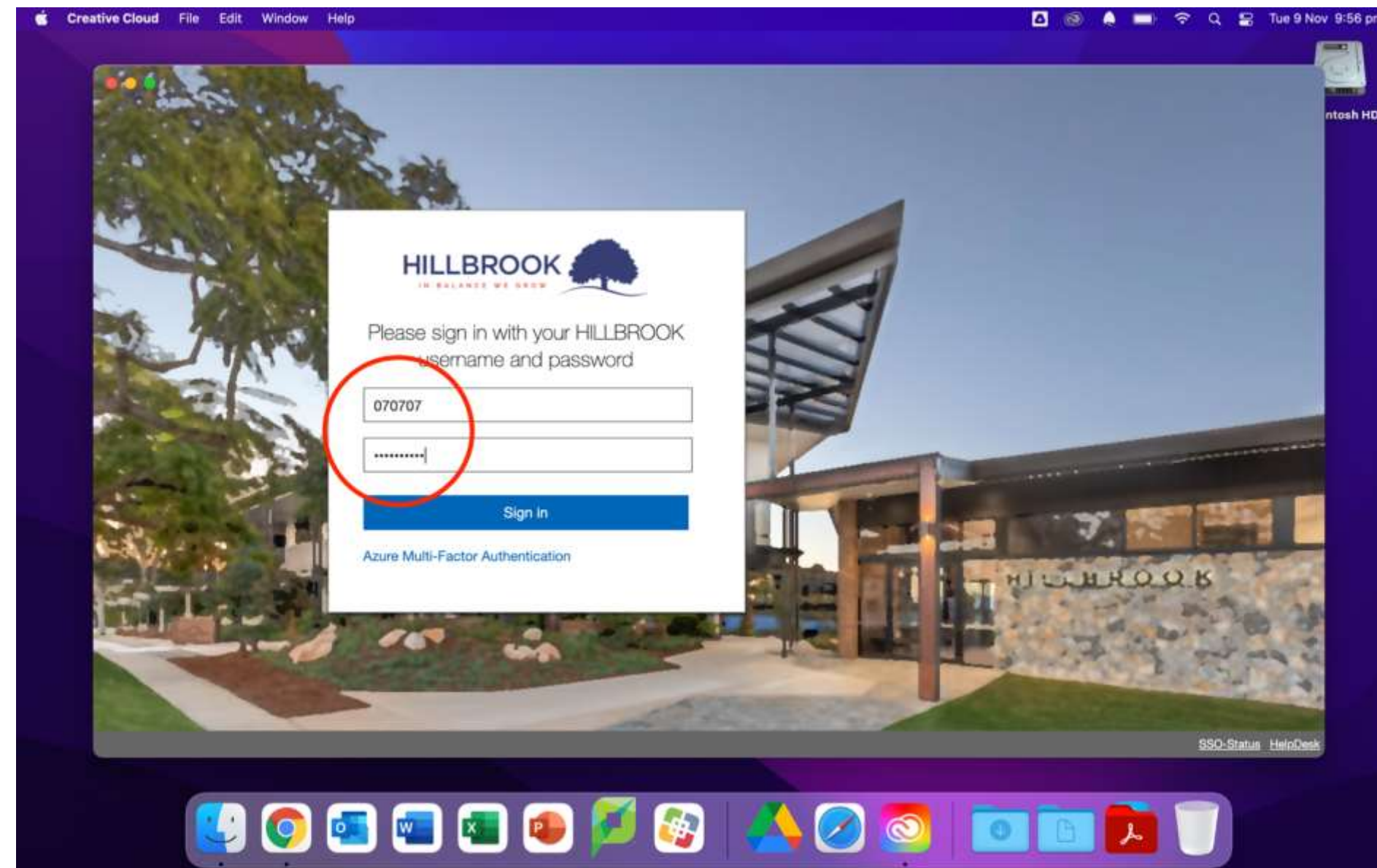# In your Menu bar, click on the Creative Cloud app icon.

Enter your email address.

Note: please **do not** use the "continue with google" button.
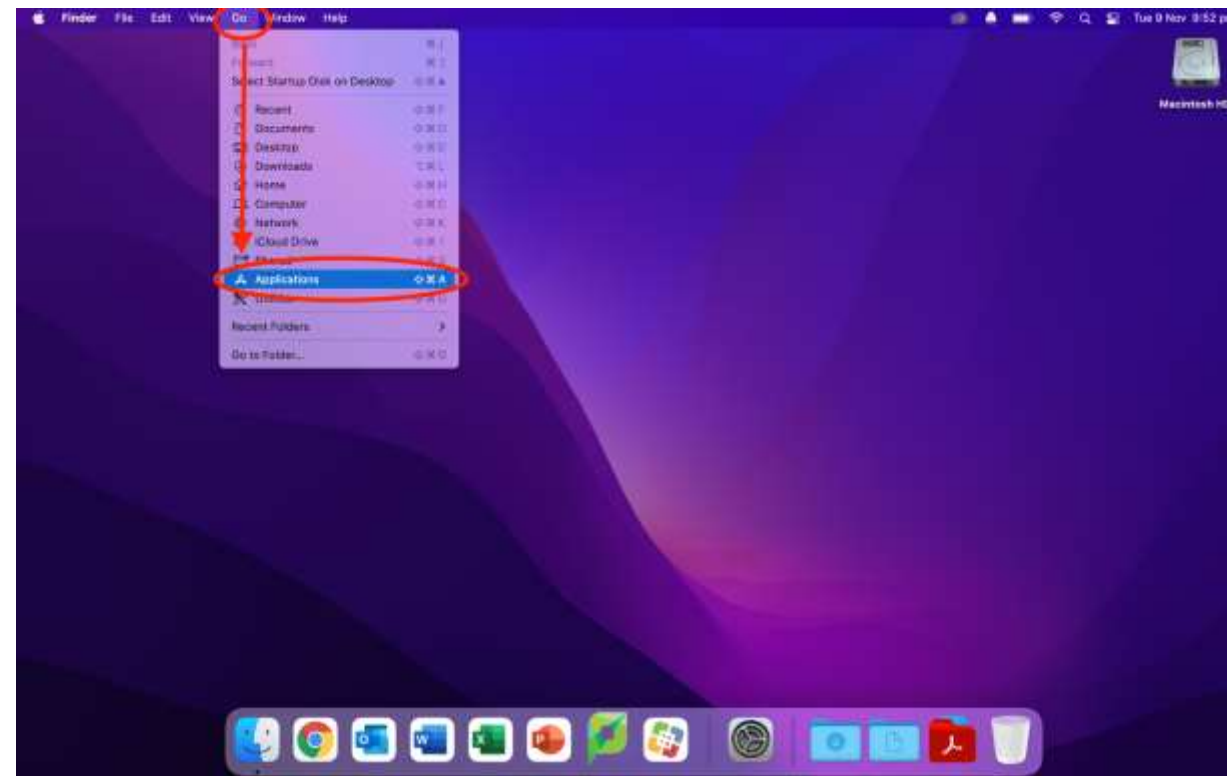
Enter your student number and password.

The login process can take 1–2 minutes. Once the app has logged in, please close it.
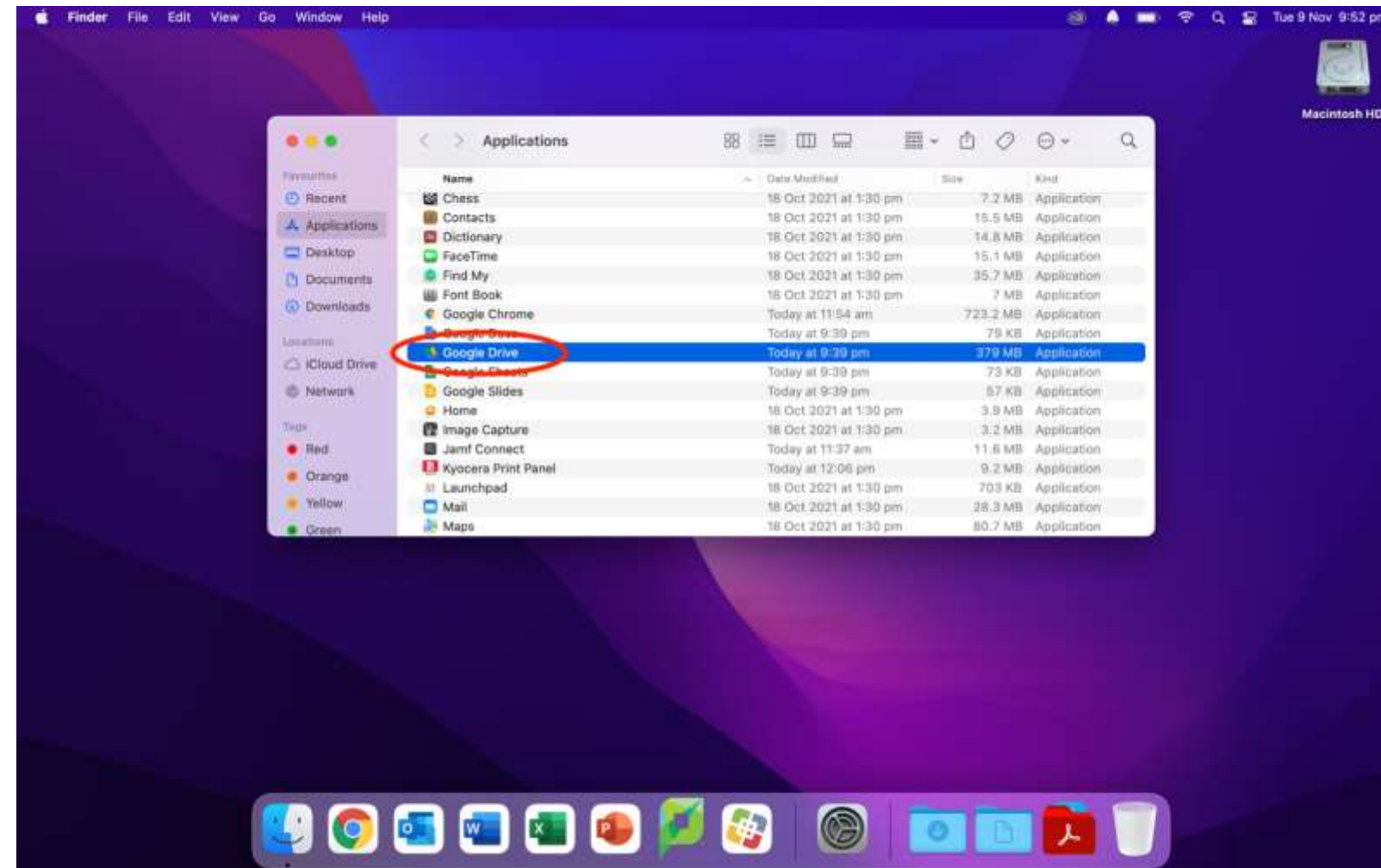
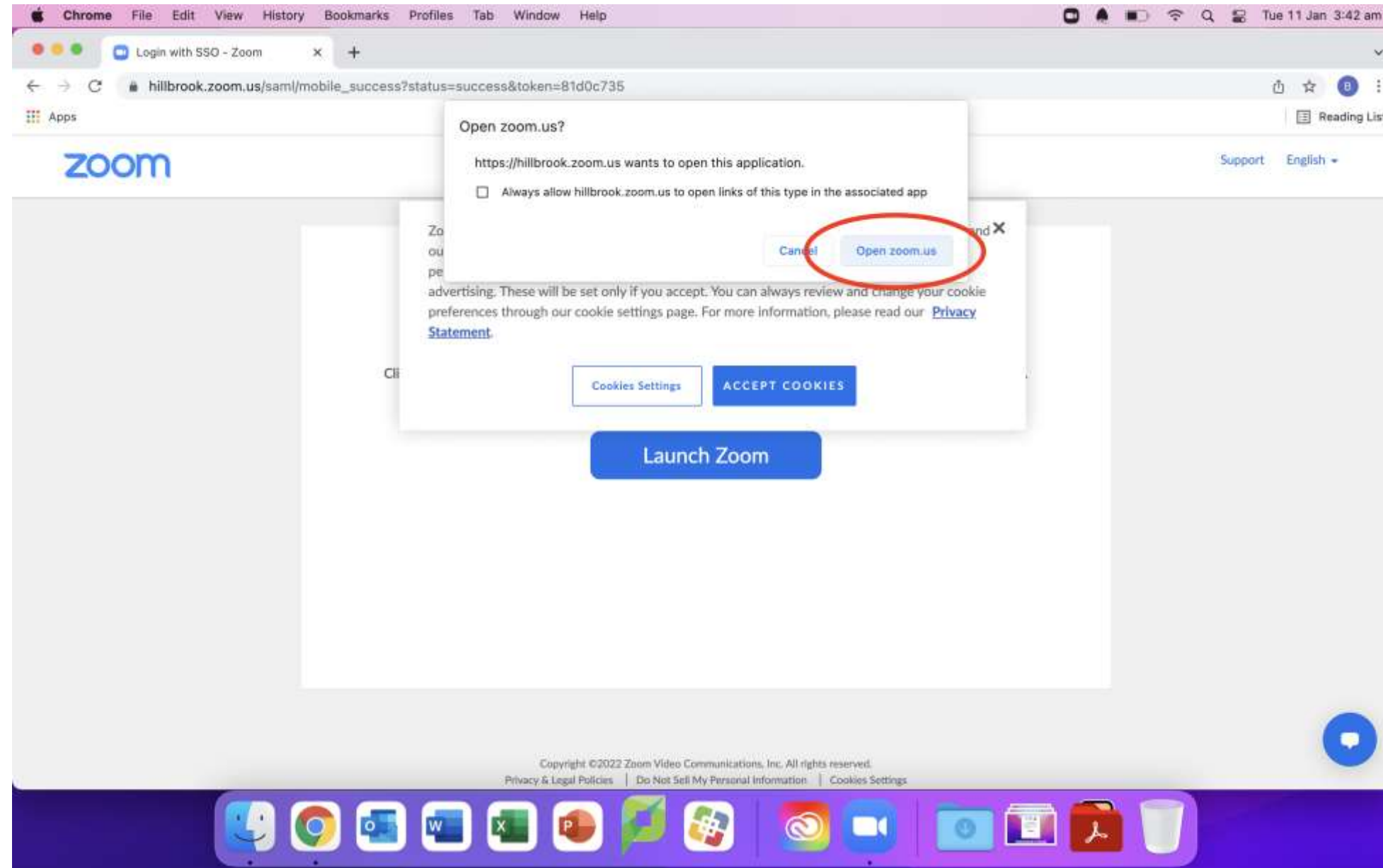# From the Desktop, move your mouse to the top of the screen, click on "Go" and then "Applications".
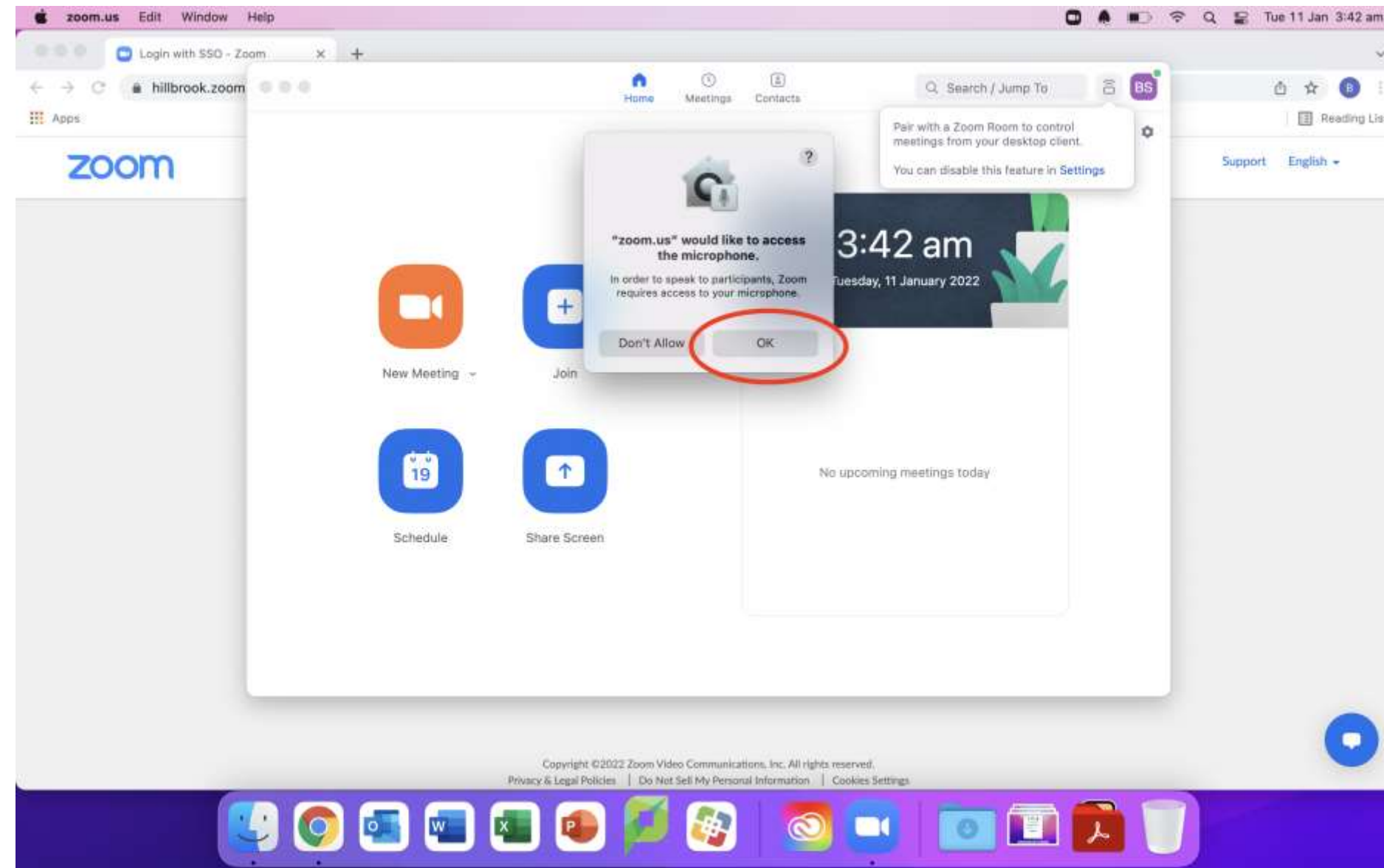
Shortcut = Command+Shift+A.

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Open the Zoom app.
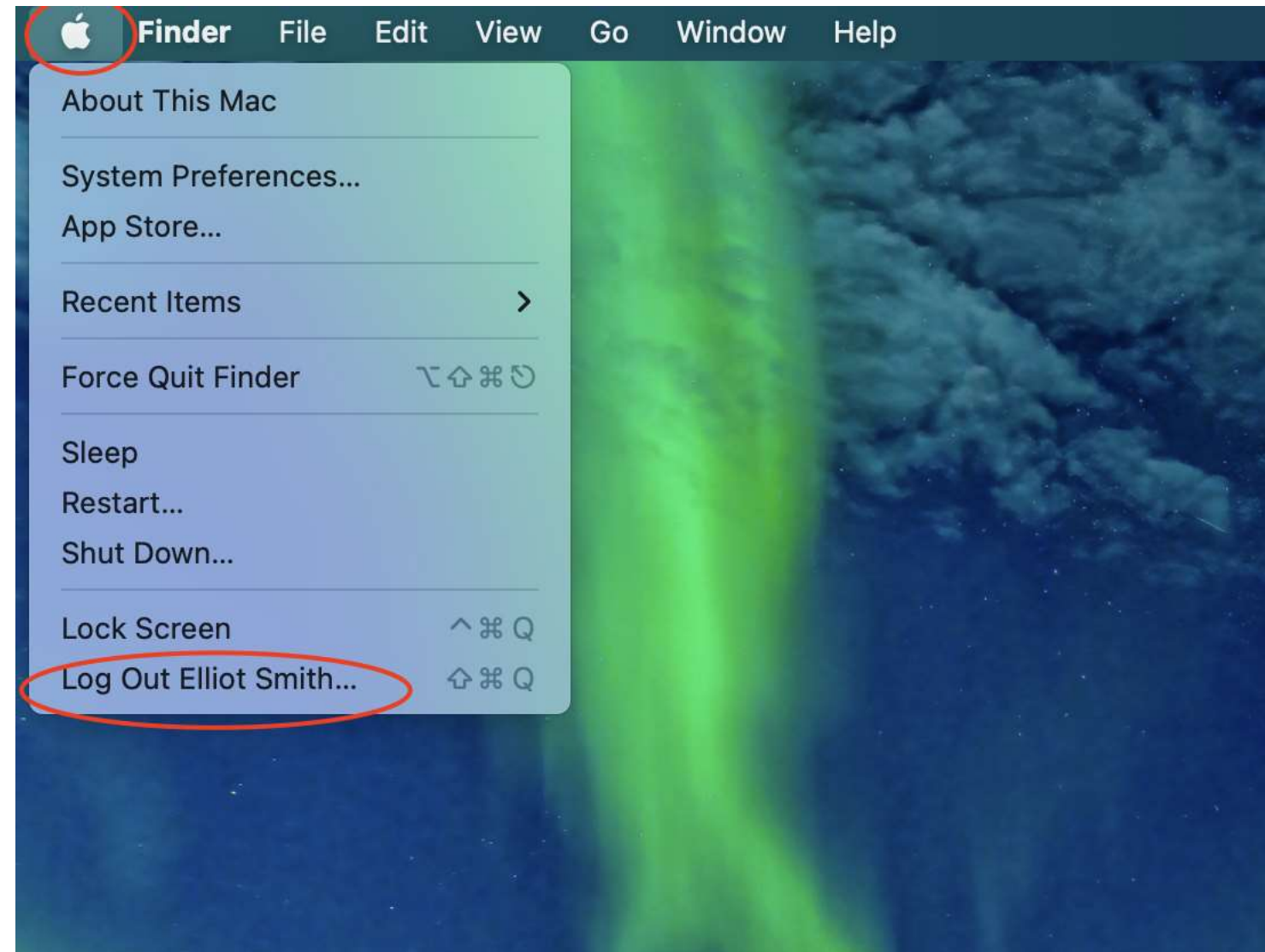
Click "Open zoom.us"

Click "OK" to allow zoom the access the microphone

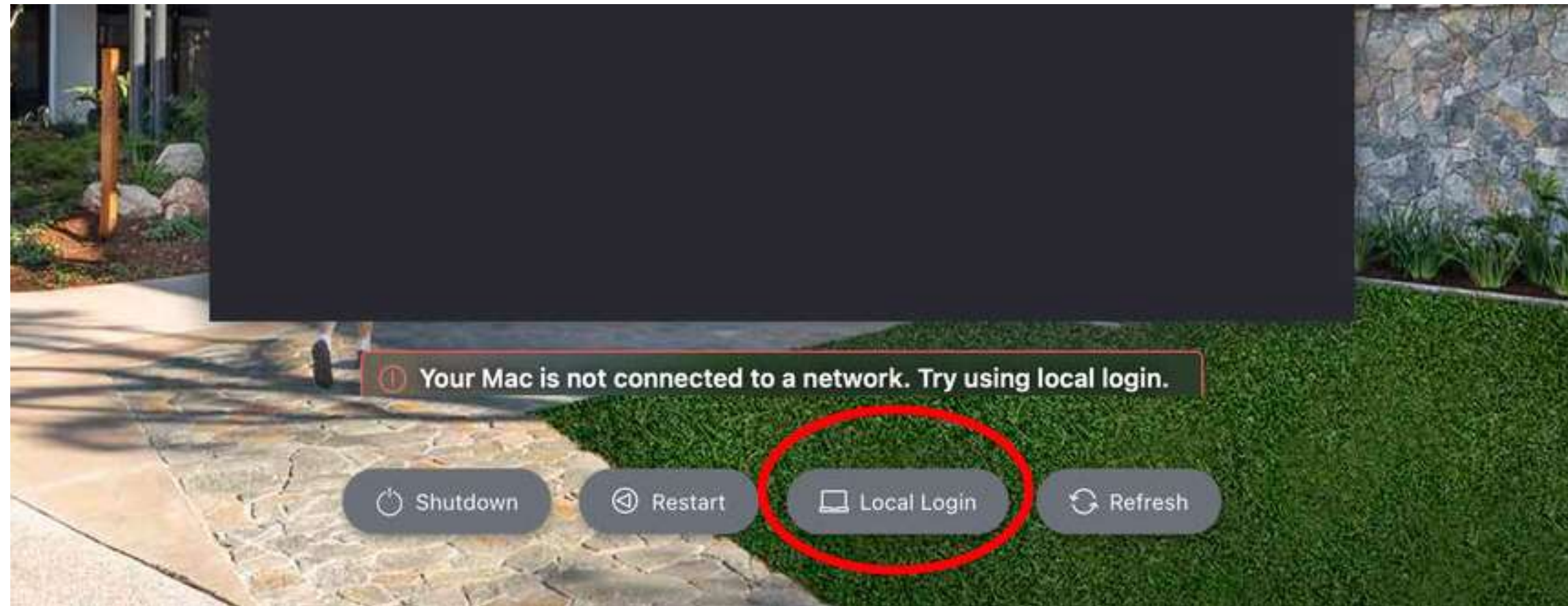# Close the zoom app and the google chrome window.

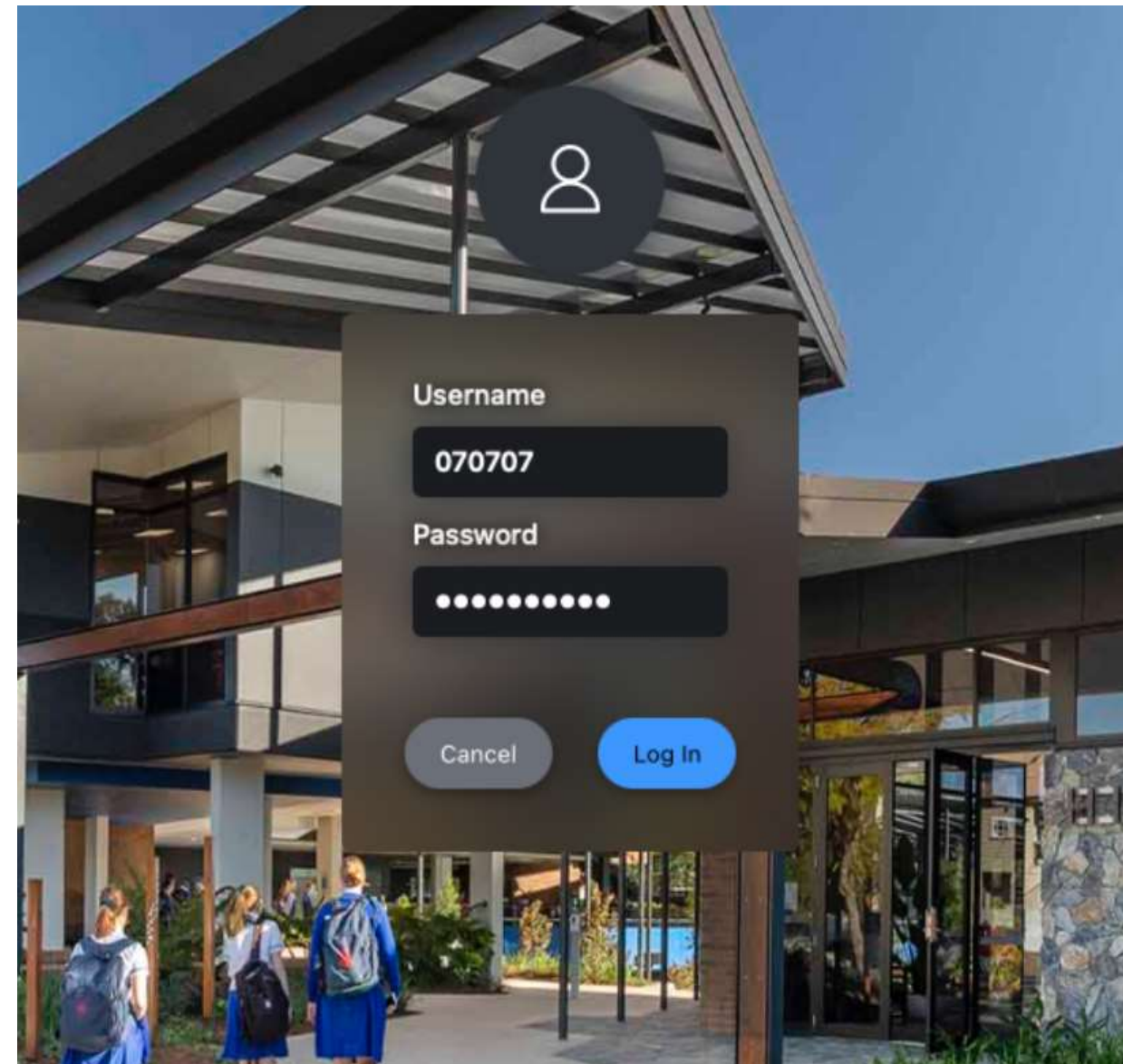# We are nearly done. We have one last item to show you. Please logout of your Mac.

As we have a new internet connected logon experience, this raises the question of how do you logon when you are not connected to the internet?

At the bottom of the screen click the "local login" button.

Enter Your ID and Password, then click "Login".

This login will temporarily bypass the online login and allow you to access your device when you are offline.

Your device has now been setup for use for 2022.

Click to add text

Please ensure
you keep the case on at all times.

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…& we're done!

Enjoy the rest of your holidays!