



Smithfield State High School

Things to check before Onboarding

1. Please ensure your student is a local administrator on their laptop. If you need help to set this up, follow the link below.

<https://support.microsoft.com/en-au/windows/create-a-local-user-or-administrator-account-in-windows-20de74e0-ac7f-3502-a866-32915af2a34d>

<https://www.youtube.com/watch?v=RlsYyv8CmqU>

2. Check the laptop has the correct time and time zone

- In Date & time, you can choose to let Windows 10 set your time and time zone automatically, or you can set them manually.
- To set your time and time zone in Windows 10, go to **Start** (Windows logo) > **Settings** (Gear-shaped) > **Time & language** > **Date & time**.
- Set to Brisbane time

3. Check that VPN is turned off

- Select the Windows key and S
- Search for VPN > Select Open to get to the screen below

○ **Advanced Options**

Allow VPN over metered networks	<input checked="" type="checkbox"/> On	Allow VPN over metered networks	<input type="checkbox"/> Off
Allow VPN while roaming	<input checked="" type="checkbox"/> On	Allow VPN while roaming	<input type="checkbox"/> Off



Department of Education
Trading as Education Queensland International (EQI)
CRICOS Provider Code 00608A



Our Partners
JAMES COOK
UNIVERSITY
AUSTRALIA

O'Brien Road (PO Box 500) Smithfield QLD 4878 Ph: (07) 4058 4333
E: office@smithfieldshs.eq.edu.au www.smithfieldshs.eq.edu.au

Aspiration, Belief, Motivation, Success



Smithfield State High School

4. Check if the laptop is in S-Mode
Type the word 'About' in your search bar

If the laptop is in S-Mode go to this link, if not go to step 5

https://support.microsoft.com/en-us/windows/windows-10-and-windows-11-in-s-mode-faq-851057d6-1ee9-b9e5-c30b-93baebee85#WindowsVersion=Windows_11

5. Finally, check that all the **Windows** updates are up to date and all apps in the **Microsoft Store** have been updated also.

Please do not hesitate to contact us if you have any questions in regards to student devices.

byod@smithfieldshs.eq.edu.au



Department of Education
Trading as Education Queensland International (EQI)
CRICOS Provider Code 00608A



Our Partners
JAMES COOK
UNIVERSITY
AUSTRALIA

O'Brien Road (PO Box 500) Smithfield QLD 4878 Ph: (07) 4058 4333
E: office@smithfieldshs.eq.edu.au www.smithfieldshs.eq.edu.au

Aspiration, Belief, Motivation, Success