Please make sure that the purple network cord and PC power cord is plugged into your laptop before you begin this process.

Please also plug in your tablet so it can charge while you setup your laptop.

Do not close any script windows (black or white box) unless instructed to.

Please leave this information on the table when you leave.

1. Push the Power button to start the computer. It will take 5-10 minutes to boot.

2. When the command script (the black box) comes up click inside of it, press the “w” key on your keyboard and then press “enter”.
3. When the “Enter a username” box comes up type in your WSU username.
   a. Your username is everything before the @ in your email. New students, it is also the username provided to you on your receipt (along with your temporary password).
   b. If the username box does not open please raise your hand to notify a technician!

4. When the “EULA” box shows up, select the “Student Laptop Agreement” webpage (the largest window) and read through the contract. After reading the agreement, close out of Internet Explorer in the top right corner of the window, and type in “agree” in the “EULA” box. Press enter or select “OK”.

5. The laptop will then restart itself and this screen will appear. You can either press “enter” or swipe the screen up to reach the log in screen. It might take a minute or two to restart.

6. You must enter in your Full WSU email into the “username” box the first time logging into your machine (username@winona.edu). You must then enter in your temporary password in the “password” box. Press enter or select the right arrow to proceed to step 7. The computer will restart now.

   **Returning WSU students will only use their current WSU password.**
7. A “User Account Control” box will appear, please select “Yes” to continue the login process.

8. After logging in, an Administrator box (black box) will finish personalizing your laptop and activate Office. A white box will appear, indicating completion of personalization. Press or select “OK”. After that the computer will restart once more, then log back in.

**Reset Your Password**

**WSU Password Requirements:**

- 8 character minimum
- Uppercase and lowercase letters
- Special characters and/or numbers
- Cannot have your first or last name in the password

**Returning WSU students** please skip steps 9-14.

9. Press “Ctrl-Alt-Delete”.
10. Go to “Change a Password”

11. Old Password – Temporary password
12. New Password – Your choice (see requirements at the left)
13. Confirm your password – Retype your choice
14. Press “Enter”

**DO NOT FORGET YOUR NEW PASSWORD!**

15. Restart the laptop
16. Log in with your new password
   a. If pop ups appear please ignore – they will go away quickly.
17. Please unplug the purple cord from your PC.

18. Click on the Wi-Fi icon located next to your battery and speaker icons in the bottom right section of your desktop. (red arrow)
   a) If it does not automatically connect to “warrior” please select it manually.
   b) If for some reason you cannot connect, please plug your purple cord back in > Restart your PC > Log in > Follow steps 17-18 again.
      • If you still cannot connect please raise your hand to notify a technician!

19. Open a web browser like Internet Explorer or Firefox to check internet connection.
ATTENTION:

Students without an Apple ID MUST create an Apple ID to use with their WSU iPad. If you already have an existing Apple ID, that is not being shared with anyone else, please skip the following steps and begin working on the WSU iPad instructions.

You must know, and have full access to, any security information related to your Apple ID.

TO CREATE AN APPLE ID:

Open Safari or Firefox:

◆ If the browser prompts you to make it the default browser, select the option you are comfortable with.

Type in the following link into the address bar:

◆ appleid.apple.com/account

Follow the online steps for creating an Apple ID and verifying your Apple ID.

◆ It is highly suggested and preferred you create an Apple ID with your WSU email (yourusername@winona.edu)

◆ If you have any questions or need any help please seek a WSU technician for assistance.

When finished – Close the lid (it will be in sleep mode).
When you get home please choose “shut down” to run updates.
Next You Need To Set Up Your Tablet