Student Laptop Computer - Instruction Sheet
(to be used for first time login or after a reimage of machine)

DELL TELEPHONE SUPPORT – 1300 662 286

Note: Never turn on Automatic Updates for any programs without checking with the ICLT Coordinator First

1. Turn on machine without it being connected to college network insuring that wireless is turned off (Fn+F7)
2. Login using username: student and password: student
3. Click Agree to the BGInfo License Agreement
4. Check that the Host Name and the Service Tag are the same (if not consult ICLT Coordinator)

At this stage the machine can be used as a normal machine but there will be no access to any network or local drives, therefore the user will only be able to save to an external device. The internet will be able to be used if connected to a local internet service either via wireless or modem. Access to the machine at this stage will only be available via the username: student and password: student. No other accounts will be able to be accessed.

5. Connect the machine to the college network via a blue network cable.
6. Click on Start, right click on Computer, select Properties, select Change Settings, select Change, select Domain, type sann.bne.catholic.edu.au, click Ok
7. You will be asked to provide username and password, use username: domain and password: domain, click Ok, click Ok
8. Restart machine

At this stage the machine can now be used to connect to the college network using the student’s school username and password. After the student has logged into the machine for the first time using their username and password it can be used either when connected to the network or not connected to the network using their school username and password.

9. For the first login to the college network via the blue network cable (not wireless) select other user, type sann\(username\) and then their assigned password
10. Click Agree to the BGInfo License Agreement
11. Click on Start, Computer and check that they have a H:\ drive and a L:\ drive and can access both.
12. Click on Internet Explorer, select Next, select No, don’t turn on Automatic Updates, select Next, select Use Express Settings, click on Finish
13. Click on Start, Devices and Printers, click on Add a Printer, click on Add a Network Printer, select HP-G2.1 on SANNADM001, click Next, click Next, click Finish
14. Repeat step 13 but select Lib-Toshiba e-Studio4520Colour on SANNADM001 instead this time
15. Double-click on the Word Icon, select Ok, un-tick Get Online Help, select Next, select I Don’t Want Updates, click Finish

Your machine is now ready for use either at the college or at home. To connect to the college wireless network simply turn on the wireless function (Fn+F7) and you will connect automatically to the college network. All other programs will be available to use, just accept any license agreement questions that come on for first time use.

Connecting to the Internet at Home

When connecting to your home internet access ensure that the proxy service is turned off. To do this copy the file called Proxy Switch from L:\ drive to your Desktop. When you are at home ensure that Internet Explorer is closed and then double-click on the Proxy Switch icon. Then click on Internet Explorer, select Tools, select Internet Options, select the Connections Tab, select LAN Settings, ensure that the Automatically Detect Setting is ticked and the Use a Proxy server is un-ticked, then you will be able to connect to your home internet service.