

# IT-Induction

- [# Student IT Induction](#)

# # Student IT Induction

Welcome to Warragul Regional College. This guide will help you understand how to use your school laptop and access important digital services.

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## Logging into Your Laptop

The IT Department has set up your laptop with a **local account**.

- **Username:** Your first name and last name
- **Password:** The same as your @schools account password

You can change your laptop password at any time.

Changing your laptop password **will not** change your @schools password.

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## Accessing the Internet

Your laptop is connected to the **EduStar network**, which provides internet access.

- **Microsoft Edge** is set as the default web browser
- Edge works best with Warragul Regional College systems
- When Edge opens, the **Student Dashboard** loads automatically

From the dashboard, you can access all required online services.

“ While using Microsoft Edge, most services will sign you in automatically.

If you have trouble signing in, ask your teacher for help.

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## Using Other Web Browsers

You may use other browsers such as:

- Google Chrome

- Brave
- Other web browsers

However, for **school-related work**, you should always use **Microsoft Edge**. It provides the smoothest sign-in experience with school systems.

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# Student Dashboard

The Student Dashboard provides quick access to all school websites, apps, and services.

## URL:

- Works at school and at home
  - Opens automatically in Microsoft Edge
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# OneDrive Cloud Storage

Your laptop is set up to automatically back up files saved in:

- Desktop
- Documents
- Pictures

These folders sync to your **@schools OneDrive**.

## Why this matters

- Your files are safe if your laptop is reset or replaced
- You can access your files while your device is being repaired

## Accessing your files

- Through a web browser (sign in with your  account)
- Through File Explorer on library loan laptops

“ Files **must** be saved in the listed folders to sync correctly.

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# Library Loans

The school provides **daily loan laptops** for students who need them.

Daily loans are available if:

- Your device is being repaired
- You forgot your device

## Important notes

- Loan laptops are borrowed from the **library**
- Must be returned **before you leave school**
- Laptop chargers are **not loaned**

If your battery is low, you can:

- Borrow a friend's charger
- Take your device to the IT Department for charging

## Long-term loans

A meeting is required between:

- IT Department
- Year Level Leader
- Parent or guardian

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# Accessing Your @schools Email

Outlook is installed on your device.

You can access your email by:

- Opening **Outlook** on your laptop
- Visiting `https://outlook.com` or `https://office.com`

Sign in using your `@schools` account.

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When using Microsoft Edge, you will usually be signed in automatically.

# Printing

A printer called **8827-Follow-Me** is installed on your device.

## How printing works

- Select **8827-Follow-Me** when printing
- Release your print job at **any printer (MFD)** in the school

Once you receive your **Compass card**:

- Tap your card at the printer to log in

Until then:

- Log in using your `@schools` account details

# Scanning

You can scan documents at any **printer (MFD)**.

## Scanning steps

1. Log in using your Compass card or `@schools` details
2. Tap **Scan**
3. Tap **Scan to OneDrive**

When the scan is finished:

- You'll receive an email with a link to your scanned file

## First-time setup

The first time you scan, you'll receive an email asking you to:

- Set up OneDrive permissions

You **must accept** this for scanning to work.

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# File Explorer / Finder

## Windows – File Explorer

The default file manager used to manage:

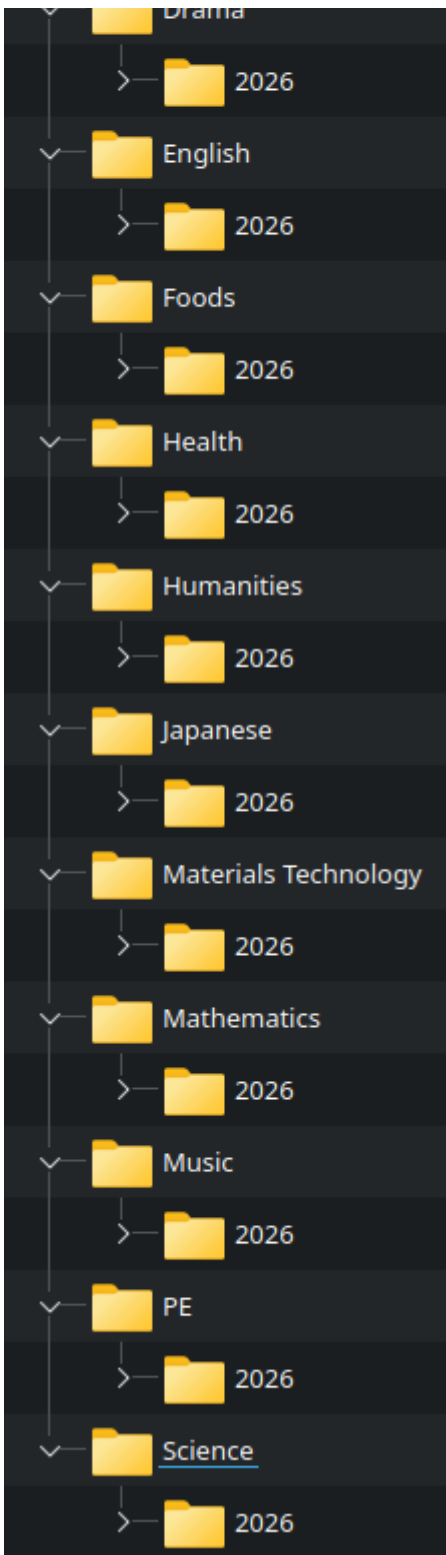
- Files
- Folders
- Disks

## macOS – Finder

The default file manager used to manage:

- Files
  - Folders
  - Applications
  - Disks
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# Recommended Folder Structure



- **Downloads:** Files downloaded from the internet all Downloads are saved in your Downloads folder For Windows C:\users\username\Downloads -- For MACOS /Users/username/Downloads/
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# Compass

Compass is used for:

- Timetables
- Reports
- Chronicles
- Canteen

## Accessing Compass

1. Open the **Student Dashboard**
2. Click **Compass**
3. Click the **orange login button**

“ When using Microsoft Edge, you'll usually be logged in automatically.

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# Canvas

Canvas is Warragul Regional College's **Learning Management System (LMS)**.

You use Canvas to:

- Access classes
- Submit schoolwork
- Receive feedback

## Accessing Canvas

1. Open the **Student Dashboard**
  2. Click **Canvas**
  3. Sign in using your `@schools` account
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Microsoft Edge usually signs you in automatically.

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# Printer (MFD) Faults & Issues

If a printer has:

- Paper jams
- No toner
- Full waste toner bottle

Please notify the **IT Department**.

## Paper tray reminders

All printers have three trays:

- **Tray 1:** A4
- **Tray 2:** A3
- **Tray 3:** A4

If Tray 1 is empty, use Tray 3.

If Tray 2 is empty, refill it using paper from the **D-Wing Resource Room**.

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# Device Faults & Issues

For any device problems, visit the **IT Office in D-Wing**.

If the issue can't be fixed within **5 minutes**, we will:

- Create an IT ticket
- Provide an Estimated Time of Completion (ETC)

## Updates

- Ticket updates appear on the IT Office window dashboard
  - When ready, you'll receive:
    - An email notification
    - A Compass grey Chronicle (visible to you, parents, and teachers)
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