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.

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.

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.

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.

Student Dashboard

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

URL:
`https://studentdb.wrc.vic.edu.au`

- Works at school and at home
- Opens automatically in Microsoft Edge

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 `@schools` account)
- Through File Explorer on library loan laptops

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

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

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.

> 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.

File Explorer / Finder

Windows – File Explorer

The default file manager used to manage:

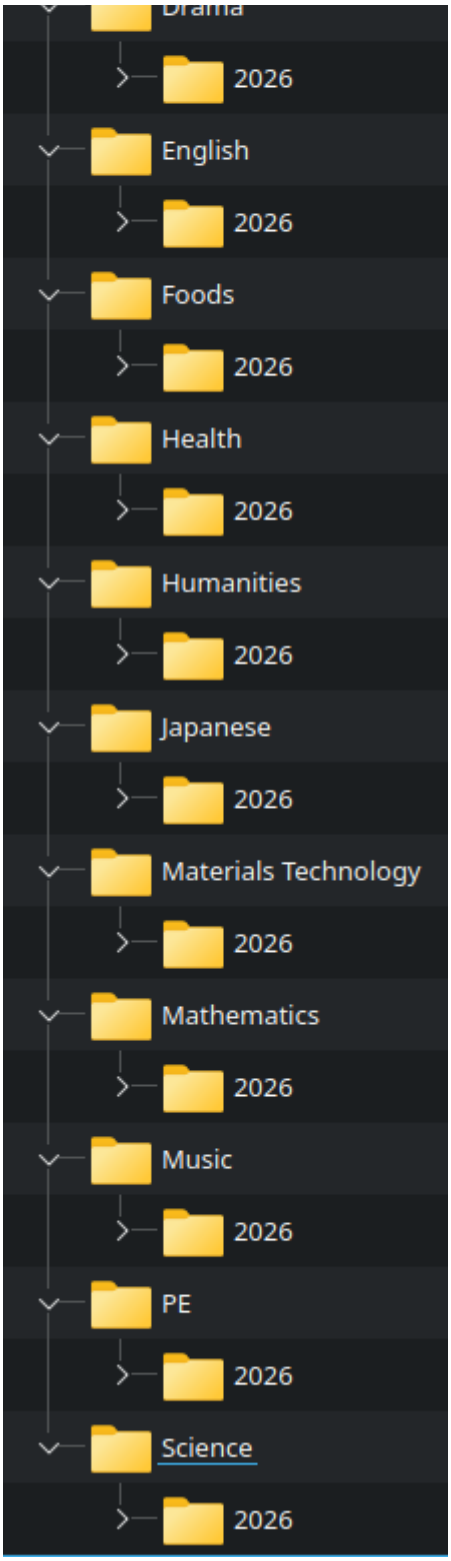
- Files
- Folders
- Disks

macOS – Finder

The default file manager used to manage:

- Files
- Folders
- Applications
- Disks

Recommended Folder Structure


Drama
2026
English
2026
Foods
2026
Health
2026
Humanities
2026
Japanese
2026
Materials Technology
2026
Mathematics
2026
Music
2026
PE
2026
Science
2026


Documents
2026
Digital Technologies
Drama
English
Foods
Health
Humanities
Japanese
Materials Technology
Mathematics
Music
PE
Science

- **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/

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.

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

> Microsoft Edge usually signs you in automatically.

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**.

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)
