

Staff 1:1 Device Setup Instructions

2023/2024 School Year

Please Note! Laptop setup should **NOT** be done on a **hotspot**. Please use your home wireless or use the “SMCPS-Azure-Setup” wireless network at the school site. The password for this network is: SetupSMCPS. Devices should **NOT** be configured on a hardline/wired network connection at a SMCPS school site.

Step 1:

Plug the computer into power, and press the power button.

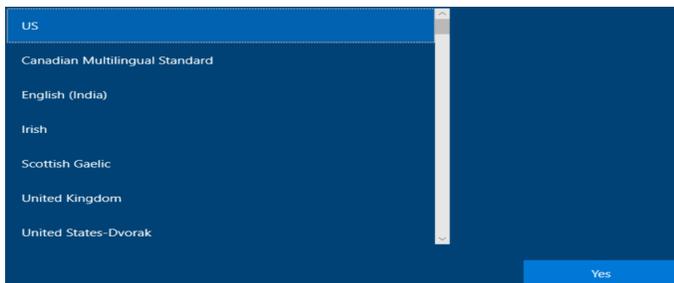
Step 2:

On Region Selection screen, select “United States”, then Click “Yes”



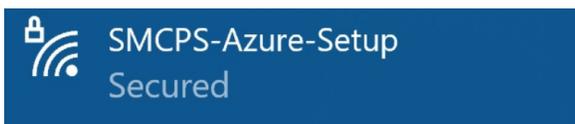
Step 3:

On the Keyboard Layout Screen, select “US”, then click “Yes”. Click “Skip” when prompted to enter a secondary keyboard.



Step 4:

On the Network Selection screen, find and connect to your wireless network, then select “Next”. If you are at a SMCPS site, select “SMCPS-Azure-Setup”. The password for this network is SetupSMCPS



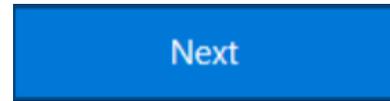
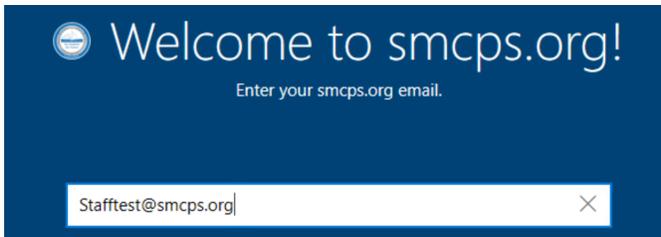
Step 5:

The computer will then restart.



Step 6:

You will be prompted to log in. Please use your SMCPs email. Users with subs.smcp.s.org or contracted.smcp.s.org emails should use their respective email. (Example: Stafftest@smcps.org, Substest@subs.smcps.org, [Contractedtest@Contracted.smcps.org](mailto:Contractedtest@contracted.smcps.org)) Then click Next.



Step 7:

Enter your SMCPs email password, then click Next. If prompted, re-enter your SMCPs email password from in the “Current Password” box, then enter a new password in the two remaining boxes. Please note the staff new password must be at least 8 characters long and must contain three of the following: A capital letter, lowercase letter, number, symbol (!@#\$\$%^&*). Then click “Sign In”.

Please Note: Staff passwords cannot contain their SMCPs employee number, SMCPs username, or any part of the Staff names.



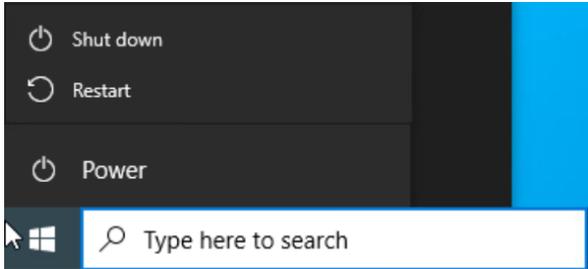
Step 8:

Allow Windows to complete the setup. This may take 20-25 minutes.



Step 9:

Once the device has finished its setup, the computer will be in Windows. Please restart the computer, and log back in using your SMCPS Windows password.



Step 10 (On Site Setup Only):

Click the wireless icon in the bottom right, and ensure that your computer is on 'smcpsConnect'. If not, select 'smcpsConnect' from the wireless list and click 'Connect'.

