

## Windows 11 Staff Upgrade Tutorial

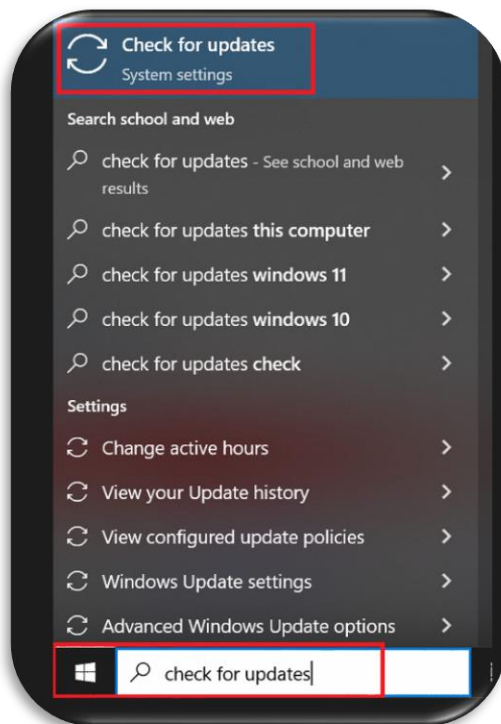
The Windows 11 Upgrade for district staff becomes available for installation on Monday, December 9<sup>th</sup>, 2024. The upgrade can be done on the district network or from home. The upgrade will be available until February 21<sup>st</sup>, 2025. After that date, the Windows 11 upgrade will be required on all staff devices. To reduce interruptions in operations, it is imperative to perform the upgrade prior to the February 21<sup>st</sup>, 2025 deadline.

### Performing the Windows 11 Upgrade

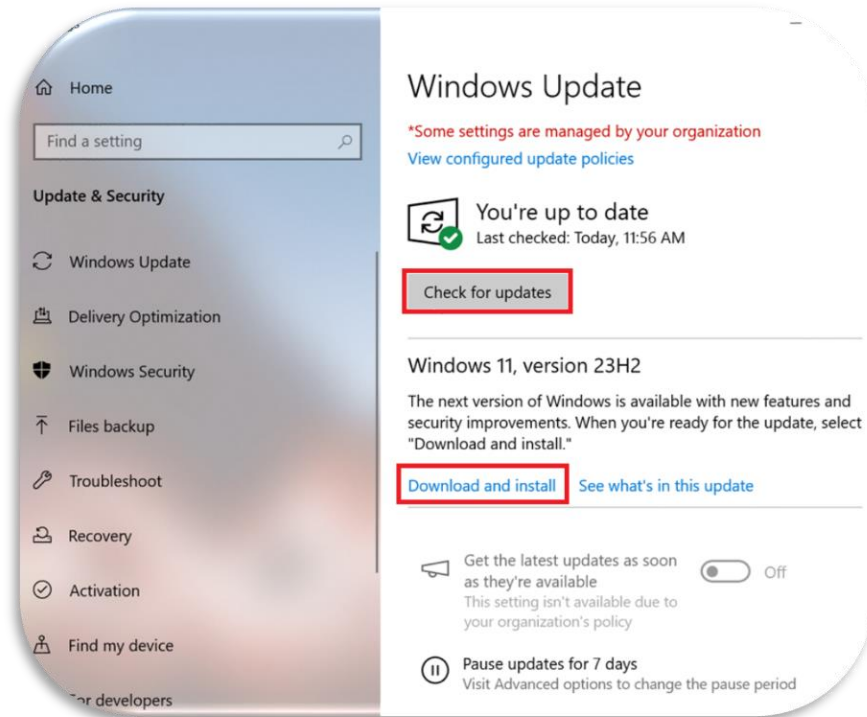
The Windows 11 Upgrade process has two parts: **Downloading the upgrade** and **Installing the upgrade**. Your laptop can be accessed while downloading the upgrade, and you can walk away from your laptop if needed. Once the installation is started, your device will be inaccessible for 1 – 3 hours. Please plan to perform the upgrade installation during a time that does not impact your daily operations. (During Winter Break or on a weekend is recommended).

### Downloading the Windows 11 Upgrade

1. Plug your laptop into its charger and login to Windows
2. Click the Start button in the bottom-left corner of your screen, and type “Check for updates”
  - a. Click on the icon that says “Check for updates”



3. In the Windows Update menu page, click the “Check for updates” button. This can take several minutes to load your updates.
4. Once the check is done, click the “Download and install” button below the “Windows 11, version 23H2” title



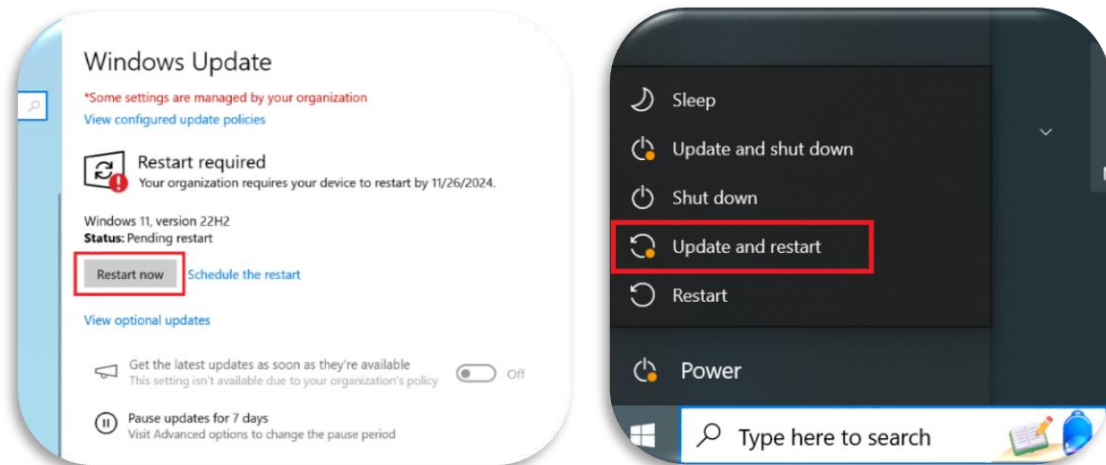
5. Your computer will now download the Windows 11 upgrade and prepare for installation.
  - a. **NOTE: Moving forward from here, your laptop will be inaccessible for 1 – 3 hours. Please keep this in mind before proceeding.**

### Installing the Windows 11 Upgrade

Once the download is completed, you will see the below image on the Windows Update screen.

**NOTE: Before moving on, please ensure your laptop is plugged into a charging cable.**

1. Either click the “Restart now” button or click on the Start button in the bottom-left corner of your screen and then click “Update and restart”.



2. Your computer will now install the Windows 11 Upgrade. During this time your computer will be unusable for over an hour. Please ensure your laptop does not turn off during this time.
3. After the reboot, your laptop will load the Windows login page. You can login normally as you would previously.

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