



PC Set-Up Instructions for Required Digital Device (2026-27)

Read This First

Please set up your device prior to the start of school. Setup should take approximately one hour.

Username & Password Distribution for Incoming Students

For incoming students, families will be mailed their Holy Names Academy username and password in mid-June. Students' usernames consist of first initial, last name, and last two-digits of their graduation year (e.g., hnames28@holynames-sea.org). Note: Passwords are pre-assigned to allow for first-time login. The pre-assigned username and password will allow users access to Office 365, email, and the ability to install the Microsoft Office 365 Apps at no charge on personal devices (directions below).

Helpful Web Links:

Sign in to HNA Office 365:

<https://m365.cloud.microsoft/>

PowerSchool login:

<https://sms.holynames-sea.org/public>

HNA website:

www.holynames-sea.org

Password Reset Requests

Students can perform password resets at the Office 365 login screen by clicking on the "Forgot My Password" link and following the prompts (directions included later in this document). If this does not work, please contact tech@holynames-sea.org.

Back-Up

Students are responsible for backing up data stored on their device or on Office 365. The best practice is to back up the student's data to an external drive (such as a thumb drive or USB drive). Two back-up copies are recommended.

Wi-Fi Access

Students will receive instructions on how to access HNA Wi-Fi on the first day of school.

IMPORTANT FOR NEW DEVICES: Please set up your Windows PC for personal use before continuing with the HNA instructions, and when doing so, you may:

1. Skip "Enjoy your phone's photos on your PC."
2. Decline offer to receive free trial of Microsoft 365 Apps.
3. Decline offer to purchase Cloud Storage with Microsoft 365 Basic.

These are all included with your holynames-sea.org account.

Checklist for Windows PC Computers

(The following process may take one hour on a high-speed connection.)

1. Update Windows 11

(Windows 10 will enter end of life on October 14, 2025.)

Automatic updates are enabled by default; however, you need to do the following:

1. Go to **Settings**.
2. Click **Windows Update**.
3. Click **Advanced Options**.
4. Toggle **ON** the switch labeled "Receive updates for other Microsoft products when you update Windows."
5. Toggle **ON** the switch labeled "Show a notification when your PC requires a restart to finish updating."
6. Select **Check for updates** until all updates have been installed.

2. Download and Install the Wireless-Network Certificate

(Required to access HNA Wi-Fi)

1. Go to: <https://www.holynames-sea.org/uploaded/pancert.crt>
2. Click **Open File**.
3. Click **Open**.
4. Click **Install Certificate**.
5. Select **Local Machine**.
6. Click **Next**.
7. Click **Yes** if prompted.
8. Select **Place all certificates in the following store**.
9. Click **Browse**.
10. Select **Trusted Root Certification Authorities**.
11. Click **OK**.
12. Click **Next**.
13. Click **Finish**.

3. Set Up Multi-Factor Authentication for Your Holy Names Academy Account

1. Go to <https://m365.cloud.microsoft/apps> and sign in with your Holy Names Academy account.
2. Click your profile icon in the lower-left corner.
3. Click **Sign in with a different account**.
4. Enter your Holy Names Academy email address and password.
5. Select **Next**.
6. The default authentication method is the free **Microsoft Authenticator** app.
 - If you already have the app installed, select **Next** and follow the prompts.

Holy Names Academy PC Set-Up Instructions for Required Digital Device (2026-2027)

- If you do not have the app installed, use the provided link to download it.
 - Students without access to a cell phone should contact **tech@holynames-sea.org** for assistance.
7. Complete the setup process and verify the account through Microsoft Authenticator.

Note: Generally, you will only need the additional verification method the first time you sign into a new app or device, or after changing your password.

4. Change Your HNA Account Password

1. Go to <https://myaccount.microsoft.com>
2. Sign in with your Holy Names Academy account.
3. Click your **Profile icon**.
4. Select **View Account**.
5. On the Password tile, click **Change Password**.
6. Enter:
 - Current password in the **Old password** field.
 - New password in the **New password** field.
 - New password again in the **Confirm new password** field.
7. Click **Submit**.

Note: We strongly encourage using the Passwords app on iPhone or Password Manager on Android.

5. Download and Install Microsoft 365 Desktop Applications

1. Go to <https://m365.cloud.microsoft/apps> and sign in with your Holy Names Academy account.
2. In the upper-right corner, select: **Install apps → Microsoft 365 apps**
3. Click **Open File**.
4. If the following prompt appears: "Do you want to allow this app to make changes to your device?" Select **Yes**.
5. The installation is complete when you see: "You're all set! Office is installed now."
6. Click **Close**.

6. Activate Microsoft 365

1. Select the **Start** button and search for an app such as **Word**.
2. Open the application.
3. When prompted, sign in using your Holy Names Academy credentials.
4. If necessary, select **Change Account** and sign in again using your HNA account.
5. When prompted: "Automatically sign in to all desktop apps and websites on this device?"

Select: **Yes, all apps**

7. Set Up OneDrive for Business

1. Right-click the **OneDrive cloud icon** in the lower-right taskbar.
2. Click **Settings**.
3. Select **Account** from the menu on the left.
4. Click **+ Add an Account**.
5. Sign in with your Holy Names Academy account.
6. If prompted, select **Work or School**.
7. Follow the prompts to complete setup.

8. Update Apps Using Microsoft Store

1. Open the **Microsoft Store** app.
2. Click the **Downloads** icon in the lower-left corner.
3. Click **Check for updates**.

How to Access Additional Optional Resources

1. Canva

1. Access Canva through **Apps** within Microsoft 365.
2. Search for **Canva** or browse to **Other Apps**.

2. Adobe Creative Cloud

1. Go to <https://creativecloud.adobe.com/>
2. Click **Sign In**.
3. Select **Continue with Microsoft**.
4. Sign in with your Holy Names Academy credentials.

Virus Protection

Best Practices to Protect Your Device from Viruses and Malware

1. Always keep antivirus software updated to the latest version. Windows 11 includes Microsoft Defender, though families may choose to purchase additional antivirus protection.
2. Perform regular updates for all software on your device, including Windows and Microsoft 365 applications.
3. Never download illegal software from file-sharing or unauthorized streaming sites.
4. Research the software publisher before downloading applications.

Holy Names Academy PC Set-Up Instructions for Required Digital Device (2026-2027)

5. Avoid phishing scams by not clicking links in emails from unknown or unsolicited sources.
6. Use caution when opening email attachments.
7. Do not use peer-to-peer file-sharing sites.

LAST UPDATED August 4, 2026