



Mac 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:

<http://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.

Set-up Checklist for Mac Computers

(The following process may take one to two hours on a high-speed connection.)

1. Update Your Mac Software

1. Open **System Settings**.
2. Click **General**.
3. Click **Software Update**.
4. Verify that **Automatic Updates** are turned on.
5. Click **Update Now** if updates are available.

2. Configure macOS for Automatic Updating

Current versions of macOS manage updates through **System Settings** instead of the App Store.

1. Open **System Settings**.
2. Select **General**.
3. Click **Software Update**.
4. Select **Automatic Updates**.
5. Enable all available update options to keep macOS, security updates, and app updates current.

3. 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. Open the **Downloads** folder.
3. Double-click **pancert.crt**.
4. In the **Add Certificates** window, select **System** from the Keychain dropdown.
5. Click **Add**.
6. Enter your Mac password if prompted.
7. In **Keychain Access**, select **System** from the left menu.
8. Locate and double-click the **hna-pan.holynames-sea.org** certificate.
9. Expand the **Trust** section.
10. Change **When using this certificate** to **Always Trust**.
11. Close the window.
12. Enter your password if prompted.

4. Install a Secondary Browser

- **Microsoft Edge (Preferred):** Go to: <https://www.microsoft.com/edge>
- **Alternative Browsers**
 - **Mozilla Firefox:** <https://www.mozilla.org/firefox/>
 - **Google Chrome:** <https://www.google.com/chrome/>

To install:

1. Download the browser installer.
2. Open the downloaded file.
3. Follow the prompts to complete installation.

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

1. Go to <https://m365.cloud.microsoft/apps>
2. Sign in using your Holy Names Academy email address and password.
3. Select **Next** when prompted for additional information.
4. The default authentication method is **Microsoft Authenticator**.
5. If Microsoft Authenticator is already installed on your mobile device, select **Next** and follow the prompts.
6. If it is not installed, use the provided download link to install the app.
7. Complete the account verification process.

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

Students without access to a cell phone should contact: tech@holynames-sea.org for assistance with an alternative authentication method.

6. Change Your HNA Account Password

1. Go to: <https://myaccount.microsoft.com>
2. Sign in using your Holy Names Academy credentials.
3. Click your **Profile Icon**.
4. Select **View Account**.
5. Choose **Change Password**.
6. Enter:
 - Current password
 - New password
 - Confirm new password
7. Click **Submit**.

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

7. Download and Install Microsoft 365 Desktop Applications

1. Go to: <https://m365.cloud.microsoft/apps>
2. Confirm you are signed in with your Holy Names Academy account.
3. Select: **Install apps → Microsoft 365 apps**

4. The installer package will download to your Mac.

This completes the download process.

8. Install Microsoft 365 on macOS

1. Open **Finder**.
2. Open the **Downloads** folder.
3. Double-click the **Microsoft Office installer.pkg** file.

Tip: If macOS reports that the file is from an unidentified developer:

1. Wait approximately 10 seconds.
2. Move the installer to your Desktop.
3. Hold **Control** and click the installer.
4. Select **Open**.
5. Click **Continue**.
6. Review the license agreement and select **Continue**.
7. Click **Agree**.
8. Select your installation location.
9. Click **Install**.
10. Enter your Mac password if prompted.
11. Click **Install Software**.
12. When installation is complete, click **Close**.

9. Activate Microsoft 365

1. Open **Launchpad**.
2. Select **Microsoft Word** (or another Microsoft 365 application).
3. When the **Get Started with Office** window appears, select: **Sign in or create account**
4. Sign in using your Holy Names Academy email address.
5. Follow the prompts to complete activation.

10. Installation Notes - How Do I Keep Microsoft Apps in the Dock?

1. Open **Finder** → **Applications**.
2. Open the Microsoft application you want to keep.
3. Right-click (or Control-click) the application icon in the Dock.
4. Select: **Options** → **Keep in Dock**

11. Sign In to OneDrive

1. Open **OneDrive** using Finder or Launchpad.
2. Sign in using your Holy Names Academy email account.

3. Complete the setup prompts.

Recommendation: Store all schoolwork in OneDrive. This enables secure backup, synchronization, and file sharing with teachers.

How to Access Additional Optional Resources

1. Canva

1. Access Canva through **Apps** in Microsoft 365.
2. Search for **Canva** or browse **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 using your Holy Names Academy credentials.

Best Practices to Protect Your Device from Viruses and Malware

1. Keep macOS and all installed applications updated.
2. Enable automatic updates whenever possible.
3. Download software only from trusted vendors.
4. Research software publishers before downloading.
5. Avoid phishing scams and suspicious email links.
6. Use caution when opening attachments.
7. Do not use peer-to-peer file-sharing sites.
8. Consider additional antivirus protection if desired.

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