



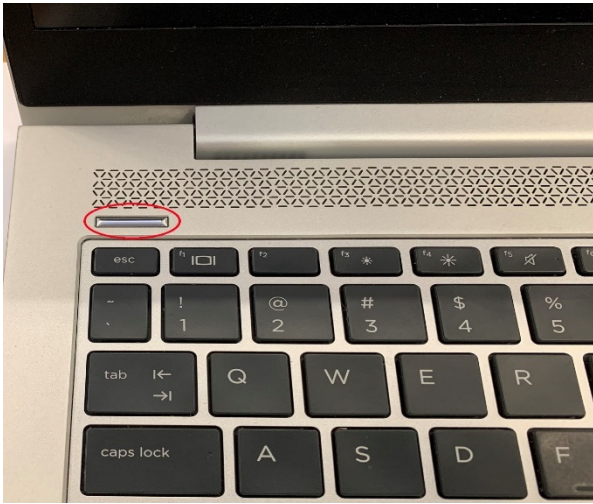
# **ST DOMINIC'S PRIORY COLLEGE TECHNOLOGY USER GUIDE**

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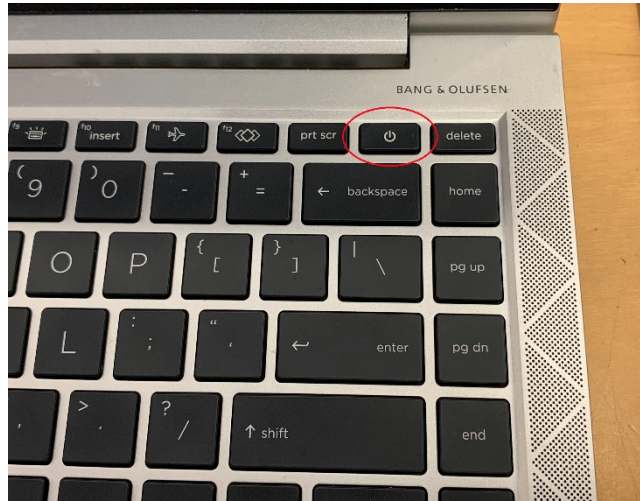
*inspiring confidence*

# How to turn on your laptop

- When you collect your laptop, the first step is to charge your laptop as the battery maybe flat.
- You need to press the power button to turn on your laptop.
- Below are the 2 possible places for the power button.  
(Please be reminded to charge your laptop once you are done using it.)



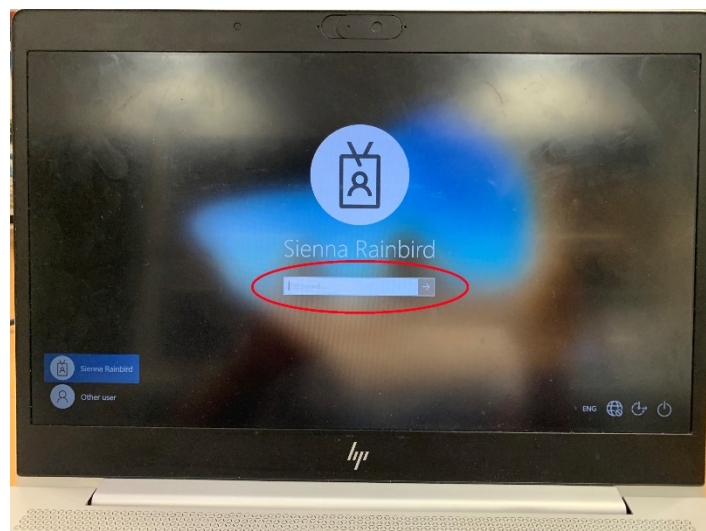
HP MT44




HP MT46

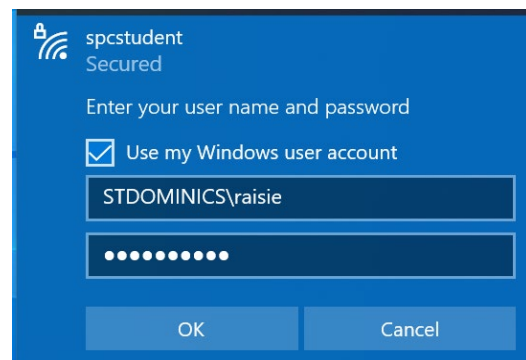
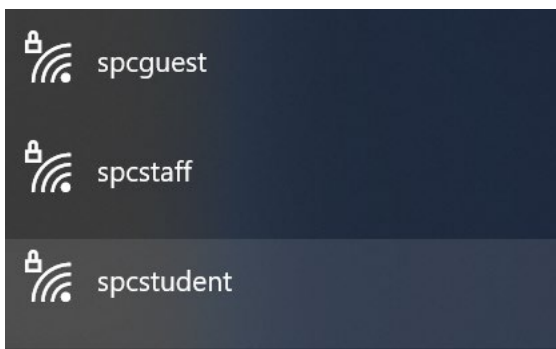
# How to login to the laptop

- Your individualized account has already been setup on your laptop so you need to put in your password on your profile login screen.
- All students (new and existing are required) to first login, using the default password "Welcome2022".



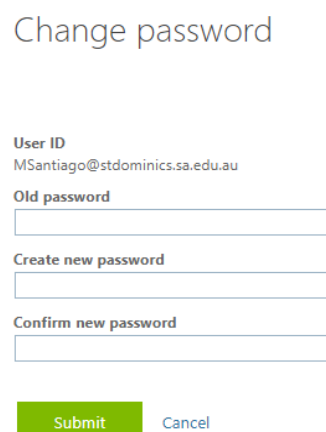
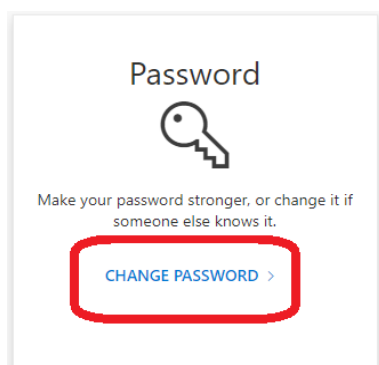
# How to connect to Wireless

- All students need to connect to Wi-Fi.
- Click on the wireless icon  on the lower right corner of the desktop.
- A list of Wi-Fi options will appear.
- If connecting from **HOME**, select your home Wi-Fi and enter credentials.
- You may ask an adult at home to help you with this.
  
- If learning at **SCHOOL**, you need to connect to the school's wireless connection.
- Connect to "spcstudent" Wi-Fi.
- Click "spcstudent" then enter your username and password or just click the check box for "Use my Windows user account".



# How to change your password

- You now **MUST** change the default password that you have used to login to your account and you will access this through the web address <https://myaccount.microsoft.com/>.
  - Type in your email credentials and the password "Welcome2022" to access the site.
  - Look for the "Password" tile and click on the change password option.
  - Type in the old password "Welcome2022" and then you will be prompted to create your own password, followed by clicking "submit".
- (Note: Please make sure you remember the personalized password you have created)

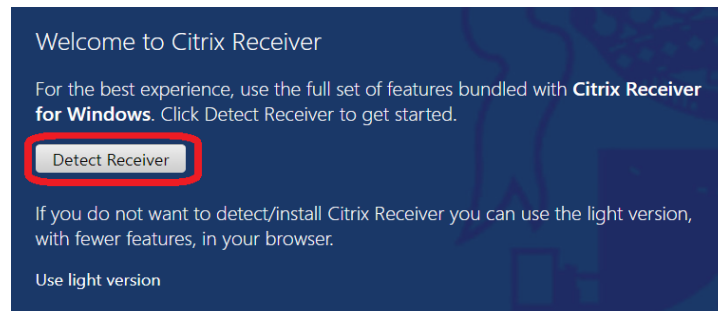


# How to login to Citrix

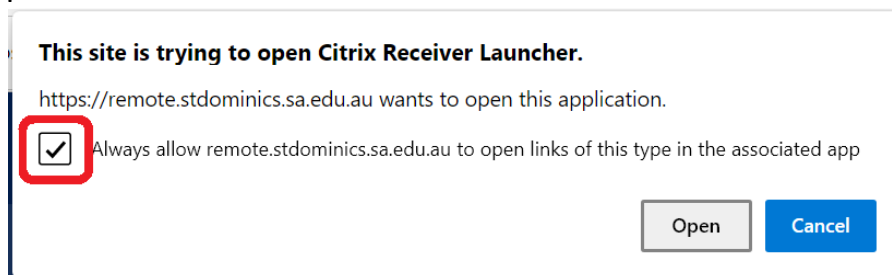
- To login to Citrix, double click on the Citrix shortcut on your desktop.



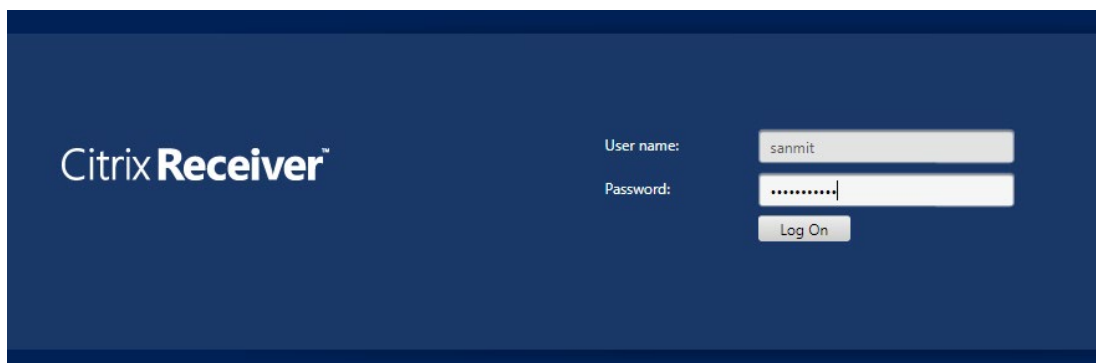
- Click on “Detect Receiver”, as indicated below.



- The below prompt will appear.
- Tick “Always allow remote.stdominics.sa.edu.au to open links... associated app”
- Next, click “open”.



- Now you should see the login page and you can type in your username and password and then click “Log On”.  
(Note: Please make sure you use your personalized password you created earlier)



- On the next window click on “Windows 10” and this will load your profile. You can now start using your laptop once your profile is done loading.

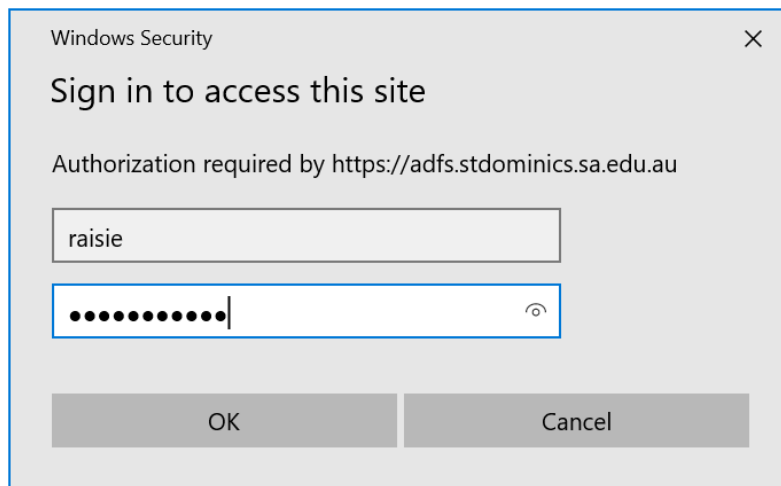
# How to login to SEQTA

- To login to SEQTA, you need to double click the “SEQTA Learn” icon on your desktop.



(Note: If you are logged in to Citrix, your SEQTA Learn account will open immediately after you double click the “SEQTA Learn” icon on your desktop.)

- If logging on to SEQTA on your desktop, outside of Citrix, a window will open and will ask you to type in your username and password. Click “OK” once you are done and it will open up your SEQTA Learn account.



## Username and Email Address

- Your username is made up from the first 3 letters of your surname and your first name. So if you are Jane Doe your username will be “doejan”. Email address is setup as [Firstname.Lastname@students.stdominics.sa.edu.au](mailto:Firstname.Lastname@students.stdominics.sa.edu.au) so for Jane Doe her email will be [Jane.Doe@students.stdominics.sa.edu.au](mailto:Jane.Doe@students.stdominics.sa.edu.au) (**NOTE: If you have any issue or unsure please contact ICT Services**)

# How to access your email

- To access your email, you still need to login to Citrix. Double click Citrix shortcut on your desktop and then type in your username and password. Once you are logged in and Windows 10 is loaded up please double click “Outlook” on your desktop.

