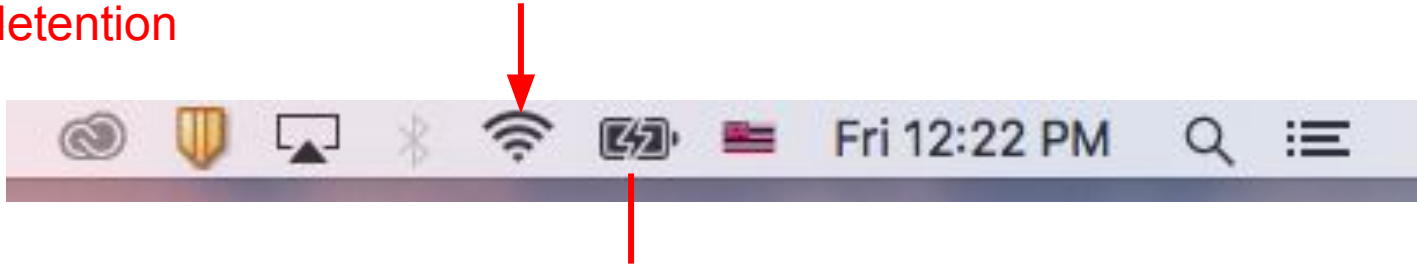


# Laptop Setup SY 2019 - 2020

# Power on the laptop

Power on the laptop - Do not hold down the power button for more than 3 seconds when starting the computer

Check to see that your laptop is connected to KS\_WIFI, use of any other wifi: IMAGING, HITC, KS\_CATV are not allowed and will result in detention



DO NOT let your laptop charge go to ZERO. This will change the time and date and you will not be able to access the internet.

Do you have your username and password? If yes goto next slide

## Step 1

Enter Login Credentials

Example: Bernice Pauahi Bishop

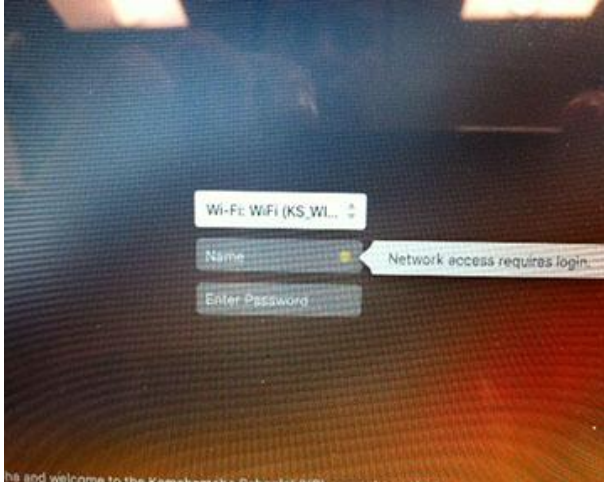
Username: h31bebish

Login: new password

# Login to Laptop

Enter your login and password

Press Enter/Return - Be patient, it may take up to 5 minutes at the first login



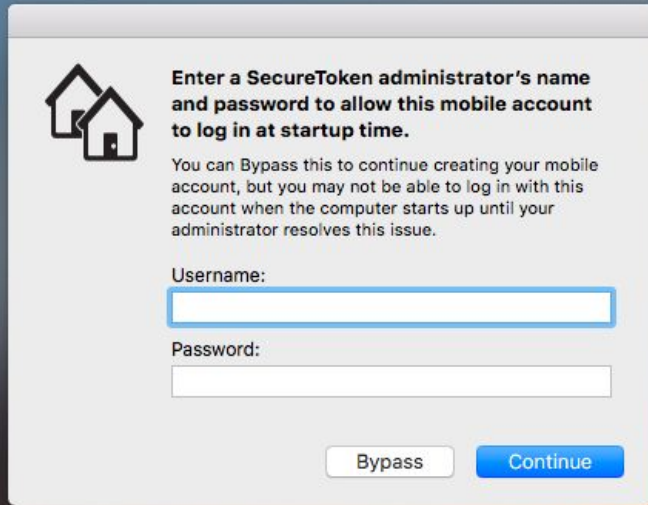
KS\_WIFI

h31**be**ish


New Password

# Activate Global Protection Software

## Step 1 - Click Bypass



The image shows a macOS-style dialog box with a light gray background and a thin title bar. On the left side, there is an icon of two overlapping houses. To the right of the icon, the text reads: "Enter a SecureToken administrator's name and password to allow this mobile account to log in at startup time." Below this, a smaller line of text states: "You can Bypass this to continue creating your mobile account, but you may not be able to log in with this account when the computer starts up until your administrator resolves this issue." There are two input fields: the first is labeled "Username:" and the second is labeled "Password:". At the bottom of the dialog, there are two buttons: a white button with a gray border labeled "Bypass" and a solid blue button labeled "Continue".

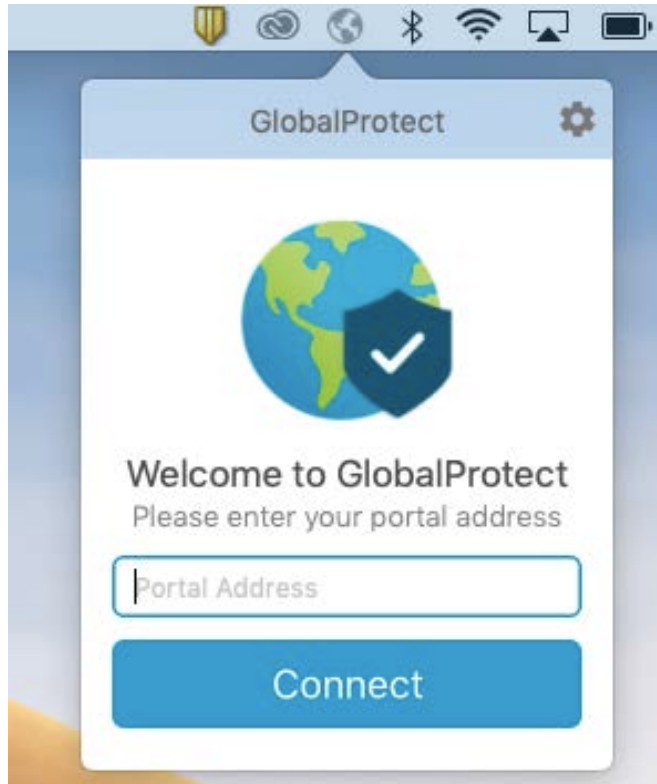
 **Enter a SecureToken administrator's name and password to allow this mobile account to log in at startup time.**

You can Bypass this to continue creating your mobile account, but you may not be able to log in with this account when the computer starts up until your administrator resolves this issue.

Username:

Password:

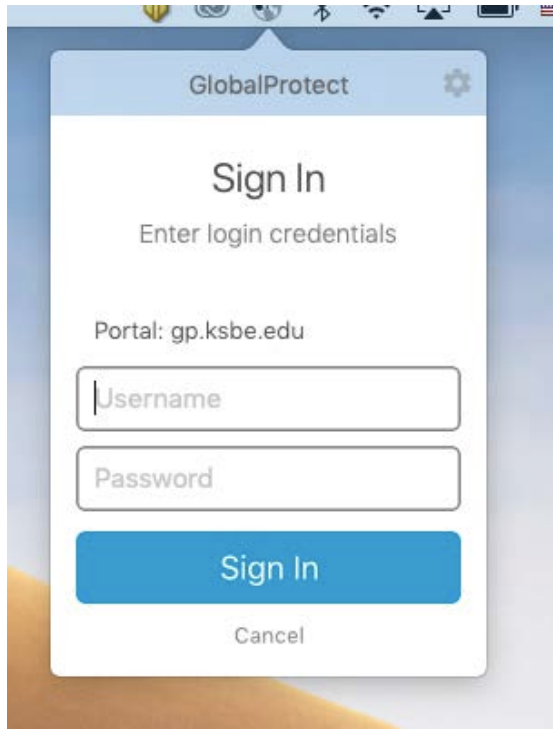
# Step 2 Global Protection



In the Portal Address type:  
gp.ksbe.edu

# Step 3 - Global Protection

Retype your user name (h31bebish) and password and select Connect



The image shows a mobile application interface for GlobalProtect. At the top, there is a blue header bar with the text "GlobalProtect" and a gear icon for settings. Below the header, the main content area is white and contains the following elements:

- The title "Sign In" in a large, bold, black font.
- The instruction "Enter login credentials" in a smaller, gray font.
- The text "Portal: gp.ksbe.edu" in a gray font.
- A text input field labeled "Username" with a cursor inside.
- A text input field labeled "Password".
- A large blue button labeled "Sign In".
- A smaller, gray button labeled "Cancel" located below the "Sign In" button.

## Step 4 - Global Protection w/ warning

Activated Look for the house and globe



Not Activated - if not activated you will not be allowed to connect to the internet at home. Do not setup VPN's, or your your phone as a hotspot. You will be given (Major Detention)





Do not sign in using your Apple ID unless you want detention :(

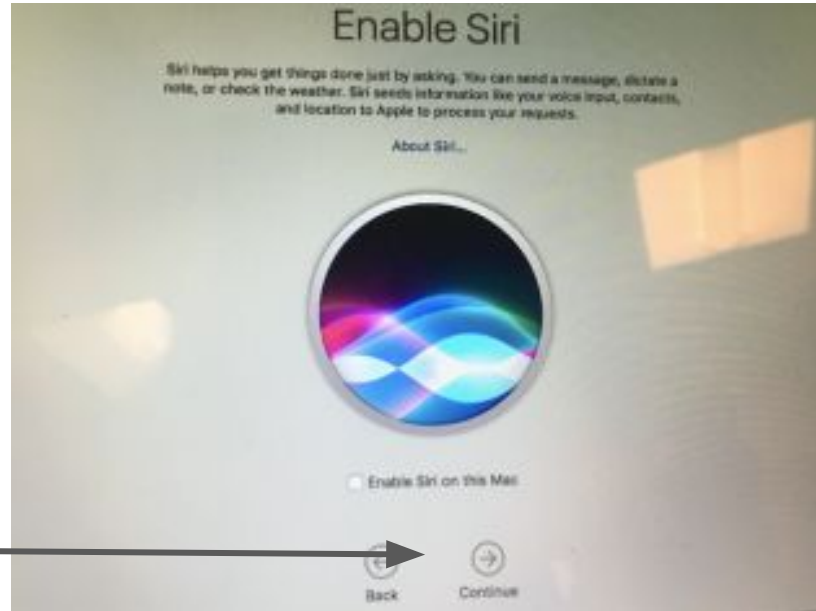
Select the radio button: **Don't Sign In**

Select Continue



# Do not Enable Siri

Select Continue

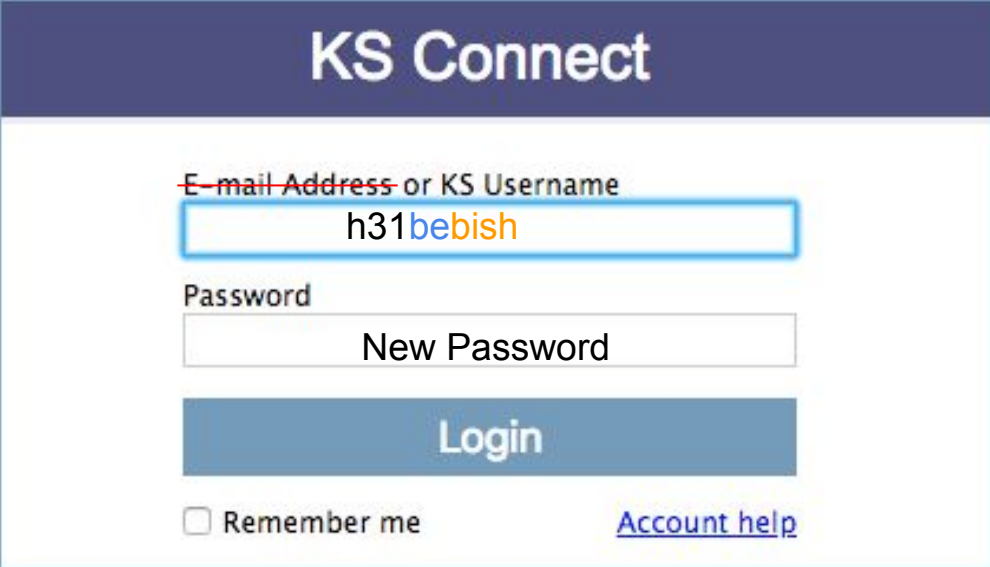


# Login to KS Connect

Do not login using your email!

Login using your new username  
and password

Add KS Connect to bookmarks  
Menu by selectin



The image shows a login form for KS Connect. The form is titled "KS Connect" in a dark blue header. Below the header, there are two input fields: "E-mail Address or KS Username" and "Password". The "E-mail Address or KS Username" field contains the text "h31bebish" and is highlighted with a blue border. The "Password" field contains the text "New Password". Below the input fields is a blue "Login" button. At the bottom of the form, there is a checkbox labeled "Remember me" and a link labeled "Account help". The footer of the form contains the copyright notice: "© 2018 Kamehameha Schools. All rights reserved. Statements of Privacy, Copyright, & Disclaimer."

KS Connect

~~E-mail Address~~ or KS Username

h31bebish

Password

New Password

Login

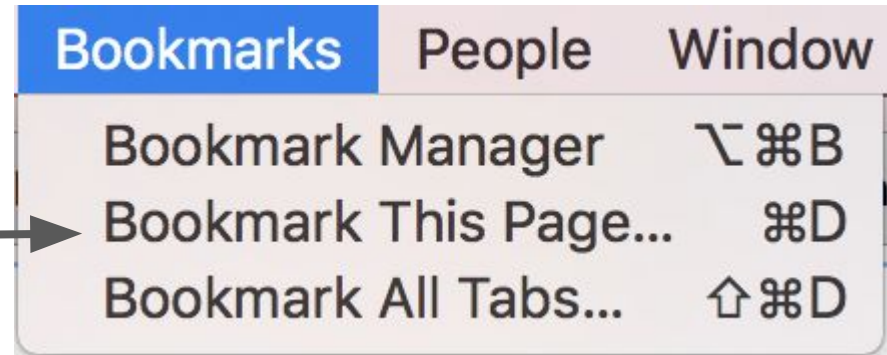
☐ Remember me [Account help](#)

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Statements of Privacy, Copyright, & Disclaimer.

# Bookmark KS Connect



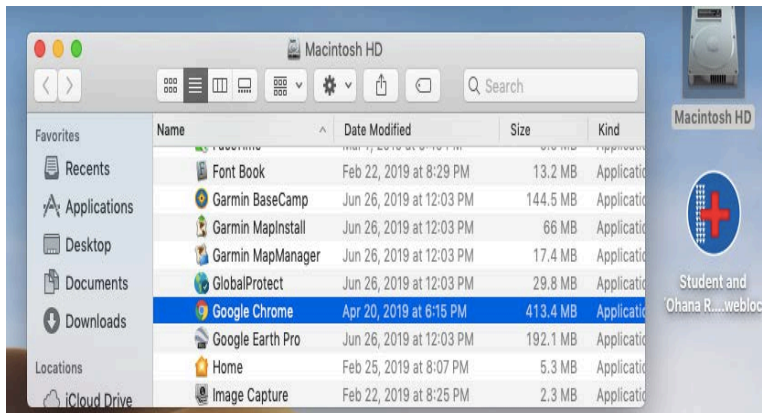
Add KS Connect to bookmarks  
Menu by selecting Bookmarks  
then selecting “Bookmark This  
Page”



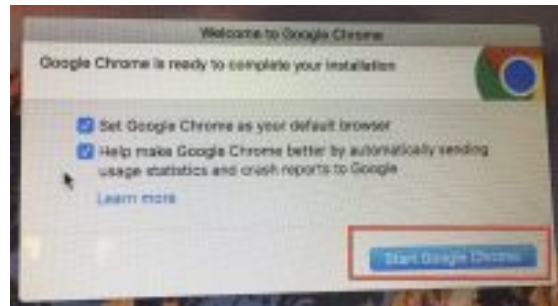


# Setup Google Chrome

Google Chrome will not be on your dock. Double click your Macintosh HD select, open the applications folder. Scroll/search to find the Google Chrome app and drag it to your dock.

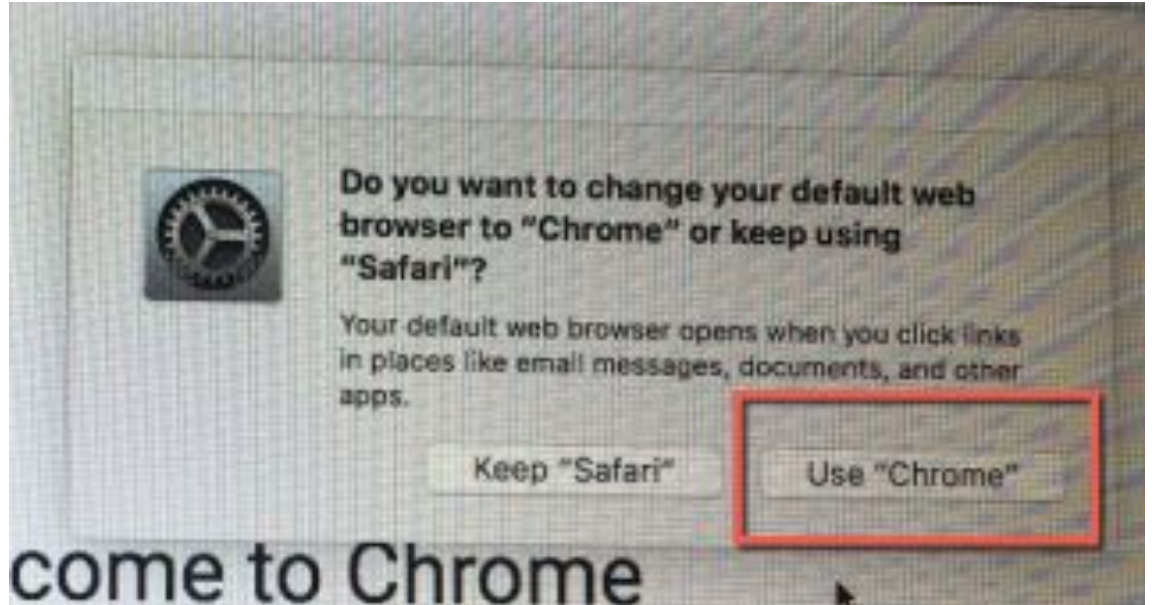


1. Google Chrome is your default browser
2. Help make Google Chrome better
3. Select Start Google Chrome button



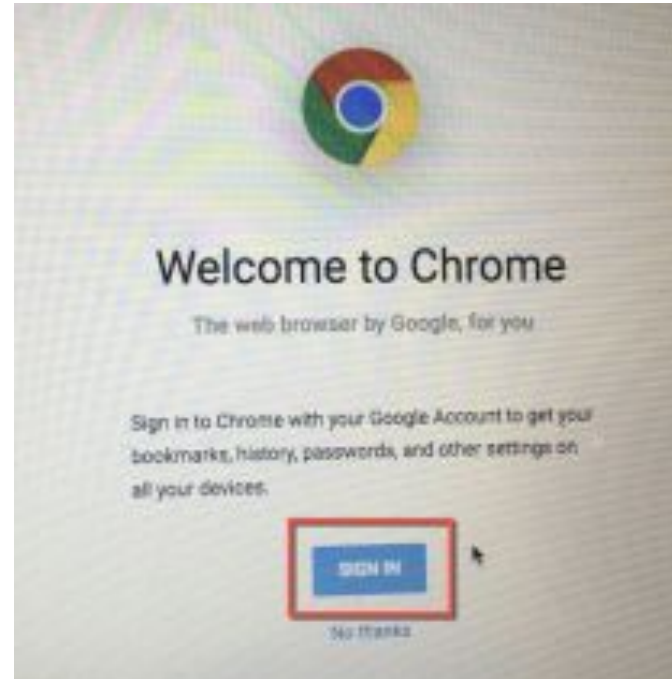


# Select use “Chrome”



# Sign into Chrome

Select “SIGN IN” Button



Enter your email address

(firstname.lastname@imua.ksbe.edu)

Bernice Pauahi Bishop

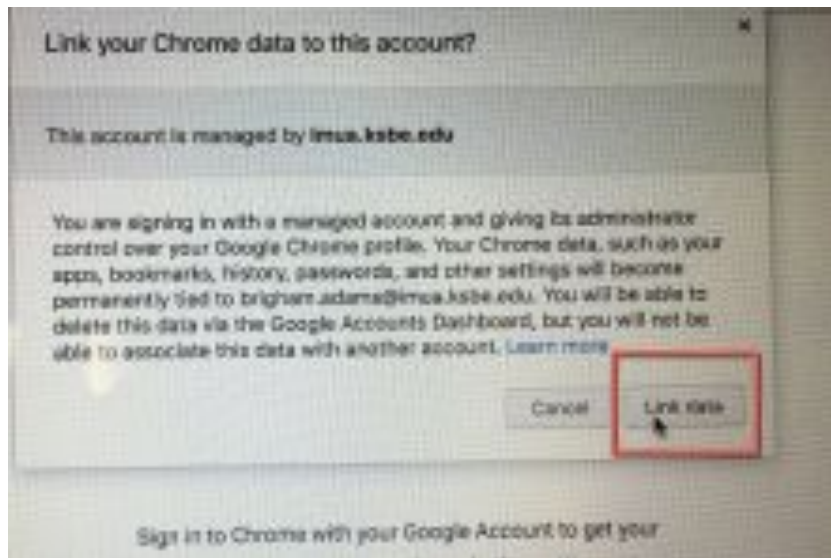
bernicepauahi.bishop@imua.ksbe.edu

Enter your password

Click Link Data

Click Okay Got It!

Merge hyphenated





# Setup Google Drive

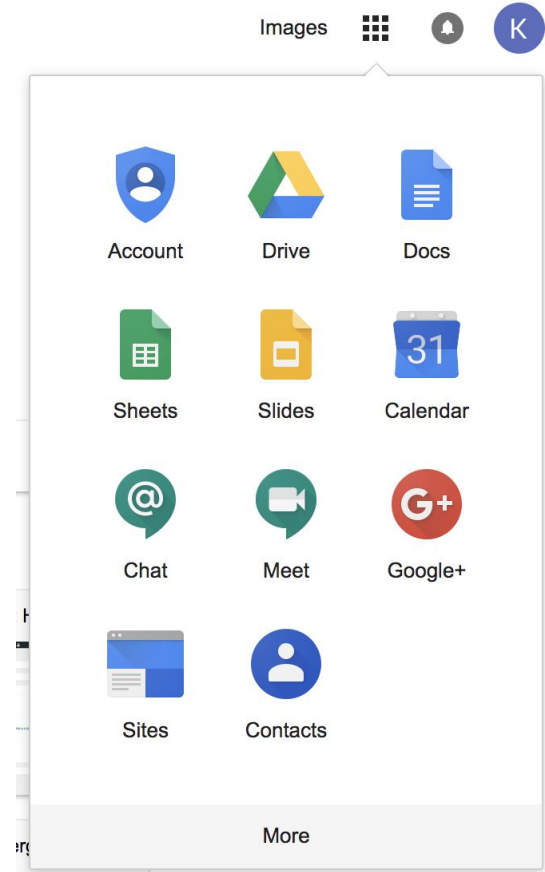
Select



Select



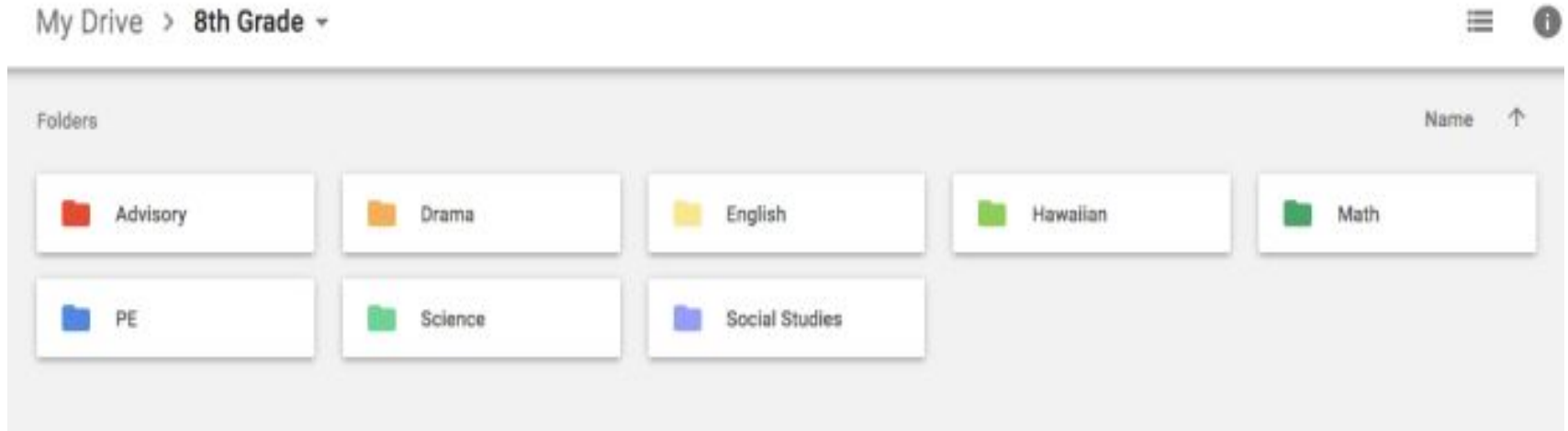
Drive



# Create a new folder for your grade level



# Create a folder for each course listed on your schedule for your current grade level





Hawaii Campus  
High School  
Elementary

CRB- Helm

CRBLC  
Database

Faculty Webmail  
Student Webmail

Kamehameha Schools  
Hawaii Campus  
16-712 Volcano Road  
Kea'au, Hawaii  
96749  
(808) 982-0000

1.Go to home page and bookmark: [hawaii.ksbe.edu/middle](http://hawaii.ksbe.edu/middle)

2.Click on webmail on the left sidebar

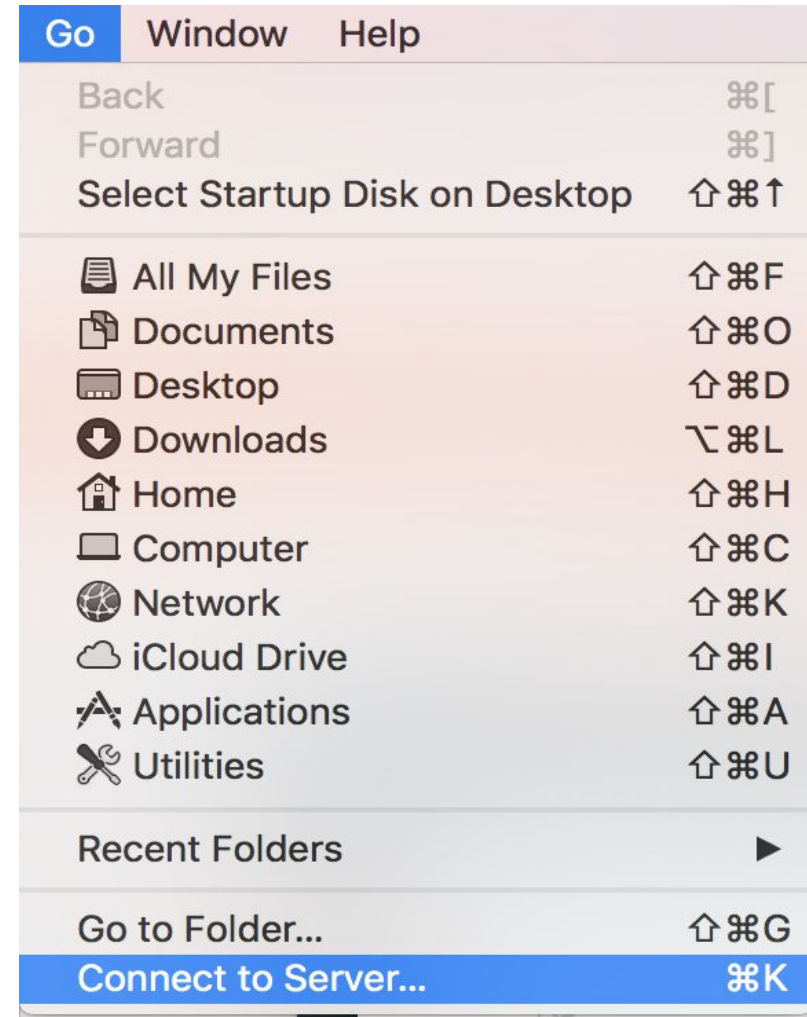
3.Enter your email address

([firstname](#).[lastname](#)@[imua.ksbe.edu](#))

4.Enter your password (same password you used to log on to computer)

# Login to public drive Step 1

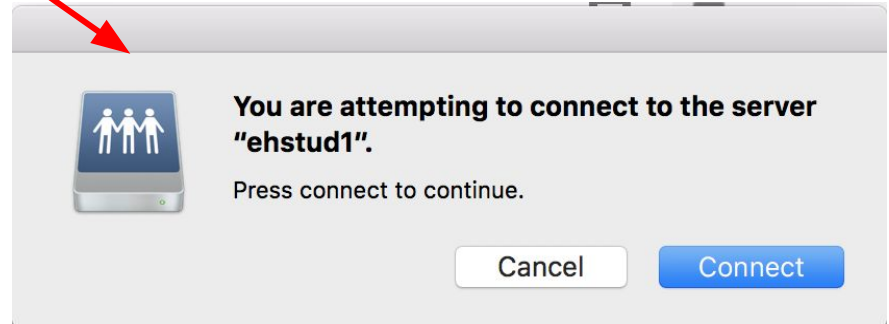
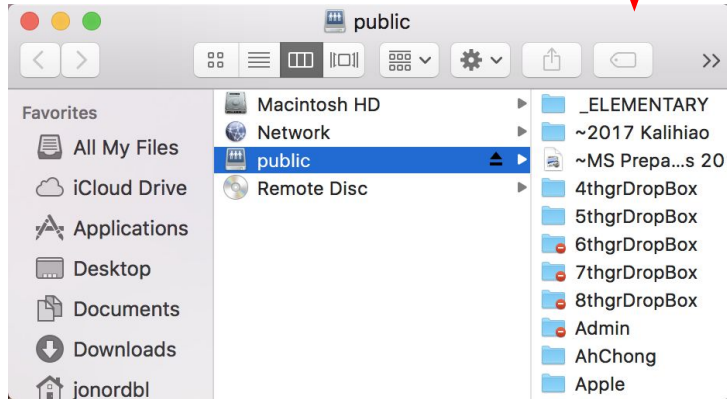
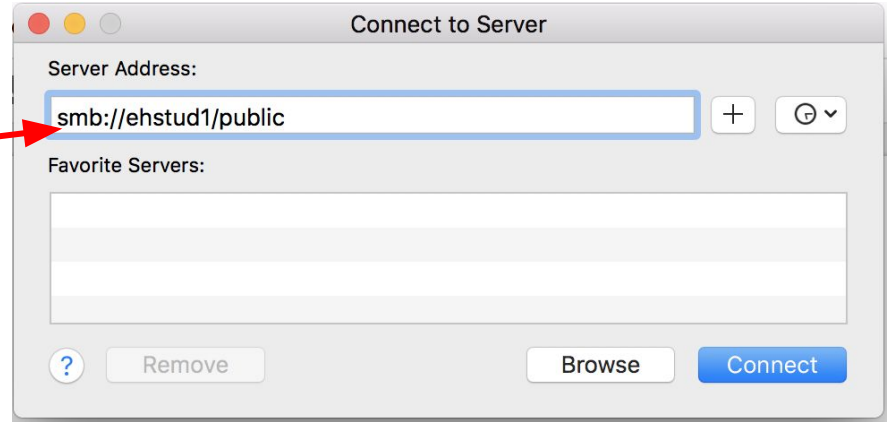
Click on the desktop to bring up the Finder Menu and click Go



Select “Connect to Server”

# Login to public drive Step 2

1. Type in: smb://ehstud1/public
2. See popup Select "connect"
3. Successful when you see below



4. This drive will appear on your desktop

# Update Applications in Self Service

Three applications need to be updated and they are:

1. Adobe Flash
2. NWEA
3. Java update

1. Click the Self Service icon in the doc
2. Select “All” from the menu on the left
3. Find Find Adobe Flash v30.0.0113
4. Find NWEA and select install
5. Find Java 8 update 172 and select install



# Update Adobe Flash

## 1. Adobe Flash v30.0.0113

Click install



Adobe Flash Player  
v30.0.0.113

Install



Wait



Adobe Flash Player  
v30.0.0.113



Executing



Finished



Adobe Flash Player  
v30.0.0.113

Reinstall

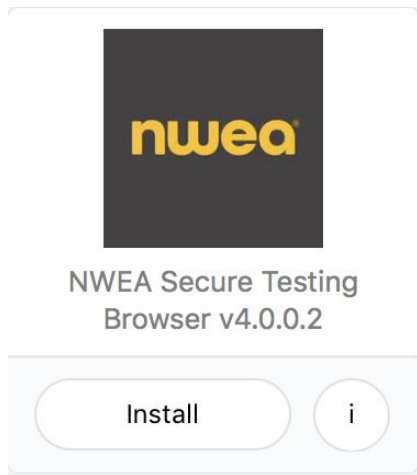




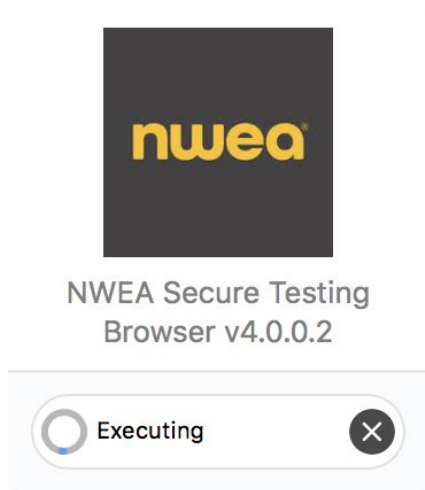
# Update NWEA

## 2. NWEA

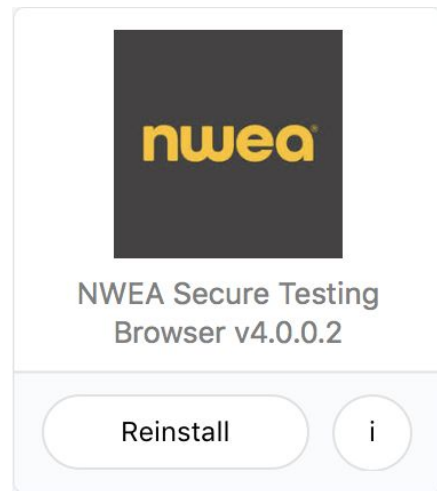
Click install



Wait

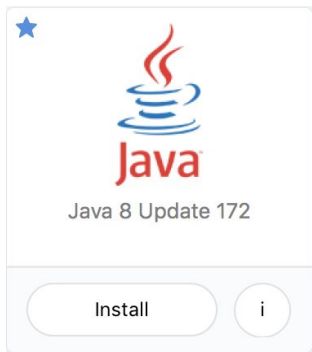


Finished



# Update Java

Click install



Wait



Finished



# Add Printers

See the video tutorial Below:

[https://docs.google.com/presentation/d/1wmDtlNrIVA6Jng7e2dAzH9a3VgPQu-2lqR467V0l-fs/edit#slide=id.g2417c6ea8b\\_0\\_0](https://docs.google.com/presentation/d/1wmDtlNrIVA6Jng7e2dAzH9a3VgPQu-2lqR467V0l-fs/edit#slide=id.g2417c6ea8b_0_0)

Or goto next slide

# Add a printer address to your laptop

1. Click the desktop
2. Select the Apple in the top left corner of your screen.
3. Click System Preferences
4. Find the second row and select Printers and Scanners
5. Bottom left corner select the “+” to add a printer
6. Click IP at the top of the window
7. Add your printer address in the text box labeled address
8. Go down to Name and change the name from IP address to the last name of the teacher whose printer your are installing.

# Add a printer address to your laptop

## Continued...

9. Click on the drop down next to USE and choose

Select Software

10. In the popup window, type 6600 into where it says Filter

11. Select Xerox Phaser 6600dn 3.81.1

12. Click ok - let it run through

13. Click ok again and then ADD

| Printer Address   | Teacher          |
|-------------------|------------------|
| h-hc-p-b1-114-1   | Ahuna            |
| h-hc-p-b13-GYM-1  | Alexander        |
| h-hc-p-b2-226-1   | Arakaki          |
| h-hc-p-b11-1103-1 | Baclig           |
| h-hc-p-b1-125-1   | Bowman           |
| h-hc-p-b11-1102-1 | Conway-Nesson    |
| h-hc-p-b2-202-1   | Cordiero C-lab-1 |
| h-hc-p-b2-202-2   | Cordiero C-lab-2 |
| h-hc-p-b2-202-3   | Cordiero C-lab-3 |
| h-hc-p-b2-210-1   | Courtot          |
| h-hc-p-b1-133-1   | Damasco          |
| h-hc-p-b11-1107-1 | Englund          |
| h-hc-p-b1-112-1   | Hara             |
| h-hc-p-b1-106-1   | High             |
| h-hc-p-b2-222-1   | Inouye / Floro   |
| h-hc-p-b11-1110-1 | Kekua (Kimo)     |
| h-hc-p-b8-830-1   | Kinoshita        |
| h-hc-p-b1-123-1   | Lee              |
| h-hc-p-b11-1101-1 | Mandoe           |
| h-hc-p-b13-GYM-1  | Masuko           |
| h-hc-p-b2-235-2   | Nahulu-Kirsch    |
| h-hc-p-b1-104-1   | Petner           |
| h-hc-p-b11-1106-1 | Rice             |
| h-hc-p-b11-1109-1 | Spencer          |
| h-hc-p-b13-GYM-1  | Thompson         |
| h-hc-p-b1-130-1   | Tominaga         |
| h-hc-p-b11-1104-1 | Wengler          |

# Red Tag on Laptop

If the student has a Red “Do not take home tag” on their computer, they must complete the Laptop Assessment Training. If the parent training has not been completed, the student will not be allowed to take the laptop home. All trainings must be completed in order to take the laptop home.

Goto <https://tinyurl.com/HM-STUDENT>

# Restart your laptop

Click the desktop

Select the APPLE

Scroll down and select restart

# Your Done

Mahalo,

HPK