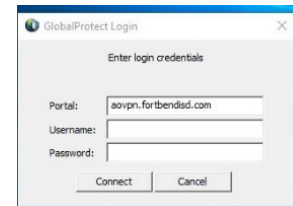


Laptop and Hotspot Student Job Aide

IMPORTANT: To use your laptop at home, you must first log in at school so that the laptop recognizes you.

- The laptops access the Internet through the district's filter for safety. To connect to the Internet, the laptop must connect to the district's filtering system, **Global Protect**. **If you do not connect through Global Protect, the laptop will not connect to any Internet service.** The first time you log into a laptop, the window to the right **may** appear and you will be required to log-in using your same username and password.

If you have used the laptop previously, it may automatically reconnect you to the hotspot or district Internet automatically.



The process below will walk you through connecting to the hotspot and Global Protect at home.

- Log in to the laptop.
- Turn on the hotspot by pushing and holding the Power Button until you see the "Welcome" message. (see arrow)

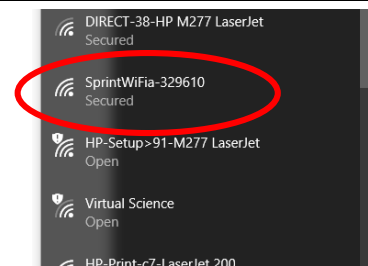
After the hotspot powers on, continue to the next steps.



- Click on the Wi-Fi bars in the bottom right corner of the laptop screen. This will pull up a list of available access points.

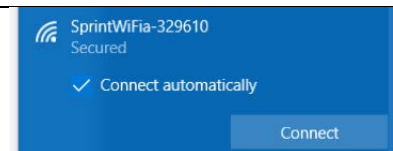


- Push the Power Button on the hotspot until "Wi-Fi Name" appears. This is the name of the hotspot, and it should appear in the list of available access points on your screen. The name will include the words "SprintWiFi" followed by letters and numbers. The name and the password are different for each hotspot, so this process will need to be done every time a device is checked out.

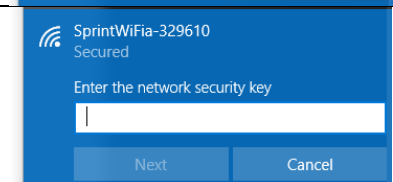


- Click on the hotspot name and be sure that there is a checkmark by the "Connect Automatically" box.

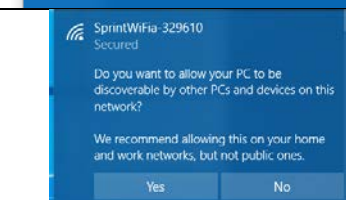
Then, click on Connect. The laptop will ask for a network security key.



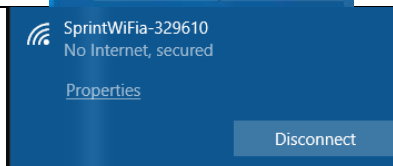
- On the hotspot, click the Power button until "Wi-Fi Password" appears. It will be a series of letters and numbers.
- Enter the Wi-Fi password and then click Next.


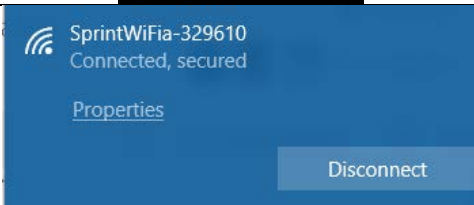


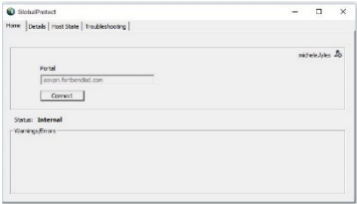
- If the pop-up to the right appears, select "Yes".



- The hotspot will connect but may say, "No Internet, secured." If it says this or the Internet does not work, please go on to Step 10.

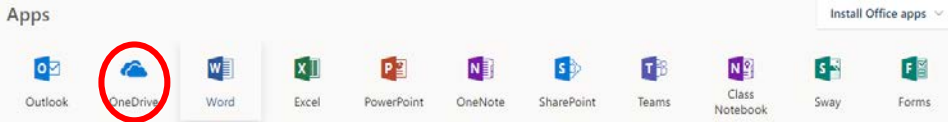


<p>10. On the desktop of the computer is a file labeled “IP Reset.”</p> <p>Double-click on the “IP Reset” file. Wait and let it run. It will close by itself.</p> <p>Do not delete this file. Without it, the laptop will not be able to connect to any Wi-Fi system, even a home network.</p>	
<p>11. The Wi-Fi access point should now be connected and say, “Connected, secured.”</p> <p>12. If it doesn’t connect, go back and repeat steps 3-9.</p>	
<p>After your first log-in to the hotspot</p> <ul style="list-style-type: none"> Step 10 may need to be repeated any time you want to change Wi-Fi networks. For example, if the device was taken to a public library and connected to Wi-Fi, step 10 may need to be repeated. Again, laptops are programmed to run through the district’s filter. They will not connect to any Wi-Fi without running through Global Protect. Sometimes, if the Wi-Fi does not connect, it may ask you to reconnect to Global Protect. If the pop-up window appears, you will need to click “Connect” until you see no messages in the Warning/Errors section of the pop-up. You may need to repeat Step 10 for this to happen. 	

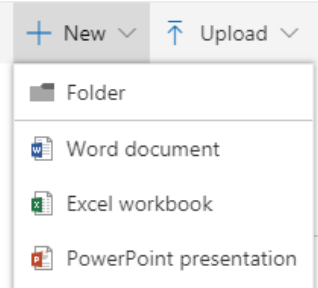


Connecting to Office 365

- Go to www.fortbendisd.com
- Select “Parents and Students”
 - Then, in the third column at the bottom, click “Student Email (Grades 4-12).”
- Log in using your district-provided Office 365 account (info may be found in Family Access, under Student Info) From choices, select OneDrive icon.



- Within OneDrive, it is recommended to create folders for the grade you are in and then for each subject. This allows you to organize work from year to year. This is done using the “New” dropdown, clicking “folder,” and then naming the folder. The next time in OneDrive, you will be able to click on the folder to access your files.
- From this same dropdown, you may also create new Word, Excel, and PowerPoint files, or use “Upload” tab if you created the file on the computer desktop.



Reminder of Key Usage Guidelines (summary of agreed-upon Laptop Agreement)

- Laptop and Hotspot must be used for academic purposes
- Must follow district AUP for use of all equipment
- Charge device if battery is below 50%
- Do not leave device in car or store other items on top of or in the bag with the laptop.
- Save all materials to your OneDrive or external media. Devices may be wiped and anything stored on device will be removed upon check-in.